

CANASTOTA CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

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District-wide School Safety Plan

Commissioner’s Regulation 155.17

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, 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 Canastota 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 CONSIDERATION AND PLANNING GUIDELINES

A. Purpose

The Canastota Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools 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 District has created a District-wide School Safety Team including the following persons:

Position

Board of Education Representative	Deborah New
Administration Representative	Tracy Leone
Teacher Representative	Erin Tucci, Linda Gleeson
Parent Representative	Devon King
Student Representative	TBD
Other School Personnel	Roseann Gardinier R.N.
Others:	Jack Angrisano- Madison-Oneida -BOCES Canastota Police – Sgt. Sean Barton Sheila Gilroy – Haylor, Freyer & Coon Patti Cerio - OHM BOCES Safety Program

D. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

E. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The District-wide and building-level plans were adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education on June 11, 2002.
- 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 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans were supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available in the Business Office, 120 Roberts Street, Canastota, NY.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The district may establish the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents, such as:

- ◆ Non-violent conflict resolution programs,
 - Second Step Social Emotional Learning
 - PBIS
 - Worry Warriors
 - Restorative Practices
 - Calm Down Group (Anger Management Group)
 - Healing Hearts
 - Change and Challenges (lunch groups)
 - Social Skills Groups
 - Marvelous Monday Club
 - Crafting to Create
- ◆ Peer mediation programs,
 - Restorative Measures
- ◆ Extended day programs,
 - Extended Learning Day
 - Kindness Club
 - Fitness Club
 - Leadership Development
 - Government Club
 - Mentoring Program with HS Students
 - Wellness Club
 - Band
- ◆ DASA Anti-bullying programs,
 - NCMEC Cyber-Safety and Cyber-Bullying
 - Think First, Stay Safe
 - Library Books Club
- ◆ Student Handbooks with summary of Code of Conduct
- ◆ Connected Community Schools

The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

Reporting Mechanism

Students will use the building level chain of command to report any incidents. The school nurses, school counselors, social worker and psychologists are also available for confidential reporting.

Training, Drills, and Exercises

- ◆ The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.
- ◆ When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2023-2024 school year:
 - Training, drills and exercises will be evaluated by the District staff and/or local response agencies and the school Safety Committee. Evaluations may be written or verbal debriefings. Corrective actions will be implemented as needed.

Date	Description of training, drill or exercise
Annual/Spring	"Early Go Home" drill - Students & Staff
As required by law	8 Evacuation (Fire) Drills and 4 Lockdown Drills - Students & Staff
As needed	Table top exercises - Staff
Annually by September 15th	Emergency Preparedness, Violence Prevention and Mental Health
Annual	Right to Know; Blood Borne Pathogens; First Aid/CPR/ Defibrillator Training, Sexual Harassment, DASA, Fire Safety, Art Safety, Asbestos, Chemical Hygiene, Lab Safety, Partition Door Training, Lock out tag out
Annual	Bus Drills – Students and Staff

Implementation of School Security

- ◆ The district will conduct a security review of the facility with the assistance of local law enforcement and/or the BOCES Safety Office, to determine what security measures should be adopted. Measures to be considered include: hall monitors, visitor badge/sign-in procedures, video surveillance, school resource officer and reporting mechanisms. See Appendix 7 for SPO responsibilities and agreement
- ◆ The following security measures are in place:

Security measure	Purpose
Main Office Staff	Single point of entry for visitors, Badge required for visitors
Secure Vestibules	Building Access Control
Fingerprinting	All new employees after 7/2001
Security Cameras	Buildings are retrofit with security cameras inside and outside
Card Access System	Limit and monitor access to all instructional buildings including Bus Garage
Anonymous Tip Line	Anonymous reporting of bullying, threats, substance abuse, etc.
Parent/Staff Communication Tool	Currently ParentSquare used to email and text message notification/updates to subscribed parents
Emergency Alert System - Internal	Internal building notification through the use of audio and visual mechanisms for fire, lock out, lock down situations
Emergency Alert Blue Lights - External	Notification to people outside of building to stay off campus

For the safety of students and staff, specifics have not been included.

- ◆ The following measures have been considered, but not implemented at this time:

Security measure	Resolution

Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data cautions against profiling students who have the potential for violence. However, it also acknowledges the need to identify youth

at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Additionally, the District may disseminate violence prevention information to parents and/or students via newsletters, handbooks, letters/handouts or other appropriate means, as necessary. The District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff.

B. Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

Site/situation	Comments
Building	Science Labs/Technology Areas; each building evaluates their emergency response teams, conducts training, updates certifications and makes adjustments as needed
Athletic fields	New fields & facilities constructed to minimize hazard
Buses	Bus Accident policy developed 2005
Roadways	NYS Thruway, Routes 5 & 13 for transportation of hazardous materials

* See also Appendix 1 for Risk Probability Checklist.

Section III: Response

A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan. Additionally, emergency service telephone contacts are listed on appendix 5 in this plan.
- The Superintendent and /or his designee(s) will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication. See appendix 2.
- In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.
- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of ParentSquare or local media including television – WSYR, WTVH, WSTM and News 10 Now. Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may be used.
- Where practicable, phone trees will be implemented using the information provided on students' emergency contact cards. In the event of certain large-scale emergencies, the NOAA weather radio emergency alert system may be used.

Maintaining certain information about each educational agency located in the school district

The following information concerning educational agencies located within the district is included with the Building-level Safety Plans and is updated by each building:

- Projected School population and number of staff (instructional)

Peterboro Elementary	236 Students incl. Pre-K	26 staff members
South Side Elementary	180 Students	22 staff members
Roberts St. Elementary	278 Students	33 staff members
Jr./Sr. High School	571 Students	56 staff members

- Transportation Resources: See appendix 3
- Business and home telephone numbers of key officials of each such educational agency: See appendix 2

B. Situational Responses

Emergency Response

The District’s emergency response plans are outlined in the Building-level Emergency Response Plans for security reasons.

They include the following types of emergencies such as:

- ◆ Threats of Violence
- ◆ Hostage/Kidnapping
- ◆ Natural/Weather Related
- ◆ Civil Disturbance
- ◆ School Bus Accident
- ◆ Building System Failure
- ◆ Intruder
- ◆ Explosive/Bomb Threat
- ◆ Hazardous Material
- ◆ Biological
- ◆ Medical incl. Infectious Disease Response**(Appendix 7)
- ◆ Shooting Incident (Crime Scene Mgt.)

Public Health Emergency Continuation of Operations – **Site-Essential Employee Protocols (see Appendix 6)

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations which would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation.
- ◆ Inform Superintendent of implied or direct threat.
- ◆ Determine level of threat with Superintendent/Designee.
- ◆ Contact the appropriate law enforcement agency, if necessary.
- ◆ Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee.
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate.
- ◆ If necessary, initiate the lockdown procedure, and contact law enforcement.
- ◆ Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-level Plans. The following protocols are provided as examples:

- ◆ Identification of decision-makers
- ◆ Plans to safeguard students and staff
- ◆ Procedures to provide transportation, if necessary
- ◆ Procedures to notify parents
- ◆ Procedures to notify media
- ◆ Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Government

- In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or her designee.
- ◆ On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law.

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District's local emergency management office information:

Emergency Management Office - Dan Degear, Wampsville, NY 315-366-2789

District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Defibrillator	Instructional buildings and athletics
Emergency lighting	All buildings
Heavy duty fans	Roberts Street Complex
First Aid Supplies	Each building-Nurses Office
Spill Clean up Materials	Each building-Custodial Rooms & Buses

The following persons are available to assist in the event of an emergency:

Title	Role, skill, or assignment
School Nurse	First Aid Supplies, Triage
All trained staff	First Responders
Building & Grounds	Security, traffic control
Transportation Supervisor	Coordinate Transportation as needed
School Counselors, School Psychologists, Social Worker, Nurses	Crisis Team
Volunteer custodians & staff	Suspicious Object Identification Team

Procedures to coordinate the use of school resources during emergencies

The District uses the Incident Command System model for emergency actions. For campus emergencies, the Incident Commander will be the District Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans. See appendix 4.

Protective Action Options

The following actions will be considered in the event of an emergency as appropriate:

- ◆ School cancellation prior to opening
- ◆ Early dismissal
- ◆ Evacuation
- ◆ Sheltering (Lockdown, Lockout, Shelter-in-Place, Hold-in-Place)

◆ School cancellation

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

◆ Early dismissal

- Monitor situation
- If conditions warrant, close school.
- Contact the Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

◆ Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)

- Determine the level of threat.
- Contact the Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to the Superintendent.

- ❑ Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- ❑ Ensure adult supervision or continued school supervision/security.
- ❑ Set up an information center where parents may make inquiries.
- ❑ Retain appropriate district personnel until all students have been returned home.

◆ **Sheltering (internal and external)**

- ❑ Determine the level of threat.
- ❑ Determine location of sheltering depending on the nature of the incident if threat is not imminent.
- ❑ Initiate building Lockdown, Lockout, Shelter-in-Place or Hold-in-Place procedures e.g. lock/close doors etc. if threat is imminent.
- ❑ Account for all students and staff. Report any missing staff or students to the Superintendent.
- ❑ Determine other occupants in the building.
- ❑ Make appropriate arrangements for human needs.
- ❑ Take appropriate safety precautions.
- ❑ Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- ❑ Retain appropriate district personnel until all students have been returned home.

Section IV: Recovery

A. Post-Incident Response

- The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the Building-level Plan.

B. Disaster Mental Health Services

- The Superintendent, or his/her designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan.
- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

Section IV: Emergency Remote Instruction

- In the event of a school closing due to emergency conditions, the District may implement an Emergency Remote Instruction Plan. See Appendix 8

APPENDIX 1

RISK PROBABILITY CHECKLIST

	YES	NO	DON'T KNOW
1. Has your region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat	X		
2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake	X		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		X	
4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		X	
5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide		X	
6. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		X	
7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards	X		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		X	
9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms		X	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		X	
11. Has your state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane	X		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		X	
13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods	X		
14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado		X	
15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard		X	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials		X	
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	X		
18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident	X		
19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident		X	
20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident		X	
21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster		X	

APPENDIX 2

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephones numbers of building staff.

Building Name	Address	Contact Name	Telephone Number
Peterboro Street Elementary	220 Peterboro Street Canastota, NY	Jennifer Carnahan	315-697-2027 (Work)
South Side Elementary	200 High Street Canastota, NY	Emily Nugent	315-697-6372 (Work)
Roberts Street Elementary	120 Roberts Street Canastota, NY	Derek Sajnog	315-697-2029 (Work)
Canastota Junior –Senior High School	101 Roberts Street Canastota, NY	Peter Schultz	315-697-2003 (Work)

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within or adjacent to the District:

Educational Agency	Address	Contact Name	Telephone Number
Celebration Children’s Center of Canastota	206 Wilson Ave. Canastota, NY	Sarah Murdie	315-697-8680
Mohawk Valley Community Action Agency - Madison County Head Start Program	110 N Main Street Canastota, NY	Toni Noma	315-624-9930 X 2631

In an emergency, the Canastota Central Schools Business Office will notify these agencies as appropriate.

EDUCATIONAL AGENCIES

Mr. Scott Budelmann	(BOCES)	315-361-5510
Dr. Ravo Root	(Camden)	315-245-4075
Mr. William Dowsland	(Hamilton)	315-824-6300
Mr. Jason Mitchell	(Madison)	315-893-1878/1879
Mr. Gregory Molloy	(Morrisville-Eaton)	315-684-9300
Mr. Matthew Carpenter	(Oneida)	315-363-2550
Mr. Peter Blake	(Rome)	315-334-7434
Mr. Corey Graves	(Stockbridge)	315-495-4400
Ms. Martha Group	(VVS)	315-829-2520

Home telephone numbers are maintained in the district office.

APPENDIX 3

School Transportation Resources

23 – 65 Passenger Bus

2 – 59 Passenger Bus with Wheelchair

2 – 8 Passenger Extended SUV (DOT Approved)

3 – 6 Passenger Mini-Van

16 – Drivers (Permanent)

5 – Substitute Drivers

7 – Bus Aides (Permanent)

5 – Substitute Bus Aides

Appendix 4

Incident Command

- ❑ **Incident Commander/Chief Safety Officer – District Superintendent or Designee** - Responsible for the direction of the District response in a campus-wide emergency (District Superintendent) or the building response in a building-level emergency (Building Administrator).
- ❑ **Emergency Coordinator and Logistics – District Superintendent or Designee** - Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.
- ❑ **Public Information Officer – District Superintendent or Designee** - Compiles and releases information to the news media.
- ❑ **Safety Officer – BOCES Risk Management** - Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❑ **Liaison – Maintenance Mechanic** - Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- ❑ **Incident Log – Dir. Pupil/Personnel Services** - Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- ❑ **Operations – Building Principals** - Responsible for directing the implementation of action plans and strategies for incident resolution.
- ❑ **Planning/Intelligence – Emergency Management Team** - Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- ❑ **Administration/Finance – District Business Leader** - Responsible for all cost and financial matters related to the incident.

Appendix 5

EMERGENCY TELEPHONE NUMBERS

Agency	Telephone Numbers
New York State Police	911 or 315-366-6000 (Oneida)
Madison County Sheriff	911 or 315-366-2318
Canastota Police	911 or 315-697-2240
Madison County Emergency Response Fire and Ambulance Communications	911 or 315-363-2090
Madison County Fire Coordinator	315-366-2789
Madison County Health Dept.- Public Health Nurse	315-366-2361
Oneida Healthcare Center	315-363-6000
NYS Thruway Authority	1-800-462-2556
Canastota Fire Department	911 or 315-697-3341
St. Elizabeth Medical Center (Utica)	315-801-8100
Red Cross	315-363-2900 (Oneida Chapter)
Poison Control	1-800-222-1222
Verizon Telephone Company	1-800-837-4966
National Grid	1-800-642-4272
Canastota Dept. of Public Works	315-697-7042 (Cell) 315-575-1826 or 315-575-6142
Madison County Highway Department	315-366-2221
National Weather Service	607-729-1597
F.B.I.	315-732-2157
Madison Co. Mental Health	315-366-2327

Appendix 6

Continuation of Operations Plan – Site-Essential Employee Protocols

DEFINITIONS

"Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"Site-Essential" shall refer to a designation made that a public employee or contractor is **required to be physically present** at a work site to perform his or her job.

"Non-site-essential" shall refer to a designation made that a public employee or contractor is **not required to be physically present** at a work site to perform his or her job.

"Communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

"Retaliatory action" shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

1. **LIST AND DESCRIPTION OF POSITIONS AND TITLES AND JUSTIFICATION considered site-essential in the event of a state-ordered reduction of in-person workforce and a justification of such consideration for each position and title included.**

The list and justifications can be found as an attachment to this plan.

2. **DESCRIPTION OF PROTOCOLS THE EMPLOYER WILL FOLLOW IN ORDER TO ENABLE ALL NON-SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS TO TELEWORK including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.**

Employees not required to be on-site to perform their job functions (non-site-essential) will have the option to telework if approved by their supervisor. Canastota CSD Administrators will evaluate existing barriers to telework and follow Canastota CSD purchasing policies to request, procure, distribute, install and support resources, such as hardware and software that will enable telework, to the extent possible.

3. DESCRIPTION OF HOW THE EMPLOYER WILL, TO THE EXTENT POSSIBLE, STAGGER WORK SHIFTS OF SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS IN ORDER TO REDUCE OVERCROWDING ON PUBLIC TRANSPORTATION SYSTEMS AND AT WORKSITES.

If necessary, Canastota CSD will assess in-person capacity and conditions to stagger work shifts to reduce workforce density at worksites. Public transportation is not a factor in this region.

4. DESCRIPTION OF THE PROTOCOL THE EMPLOYER WILL IMPLEMENT IN ORDER TO PROCURE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each site-essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Employees and contractors are encouraged to provide their own personal protective equipment if appropriate for the situation (e.g. face masks). However, as necessary, Canastota CSD will provide at least two pieces of each type of personal protective equipment (as appropriate to their job and exposure) to each site-essential employee and contractor during any given work shift. Canastota CSD will procure and maintain a 180-day supply of PPE as availability permits, as well as cleaning supplies, signage, and other pandemic-related items. This process will be centralized through the Canastota CSD Building Services Division; this allows for cost-effective bulk purchasing as well as streamlined accounting, disbursement, and inventory control. Administrators and Clerical Staff may requisition for supplies. Building Services will house all items in adequate and appropriate storage spaces (e.g. not exposed to weather, adequate size, etc.) to prevent degradation and permit immediate access in the event of an emergency declaration.

5. DESCRIPTION OF THE PROTOCOL IN THE EVENT AN EMPLOYEE OR CONTRACTOR IS EXPOSED TO A KNOWN CASE OF THE COMMUNICABLE DISEASE THAT IS THE SUBJECT OF THE PUBLIC HEALTH EMERGENCY, EXHIBITS SYMPTOMS OF SUCH DISEASE, OR TESTS POSITIVE FOR SUCH DISEASE IN ORDER TO PREVENT THE SPREAD OR CONTRACTION OF SUCH DISEASE IN THE WORKPLACE.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

Canastota CSD will follow all procedures and protocols communicated by the New York State and local health authorities as appropriate for preventing the contraction or spread

of the communicable disease identified in the public health emergency. These will be communicated to staff through correspondence from the Canastota CSD leadership team, the Canastota CSD website, postage and signage, and/or other means as appropriate.

Staff, contractors, and visitors will complete daily health screenings and if they have been exposed to a known case or exhibit symptoms of the communicable disease that is the subject of the public health emergency, they will not be allowed in Canastota CSD buildings. They will be directed to leave and advised to follow up with their healthcare provider and/or local health department.

In the event that a staff member, contractor, or visitor develops symptoms while onsite, that individual will be directed to leave and advised to follow up with their health care provider and/or local health department.

If an employee or contractor tests positive for such disease, school administrators will collaborate and coordinate with local health officials to assess levels of community transmission and the extent of close contacts of the individual who tested positive.

Canastota CSD may need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, Canastota CSD will adhere to the prevailing CDC and DOH guidance for cleaning and disinfecting affected areas, and notify individuals impacted.

Canastota CSD will follow the most current guidance from the health department in assessing when staff may report to work in person. The current guidance (September 2020) is attached.

Canastota CSD will comply with its policies and procedures as well as state and federal law pertaining to leave should an employee need to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

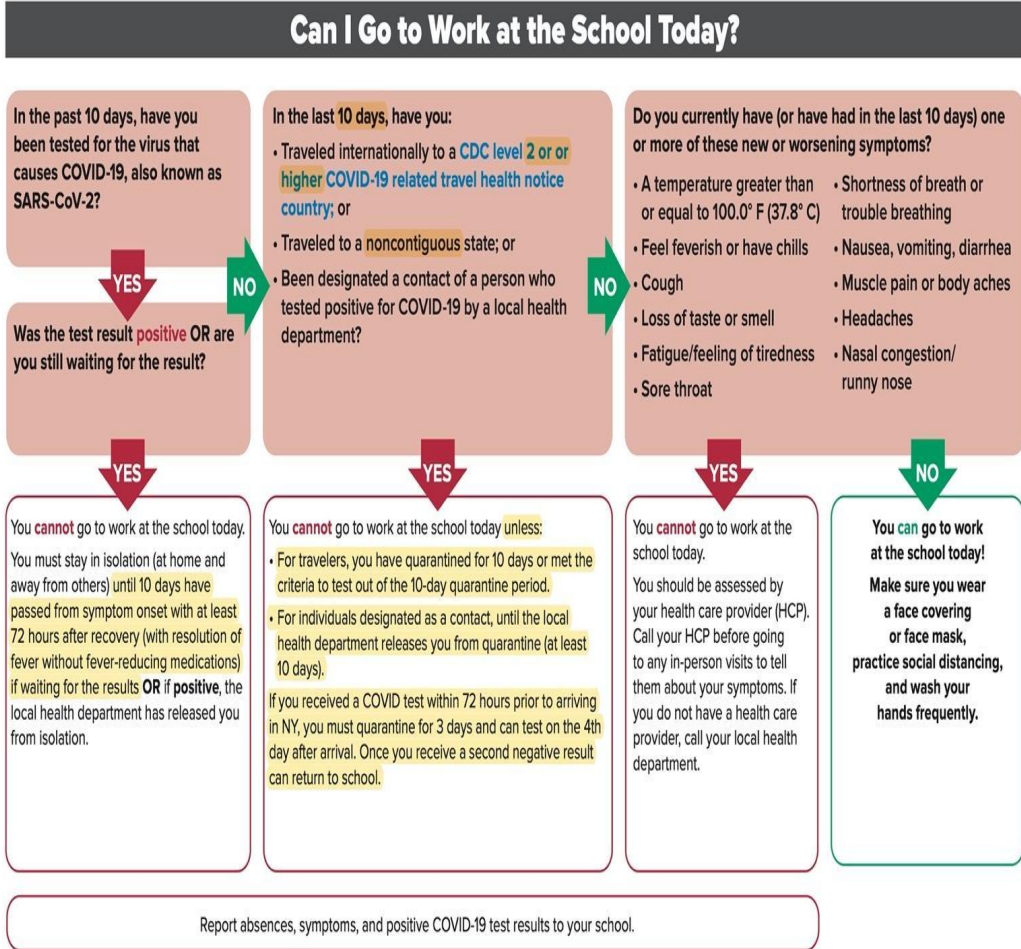
6. PROTOCOL FOR DOCUMENTING PRECISE HOURS AND WORK LOCATIONS, INCLUDING OFF-SITE VISITS, FOR SITE-ESSENTIAL EMPLOYEES AND CONTRACTORS. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

Canastota CSD will utilize the mandated daily health screening questionnaire, building sign-in sheets, electronic door access records, and other protocols consistent with the employees' collective bargaining agreement.

7. PROTOCOL FOR HOW THE PUBLIC EMPLOYER WILL WORK WITH SUCH EMPLOYER'S LOCALITY TO IDENTIFY SITES FOR EMERGENCY HOUSING FOR SITE-ESSENTIAL EMPLOYEES in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Not applicable. Canastota CSD employees are not expected to remain at the worksite and may return home after work each day.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work



SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Are too sick to drink fluids
- Racing heart or chest pain
- Severe abdominal pain, diarrhea or vomiting
- Decreased urine output
- Lethargy, irritability, or confusion

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List and Description of Site-essential Positions and Titles and Justification

The following titles and positions are considered Site-essential in the event of a declared public health emergency that deems it necessary to reduce the level of in-person workforce.

NOTE: Other positions may be required to report on-site depending upon circumstances, if needed.

Title/Position	Justification/Responsibility	Building/Program
Administration	Day to day operations, facilities, and personnel management	Building/District
Clerical Staff, as needed	Building/staff management	Building/District
Teachers, as needed	Education and delivering instruction	Building/District
Maintenance	Facility maintenance and management	Building/District
Custodians	Cleaning, building maintenance	Building/District
Nurses	Mental and physical health	Building/District
Transportation	Transport meals and/or instructional materials	Building/District
Food Service	Fulfill food/feeding requirements	Building/District
All other CTA employees, as needed	Duties assigned in order to function properly	Building/District
All other CSEA employees, as needed	Duties assigned in order to function properly	Building/District
All other employees, as needed	Duties assigned in order to function properly	Building/District
	Note: Any duties may be assigned on an as needed basis in order to function properly	

Appendix 7

SPO Agreement

AGREEMENT

This Agreement is entered into this 22nd of August, 2022, by and between the Village of Canastota, New York, a political subdivision of the State of New York, hereinafter referred to as "Village", having its principal office at 205 South Peterboro Street, Canastota, NY 13032, and the Canastota Central School District, located at 101 Roberts Street, Canastota, NY 13032, hereinafter referred to as the "District".

WITNESSETH

For and in consideration of the mutual promises, terms, covenants and conditions set forth herein, the parties agree as follows:

1. Purpose of the Agreement. The purpose of this Agreement is for the Village to assign one (1) uniformed police officer to the District to provide law enforcement services as a Special Patrol Officer for the 2022-2023 school year. The Police officer assigned will possess a minimum of forty (40) hours of specialized SRO training. The Police officer will work with school personnel in providing and maintaining a safe campus environment and serve as a law enforcement problem solving resource person, while providing the appropriate response regarding on campus or school-related criminal activity.
2. Term. The term of this agreement shall be from September 1, 2022 until the end of the 2022- 2023 school year encompassing a total of 180 school days, provided that the term may be mutually extended by the parties as they deem necessary to satisfy attendance requirements that may have been affected by weather or other factors.
3. Termination. This agreement may be terminated without cause by either party upon 60 days prior written notice.
4. Relationship of Parties. The Village and the assigned police officer shall have the status of an independent contractor for the purpose of this Agreement. The police officer assigned to the district shall at all times be considered to be an employee of the Village and shall be subject to the control and supervision of the Village Police Chief. The assigned officer will be subject to current procedures in

effect for the Canastota Department police officers, including attendance at all mandated training and testing to maintain state law enforcement officer certifications. This Agreement is not intended to, and will not constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business association or organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth in this agreement.

5. Officer Responsibilities. The officer Assigned to the District shall:

A. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.

B. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Comply with District policies, including Code of Conduct, Dignity for All Students Policy and FERPA regulations. Endeavor to protect school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator.

C. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations which may arise at the school. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SPO shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities. The SPO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies, including initiating interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.

D. Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

E. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.

F. Develop and implement classes in law related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

6. Evaluation. The use and effectiveness of the Special Patrol Officer position will be evaluated on a regular basis by the Mayor, Chief of Police and the District Superintendent of Schools, or his/her designee. The SPO will meet regularly with school officials and the Chief of Police for assistance and direction on decision-making. The SPO will maintain regular reporting of his/her activities to the District and the Police Department. The District shall designate a single administrator or other person to act as contact person with the SPO and the Village regarding the duties to be performed.

7. Salary. SPO is a non-competitive part-time position and the salary is specific to this Agreement. The District agrees to reimburse the Village an hourly rate for the SPO of \$27.78 for hours worked. The District also agrees to reimburse the Village for FICA, Medicare, Worker's Compensation and any associated retirement costs specific to the SPO, as well as the cost of providing a vehicle for use by the SPO at the rate of \$ 182.84 per month.

8. Time Off From Duties. The SPO shall give 48 hours prior notice when taking time off from his/her duties, unless an emergency situation should arise to include an illness in which case the employee shall only need to notify the District and the Village for approval.

9. Flex time. Should the SPO be detailed to an after-school event and choose to split the eight hour day he/she may do so with the agreement of the District and the Village.

10. Good Faith. The District, the Village, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent, the Police Chief, and the Mayor, or their designees.

11. Indemnification. The District agrees to indemnify, save and hold harmless the Village and the Chief, their agents, servants, employees and subcontractors from any claims, demands, causes of action and/or judgments arising out of injuries to person or property of whatever kind or nature caused by the negligence and/willful misconduct of the District, its agents, servants, employees or subcontractors in connection with the performance of this agreement, and to defend at its own cost, such action or proceeding. The Village and the Chief mutually agree to indemnify, save and hold harmless the District, their agents, servants, employees and subcontractors from any claims, demands, causes of action and/or judgments arising out of injuries to person or property of whatever kind or nature caused by the negligence and/willful misconduct of the SRO and/or the Village, its agents, servants, employees or subcontractors in connection with the performance of this agreement, and to defend at its own cost, such action or proceeding.

12. Insurance. The District agrees that it will, at its own expense, at all times during the term of this agreement, maintain in force a policy of insurance which will insure against liability for the property damage and/or injury/death with regard to any property or persons. The liability and property damage coverage of such

insurance shall not be less than One Million Dollars (\$1,000,000). The District agrees to have the Village added to said insurance policies as a named additional insured, as its interest may appear, and to provide the Village with a certificate from said insurance company, or companies, showing coverage as hereinbefore required, such certificate to show the Village as additional insureds and to provide that such coverage shall not be terminated without written prior notice to the District of at least thirty (30) days.

The Village agrees that it will, at its own expense, at all times during the term of this agreement, maintain in force a policy of insurance which will insure against liability for the property damage and/or injury/death with regard to any property or persons. The liability and property damage coverage of such insurance shall not be less than One Million Dollars (\$1,000,000). The Village agrees to have the District added to said insurance policies as a named additional insured, as its interest may appear, and to provide the Village with a certificate from said insurance company, or companies, showing coverage as hereinbefore required, such certificate to show the Village as additional insureds and to provide that such coverage shall not be terminated without written prior notice to the District of at least thirty (30) days.

IN WITNESS WHEREOF: the parties hereto have caused this Agreement to be executed the day and year first written above.

For the Canastota School District:

By: Wesley P. Hood, President of the Board of Education

By: [Signature], District Superintendant

For the Village of Canastota:

By: Rosanne Warren, Mayor

By: [Signature], Officer in Charge

Appendix 8

Emergency Remote Instruction Plan

<p>1. <i>Procedure to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.</i></p>																		
<p>PSES/SSES Each student will go home with a fully charged Chromebook any time the weather forecast indicates that we may have inclement weather, or in the event of an emergency. In general, chargers will not be sent home, so students should use Chromebooks for learning purposes only. Chromebooks should come back to school the following day, anytime they are sent home.</p>	<p>RSES/JSHS Each student will be issued a Chromebook at the beginning of the school year. Each student is expected to take their Chromebook home each night and back to school the next day fully charged. Chargers are available in limited quantities.</p>																	
<p>2. <i>Procedure to ensure students receiving remote instruction under emergency conditions will access internet connectivity.</i></p>																		
<p>In the beginning of each school year, the District will execute a Student Digital Resources Survey Data Collection to determine connectivity needs. In the event a student or family needs assistance with internet connectivity, the IT department will issue a mobile hotspot to the student/family. The data collection will be conducted periodically throughout the school year.</p>	<p>A student/family can request or reserve a mobile hotspot by calling the IT Department at: 315-697-6310</p>	<p>Students/families can submit a tech help ticket online if they experience difficulty with device: Student Help Ticket</p>																
<p>3. <i>Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction.</i></p>																		
<p>PSES/SSES - At 9:00 am students sign in to Google Meet and attendance is taken.</p>																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">9:00-9:15</td> <td style="padding: 2px;">Morning Meeting w/ Check-In Prompt</td> </tr> <tr> <td style="padding: 2px;">9:15-10:00</td> <td style="padding: 2px;">ELA Block</td> </tr> <tr> <td style="padding: 2px;">10:00-10:15</td> <td style="padding: 2px;">Brain Break / Snack</td> </tr> <tr> <td style="padding: 2px;">10:15-11:00</td> <td style="padding: 2px;">Math Block</td> </tr> <tr> <td style="padding: 2px;">11:00-11:30</td> <td style="padding: 2px;">AIS/WIN/ENL Teacher Check-In (see below for names)</td> </tr> <tr> <td style="padding: 2px;">11:30-12:00</td> <td style="padding: 2px;">Special Area Check-In (see below) with Day 1 teachers</td> </tr> <tr> <td style="padding: 2px;">12:00-12:30</td> <td style="padding: 2px;">Lunch</td> </tr> <tr> <td style="padding: 2px;">12:30 - on</td> <td style="padding: 2px;">Independent Options (see below)</td> </tr> </table> <p>Google Classroom Links have been established for the following staff members:</p> <ul style="list-style-type: none"> ● Classroom teachers ● AIS/WIN providers (Ms. Starling, Mrs. Wallace, Ms. Thomas, Mrs. Cary, Ms. Carhart, Ms. Coleman) ● ENL teacher (Emel Yuksel) ● K-3 Special Areas (Tracy Mammone - Library, Amber Bonaventura - Health & Wellness/PE, Andrea Kincaid - Health & Wellness/PE, Caroline Billy - Art, Crystal Miller - Music) 			9:00-9:15	Morning Meeting w/ Check-In Prompt	9:15-10:00	ELA Block	10:00-10:15	Brain Break / Snack	10:15-11:00	Math Block	11:00-11:30	AIS/WIN/ENL Teacher Check-In (see below for names)	11:30-12:00	Special Area Check-In (see below) with Day 1 teachers	12:00-12:30	Lunch	12:30 - on	Independent Options (see below)
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11:30-12:00	Special Area Check-In (see below) with Day 1 teachers																	
12:00-12:30	Lunch																	
12:30 - on	Independent Options (see below)																	

- **Students should follow their special schedule for Day 1.**

Independent options for the rest of the afternoon:

- Scholastic News
- Brain Pop Jr.
- Mystery Science or Mystery Doug (PSES)
- Razkids (grades 1-3)
- Starfall.com
 - Username: kids@canastotacsd.org Password: 12345
- Learning materials/folder work
- Canastota Reads (April)
- Reflex (grades 2 & 3)
- Worldbook Kids
- Keyboarding Without Tears

RSES students will begin fully remote instruction for all students at 8:00 a.m. daily (Monday-Friday). Students in 4th, 5th, and 6th will participate in daily online instruction with their classroom teacher(s) using Google Meet and Google Classroom. Each RSES student will follow his/her daily schedule as outlined below. **Daily attendance is mandatory.** Active participation is required. All participating students will be required to turn on their computer camera, be visible, ask and answer questions, and be actively engaged in the teaching and learning process.

8:00-8:50	Math
8:50-9:00	Brain Break
9:00-9:50	ELA: Reading & Literacy Development
9:50-10:00	Brain Break
10:00-10:50	Writing/AIS/WIN/Resource
10:51-11:32	Special
11:35-12:15	Lunch
12:30-1:15	Office Hours: See individual teacher's Google Classroom for Meet link
1:15-1:25	Brain Break
1:25-2:05	Independent Work

JSHS students will begin fully remote instruction at 7:45am and will be expected to follow their in-person schedules. Students in 7-12 will participate in daily online instruction with their classroom teacher(s) using Google Meet and Google Classroom. **Daily attendance is mandatory.** Active participation is required. All participating students will be required to turn on their computer camera, be visible, ask and answer questions, and be actively engaged in the teaching and learning process.

4. *A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.*

Students/Families may reach out to building principals as needed for special arrangements:

PSES: Jennifer Carnahan at jcarnahan@canastotacsd.org or 315-697-2027
 SSES: Emily Nugent at enugent@canastotacsd.org or 315-697-6372
 RSES: Derek Sajnog at dsajnog@canastotacsd.org or 315-697-2029
 JSHS: Peter Schultz at pschultz@canastotacsd.org or 315-2003

5. *A description of how special education and related services will be provided to students with*

disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.

PSES/SSES

Special Education services are embedded in all instructional blocks. Related services will be available in the afternoon from 12:30pm on.

RSES

Special Education services are embedded in all instructional blocks and time is allotted for students to receive Resource. Related services will be available in the afternoon from 1:25 pm on.

JSHS

Special Education services are embedded in all instructional blocks and time is allotted for students to receive Resource. Related services will be available in the afternoon during 10th period.