

Lancaster Central School District

District-Wide Emergency Response Plan

2020-21 School Year

Date of Safety Committee Review and Revision: June 24, 2020

Public Hearing Date: August 3, 2020

Date of Board of Education Acceptance: August 31, 2020

Note: Each School Building maintains a confidential building level emergency response plan.

Lancaster Central School District
District Wide Emergency Response Plan
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Table of Contents

Introduction

Section 1 0 0 0: General Considerations

A. Purpose	1 1 0 0
B. District-Wide Safety Team Members	1 2 0 0
C. Concept of Operations	1 3 0 0
D. Plan Review and Public Comment	1 4 0 0

Section 2000: General Emergency Response Planning

A. Identification of Sites of Potential Emergencies	2 1 0 0 – 2 1 0 2
B. Plans for Taking the Following Actions in Response to an Emergency Where Appropriate	2 2 0 0 – 2 2 3 5
C. District Resources Available for Use During an Emergency	2 3 0 0 – 2 3 2 5
D. Descriptions of Procedures to Coordinate School District Resources and Manpower During Emergencies	2 4 0 0 – 2 4 1 0
E. Procedures for Annual Multi-Hazard School Training for Staff and Students	2 5 0 0
F. Procedures for the Review and Conduct of Drills and Other Exercises to Test the Components of the Plan	2 6 0 0

Section 3 0 0 0: Responding to Threats and Acts of Violence

A. Policies and Procedures for Responding to Implied or Direct Threats of Violence by Students, Teachers, Visitors and Others	
B. Standard Operating Procedures for Emergencies	3 1 0 1 – 3 1 5 1
C. Policies and Procedures to Contact Parents, Guardians or Persons in Parental Relation in the Event of a Violent Incident or an Early Dismissal	3 2 0 0 – 3 2 1 0

Section 4 0 0 0: Communication with Others

A. Description of the Arrangements for Obtaining Assistance from Emergency Responders and Local Government Agencies	4 1 0 0
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Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Table of Contents – Continued

B Article 2-B of the Executive Law4 2 0 0
C. Non-Public School Information and Procedures to Contact4 3 0 0 – 4 3 0 5

Section 5 0 0 0: Prevention and Intervention Strategies

A. Policies and Procedures Related to School Building Security.....5 0 0 0
B. Policies and Procedures for the Dissemination of Informative Materials Regarding the Early
Detection of Potentially Violent Behaviors....5 1 0 0
C. Appropriate Prevention and Intervention Strategies....5 2 0 0
D. Strategies for Improving Communication Between Students and Staff and Reporting
Potentially Violent Incidents5 3 0 0
E. Description of Duties and Required Training of School Resource Officers, Hall Monitors
and Other School Safety Personnel.....5 4 0 0

Appendices

Appendix A Buildings Covered by the District-Wide Plan
Appendix B Threat Assessment Inquiry

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Section 1 0 0 0: General Considerations and Planning Guidelines

Introduction

A.	Purpose	1 1 0 0
B.	Identification of School Teams	1 2 0 0
C.	Concept of Operations	1 3 0 0
D.	Plan Review and Public Comment.....	1 4 0 0

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Introduction

The Safe Schools Against Violence in Education Act (S A V E) was passed by the New York State Legislature and signed into law by Governor Pataki on July 24, 2000. Project Safe Schools Against Violence in Education culminates the work of the Task Force on School Violence chaired by Lieutenant Governor Donohue. The Task Force consisted of a broad range of qualified people from all parts of the state including students, parents, teachers, school administrators, law enforcement experts, business leaders, mental health professionals and local elected officials. From its inception in January 1999, the Task Force sought information concerning the best school violence prevention and intervention practices in the state and the nation. Ten public hearings were held throughout the state, providing a rich array of recommendations from local communities about ways to ensure the safety of New York's students. The Task Force's final report, Safer Schools for the 21st Century, contained a series of recommendations intended to reduce incidents of violence in schools and strengthen schools' capacities for responding to emergencies that could affect the health and safety of children.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of Safe Schools Against Violence in Education is the development of school safety plans at the district and at the school building levels. At the district level, the new District-Wide School Safety Plan replaces the current school emergency management plan that is required for all districts. At the school building level, a newly required School Building Emergency Response Plan must be prepared for each school building in the state. Together, these plans are intended to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

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1 1 0 0

A. Purpose

The District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The Lancaster Central School District Board of Education annually appoints the Chief Emergency Officer and the District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

The Chief Emergency Officer is Jamie Phillips, Assistant Superintendent for Business and Support Services. The Chief Emergency Officer's duties include:

Coordination of the communication between school staff, law enforcement and other first responders;

Lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;

Ensure staff understanding of the district-wide school safety plan;

Ensure the completion and yearly update of building-level emergency response plans for each school building;

Assist in the selection of security-related technology and development of procedures for the use of such technology;

Coordinate appropriate safety, security and emergency training for district and school staff, including required training in the emergency response plan;

Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and

Ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

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1 2 0 0

B District-Wide Safety Team Members

The Lancaster Central School District has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teacher organizations, administrator organizations, parent organizations, school safety personnel and other school personnel. The team is annually appointed by the Board of Education.

The District-Wide School Safety Team for the 2020-21 school year, as designated by the Board of Education on 7/13/20, is:

Tami Augugliaro
Director of Nutrition Services

Michael Bryniarski
Superintendent for Buildings and Grounds

Robert Burey
New York State Insurance Fund

Patricia Burgio
Community Relations

Ami Cole
Teacher, William Street School

Sharon Deacon
Parent Representative

Kathy Dwan
School Nurse, Como Park Elementary

Jill Fecher
Board of Education Trustee

Judy Feldmeyer
Transportation Supervisor

Kristyn Fuqua
Teacher, Hillview Elementary

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Mary Gerasimowicz
Bus Attendant

Carrie Greene
Principal John A. Sciole Elementary

Gregory Heer
Assistant Principal, William Street School

Antionette Kaminski
Parent Representative

Adam Kneis
Senior Safety Analyst, Erie 1 Boces

Bill Loewer
School Resource Officer

Marlena Marrano
Teacher, John A. Sciole Elementary

Stacy Maute
School Resource Officer

Josh Merewether
The Evans Agency

Diana Misso
Teacher, Como Park Elementary

Jessica Moka
Teacher, Court Street Elementary

Greg Offhaus
Buildings and Grounds

Jamie Pernick
Assistant Principal Lancaster High School

Kate Perusich
Social Worker, Lancaster Middle School

Jamie Phillips
Assistant Superintendent for Business and Support Services

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District Wide Emergency Response Plan
For Official Use Only

Luann Romanelli
Utica National Insurance

John Talarico (Alternate)
Board of Education Trustee

Maureen Wing
Benefits

Judy Wolanin
School Nurse, Court Street Elementary

John Zimmerman
School Resource Officer

Judy Zitzka
Teacher, Lancaster Middle School

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1 3 0 0

C. 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. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level Emergency Response Team.

Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Resources will be coordinated based

Efforts may be supplemented by county and state resources through existing protocols.

Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:

Asking for their input in the planning process. When possible, include them as a member of the district-wide and building teams.

Include them in the training of staff and students.

Use their expertise and experience in the conduct of all drills, including tabletop exercises.

Discussing all resources available if Article 2-B is invoked.

Lancaster Central School District Board of Education Policies to refer to and that govern a multitude of safety and security protocols include:

#3 4 1 0-Code of Conduct on School Property

#3 4 1 2-Threats of Violence in School

#5 6 8 0-School Safety

#5 6 8 1-School Safety Plans

#5 6 8 3-Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills

#5 6 8 4-Emergency Management Plan

#7 3 3 0-Searches and Interrogations of Students and the District's Code of Conduct

Lancaster Central School District
District Wide Emergency Response Plan
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1 4 0 0

D. Plan Review and Public Comment

This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 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 and each Building-Level plan must be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 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 and each Building-Level Emergency Response Plans will be submitted to the New York State Education Department within 30 days of adoption and supplied to both local and State Police within 30 days of adoption. Plans will also be available on a secure area of the district's website for district administration access and through the Lancaster Office of Emergency Management in the case of an emergency.

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Section 2 0 0 0: General Emergency Response Planning

A. Identification of sites of potential emergency, including:

- The process for identifying the sites2 1 0 0
(School Safety Audit Checklist)
- Identification of Sites of Potential Emergencies Guideline2 1 0 1
- The location of potential sites2 1 0 2

B. Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

- Emergency closing2 2 0 5
- Early dismissal2 2 1 0
- Evacuation (before, during and after school2 2 1 5
hours, including security during evacuation and evacuation
routes)
- Shelter in Place/Locations2 2 2 0
- Lockdown2 2 2 5
- Lockout2 2 2 6
- Sheltering sites (On Campus/Off Campus)2 2 3 0
- Agreements2 2 3 5

C. The identification of district resources which may be available for use during an emergency, including the identification of personnel and other resources:

- Student/Staff Populations2 3 0 0
- Personnel Resources2 3 0 5
- Communication Resources, Specifics2 3 1 5
- Pupil Transportation2 3 2 0

D. Description of procedures to coordinate the use of school district resources and manpower during emergencies, including:

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Section 2 0 0 0: General Emergency Response Planning - Continued

- Identification of the officials authorized to make decisions (Chain of Command)2 4 0 0
- Coordination of Resources, Variations of Emergencies, and Chain of Command2 4 0 1
- Command Center Location2 4 0 2
- Identification of the staff members assigned to provide assistance during emergencies, district, building level 2 4 0 3 – 2 4 0 6
- Public Information/Media Notification Plan2 4 1 0

E. Procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards
2 5 0 0

F. Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials
2 6 0 0

Tabletop Exercises2 6 0 1

Lancaster Central School District
District Wide Emergency Response Plan
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2 1 0 0

A. Identification of Sites of Potential Emergencies

- The process for identifying potential problems on sites:

School safety Assessment – a strategic evaluation and facilities audit to identify emerging and potential school safety problems consisting of:

- A building safety audit conducted by building administration when warranted, with law enforcement when possible (Safety Audit Checklist)

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

SAFETY AUDIT CHECK LIST

Building: _____ Date: _____

Directions: Use the following checklist to assess the school's strengths and weaknesses in the Safety and Security of buildings and Grounds. An element may be in place (circle Yes) but at a minimal level (circle improve). If the element is missing, circle No if the school plans to implement this missing criteria or function, circle implement.

Safety and Security of Buildings and Grounds

Yes	Improve	No	Improvement	School Exterior and Play Areas
Yes	Improve	No	Improvement	School grounds are fenced. If yes, approximate height _____.
Yes	Improve	No	Improvement	Gates are secured by good padlock and chains after hours.
				Signage:
Yes	Improve	No	Improvement	Drug-free zone signs are posted.
Yes	Improve	No	Improvement	Bus loading and drop-off zones are clearly defined.
Yes	Improve	No	Improvement	Parent drop-off and pick-up area is clearly defined.
Yes	Improve	No	Improvement	There is only one clearly marked and designated entrance for visitors.
Yes	Improve	No	Improvement	Signs are posted for visitors to report to main office through a designated entrance.
Yes	Improve	No	Improvement	"Restricted" areas are properly identified.
				Landscaping
Yes	Improve	No	Improvement	Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule.)
Yes	Improve	No	Improvement	All poisonous shrubs, trees and foliage have been removed.
Yes	Improve	No	Improvement	Boundary edges are free from trees and telephone poles.
				School Bus Zone:
Yes	Improve	No	Improvement	Access to bus loading area is restricted to other vehicles during loading/unloading.
Yes	Improve	No	Improvement	Staff is assigned to bus loading drop off areas.
				Lighting
Yes	Improve	No	Improvement	There is adequate lighting around the building.
Yes	Improve	No	Improvement	Lighting is provided at entrances and other points of possible intrusion.
Yes	Improve	No	Improvement	Accessible lenses are protected by some unbreakable material.
Yes	Improve	No	Improvement	Directional lights are aimed at the building
Yes	Improve	No	Improvement	Exterior light fixtures are securely mounted.

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

2 of 5

SAFETY AUDIT CHECK LIST

Safety and Security of Buildings and Grounds

Yes	Improve	No	Improvement	School Exterior and Play Areas
Yes	Improve	No	Improvement	Windows and Doors
Yes	Improve	No	Improvement	Entrances to school property can be observed from the school and are adequately secured after hours.
Yes	Improve	No	Improvement	If campus style, doors are locked when classrooms are vacant
Yes	Improve	No	Improvement	Ground floor windows: no broken panes and locking hardware in working order.
Yes	Improve	No	Improvement	Basement windows are protected with grill or well cover.
Yes	Improve	No	Improvement	Outside Hardware has been removed from all doors except at point of entry.
Yes	Improve	No	Improvement	Play Areas:
Yes	Improve	No	Improvement	Play Areas are fenced.
Yes	Improve	No	Improvement	Good visual surveillance of play equipment is possible.
Yes	Improve	No	Improvement	Vehicular access to play areas is restricted
Yes	Improve	No	Improvement	Vehicular and Bicycle Parking
Yes	Improve	No	Improvement	Visual surveillance of bicycle racks is possible.
Yes	Improve	No	Improvement	Visual surveillance of parking lots from main office is possible.
Yes	Improve	No	Improvement	Driver education vehicles are secure
Yes	Improve	No	Improvement	Students are issued parking stickers for assigned parking areas
Yes	Improve	No	Improvement	Student access to parking area is restricted to arrival and dismissal times
Yes	Improve	No	Improvement	Parking area has been designated for students who must leave school during regular hours to begin work
Yes	Improve	No	Improvement	Security:
Yes	Improve	No	Improvement	All areas of school buildings and grounds are accessible to patrolling security vehicles
Yes	Improve	No	Improvement	There is a central alarm system in the school. If yes, describe: doors/corridors monitored.
Yes	Improve	No	Improvement	High risk areas (office, cafeteria, computer room, music room, shops, labs) are protected by high security locks and an alarm system.
Yes	Improve	No	Improvement	Unused areas of the school can be closed off during after school activities.

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

3 of 5

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

Safety and Security of Buildings and Grounds

Yes	Improve	No	Improvement	School Exterior and Play Areas Security All areas of school buildings & grounds are accessible to patrolling security vehicles.
Yes	Improve	No	Improvement	There is a central alarm systems in the school. If yes, describe: High-risk areas (office, cafeteria, computer room, music room, shops, labs are protected by high security locks and an alarm system. Unused areas of the school can be closed off during after school activities.
Yes	Improve	No	Improvement	
Yes	Improve	No	Improvement	There is a two-way communication between: Classroom and main office Duty stations and main office Re-locatable classrooms and main office
Yes	Improve	No	Improvement	Students are restricted from loitering in corridors, hallways, stairwells restrooms.
Yes	Improve	No	Improvement	Students are issued identification badges. There are written regulations restricting student access to school grounds and buildings.
Yes	Improve	No	Improvement	
Yes	Improve	No	Improvement	There is a schedule for maintenance for checking lights locks/hardware, storage, sheds, portable classrooms.
Yes	Improve	No	Improvement	The school ground is free from graffiti, trash and/or debris

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

4 of 5

SAFETY AUDIT CHECK LIST

Safety and Security of Buildings and Grounds

				School Interior
Yes	Improve	No	Improvement	The entrance lobby is visible from the main office
Yes	Improve	No	Improvement	Visitors are required to sign in
Yes	Improve	No	Improvement	Proper identification is required of vendors, repairmen
Yes	Improve	No	Improvement	Visitors are issued Identification cards or badges
Yes	Improve	No	Improvement	Full and part-time staff, including bus drivers are issued Identification cards or other identification
Yes	Improve	No	Improvement	friends, relatives or non-custodial parents are required to have Written permission to pick up a student from school
Yes	Improve	No	Improvement	Students are required to have written permission to leave school during school hours.
				Lighting:
Yes	Improve	No	Improvement	The hallways are properly lighted.
Yes	Improve	No	Improvement	Bathrooms are properly lighted.
Yes	Improve	No	Improvement	Bathrooms are supervised by staff.
Yes	Improve	No	Improvement	Stairwells are properly lit.
Yes	Improve	No	Improvement	Switches and controls are properly located and protected
Yes	Improve	No	Improvement	Access to electrical panels is restricted
Yes	Improve	No	Improvement	The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.
				Doors
Yes	Improve	No	Improvement	Faculty members are required to lock classrooms upon leaving
Yes	Improve	No	Improvement	Multiple entries to the building are controlled and supervised.
Yes	Improve	No	Improvement	Doors accessing internal courtyards are securely locked
Yes	Improve	No	Improvement	Mechanical rooms and other hazardous storage areas are kept locked
Yes	Improve	No	Improvement	The school maintains a record of all maintenance on doors, windows, lockers or other areas of the school
				Signage:
Yes	Improve	No	Improvement	Exit signs are clearly visible and pointing in the correct direction

Lancaster Central School District
 District Wide Emergency Response Plan
 For Official Use Only

5 of 5

SAFETY AUDIT CHECK LIST

Safety and Security of Buildings and Grounds

Yes	Improve	No	Improvement	Miscellaneous Does vandalism take place? If yes, circle all areas that apply: Classrooms Hallways Bathrooms Locker rooms Play areas Other
Yes	Improve	No	Improvement	Vandalism takes place during (circle all that apply) Before School After School During School Weekends Other
Yes	Improve	No	Improvement	Do assault and battery incidents take place? If yes, circle all areas that apply Classrooms. Locker rooms Hallways Bathrooms Play areas Other
Yes	Improve	No	Improvement	During what periods of the day do assault and battery incidents happen? Before school After school Change of class Lunch period Other

Lancaster Central School District
District Wide Emergency Response Plan
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2 1 0 1

- **Locations of Potential Emergencies**

When developing a specific list of potential sites for emergencies, at the building level, there are many variables that could serve as a catalyst or provide the environment for an emergency to take place at that site. Sites that have these variables or environment have been considered in the following list:

On-Site

- various chemical storage areas
- welding/hot work area
- indoor vehicle transportation areas
- compressed gas storage areas
- paint spray booths
- areas of student congregation
- student/teacher/administrator conference area
- swimming pool filter area
- athletic fields
- playground areas

Off-Site

- major highways (chemical transport)
- airport (flight path)
- railroad
- certain industrial sites (refineries, and so forth)
- creeks

This list can be used as a guideline to help assist in the development of the building level site of potential emergencies. It may not be all-inclusive.

Lancaster Central School District
District Wide Emergency Response Plan
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2 1 0 2

Locations of Potential Emergencies

Off-Site

Building Airport
Site All School Buildings
Material Located in Flight path

Building Railroad Yards
Site Conrail
Material Hazardous Material

Building Various Industrial Parks
Site Various Locations
Material Hazardous Material

On-Site

Building High School, William Street School
Site Swimming Pool and Filter Room
Material Chemicals

Building All Buildings
Site Chemical Storage
Material Chemicals

Building Athletic Fields, Play Areas
Site All Buildings
Material Potential for Injuries

Building Bus Garage
Site Fuel Tanks
Material Fuel, Waste Oil

Sites of potential hazards are also included in individual Building Emergency Response Plans

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District Wide Emergency Response Plan
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2 2 0 5

B. Plans for Taking the Following Actions in Response to an
Emergency Where Appropriate

- Emergency Closings

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made through the district's all-call system, on the district's website and social media, and on local television and radio stations.

When the district or a particular school is closed, all related activities scheduled at the closed locations, including athletic events and student extracurricular activities, will ordinarily be suspended for that day and evening unless express permission has been granted by the Superintendent or his/her designee.

The attendance of personnel shall be governed by their respective contracts and/or upon designation as essential by the Superintendent.

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District Wide Emergency Response Plan
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2 2 1 0

- **Early Dismissal Recommendations**

In the event of an imminent emergency that requires specific early dismissal procedures, they are as follows:

The early dismissal procedure will be implemented when a situation such as heavy snow warning, and so forth is imminent. This would occur at any time of the day after the children are on their way to school, or while school is in session. The district order would be given by the Superintendent or his/her designee.

1. Contact District transportation department to notify bus drivers.
2. Inform Building-level administration
3. Building-level administration, close to the time of planned dismissal, shall:
 - a. Inform teachers and students return to homeroom.
 - b. Attendance of all students should be taken by teachers.
 - c. Names of students not accounted for should be referred to office.
 - d. Teachers and students should remain in place until directions for dismissal are given.
 - e. Good conduct and discipline standards are to be enforced.
 - f. Special considerations should be given to:
 1. Students with Special Needs – contact transporting agency
 2. Student drivers dismissed to go home if situation permits
 3. Day care children – notify parents to pick up children
4. Information for reason of early dismissal may be shared with teachers and students as deemed necessary.
5. Communicate with parents to inform them of planned dismissal details through the district's all-call system, on the district's website and social media.

Lancaster Central School District
District Wide Emergency Response Plan
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2 2 1 5

- Evacuation

In the event of an imminent emergency that requires specific evacuation procedures, they are as follows:

1. The central office, emergency coordinator or building administrator, upon realization or notification from a public official (fire chief, police officer, local or county disaster official), of a natural or man-made disaster will notify one another of the impending emergency and inform each other of the current situation.
2. Contact with local fire or police will be made by the building administrator.
3. The building administrator will inform his/her staff of the decision to evacuate and where the building population will be evacuated to. Buildings will evacuate to designated outdoor evacuation site or off-site location.

Items to consider for evacuation:

- a. Total accountability of students and staff
- b. Students/Staff with Special Needs
- c. Whether transportation is readily available
- d. Time of travel and length of stay
- e. Notification of parents/guardians
- f. If short term sheltering is necessary off-site, notify the site(s) the occupants will be taken to.

Note: Standard fire evacuation procedures should be used in evacuations.

4. Building office staff should secure pertinent resource information such as student information and emergency contact information, and so forth. Teachers should carry safety plans, class lists, and gotta-go bags (if available).
5. Transportation needs are specified in building-level plans.
6. Students should prepare for evacuation if time permits:
 - a. Go to lockers to collect personal belongings
 - b. Consideration to walkers and students with cars

Lancaster Central School District
District Wide Emergency Response Plan
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2 2 2 0

- Hold/Shelter in Place/Locations

Shelter in Place

There are times when it is necessary to move the school population to a single or multiple location/locations in the school building. This is called a “Shelter in Place”. In most cases, a shelter in place is done when there is an external threat of or actual weather-related incident, a bomb threat, or a medical incident within the building.

Shelter in Place Objectives

- To minimize injury.
 - To locate and contain any device or weather damage.
 - To facilitate medical emergency responses.
 - To establish safe routes and designated areas.
1. The Hold/Shelter procedure may be implemented in two ways:
 - a. Hold/Shelter in place:
 - Teachers and students remain in assigned rooms.
 - All students should be accounted for roll-call by teachers.
 - Names of students not accounted for should be referred to attendance officer.
 - Teachers and students should remain in place until either given further directions or released by building administrator.
 - Good conduct and discipline standards are to be enforced.
 - b. Shelter in location/locations:
 - Teachers and students will be given directions as to where to assemble.
 - Movement of students to locations should be done in a quiet, orderly fashion.
 - Students should be accounted for by roll-call by teachers.
 - Names of students not accounted for should be referred to attendance officer.

Note: Use central locations during non-weather emergencies or when occupants are not in danger of structural failure.
 2. The building shall notify the Superintendent of when a shelter in place has been called.
 3. Information about the situation shall be shared with teachers, students, and parents as deemed fit.
 4. Further pertinent information, as deemed necessary, will be provided:
 - a. Spoken in a calm, controlled manner.
 - b. Explain the situation.
 - c. What is being done.
 - d. Anticipation of the length of time.
 5. Communications with parents will be provided if deemed necessary.
 6. Dismissal or evacuation procedures will be followed if the threat warrants.

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

2 2 2 5

- Lockdown

In the event of an imminent emergency posing an immediate threat of violence in or around the school that requires specific lockdown procedures, they are as follows:

The lockdown procedures will be implemented when the building administrator or any other building faculty or staff has become aware of a situation in which students and staff should be kept in locked rooms within the school building. In events where an immediate threat to life safety is recognized (such as a person armed with a gun in the hallway) any faculty or staff shall raise the alarm and initiate a lockdown. These procedures may be implemented as a result of an intruder in the building, hostage situation or a biological threat. Lockdown may be activated at any time of the day and will affect the entire building. The telephone system in each room of the building are able to be used as a Public Address system to call the lockdown.

Lockdown-Procedures:

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event

- Lockdown will be announced by intercom, public address system, or otherwise. Do not use codes, colors, or cards. Call 9 1 1 and report your situation. Consider a lockout for adjacent school buildings as well.
- Executing a Lockdown should involve locking the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.
- If Safe, immediately gather students from hallways and areas near your room into classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock your door/doors and have students/staff move to the designated safe area of the room, ****Remain Silent****
- Leave lights on and blinds as they are. Cover the door window.
- Do not allow anyone, under any circumstance, to leave your secured area.
- Do not answer or communicate through your door or classroom phone.
- Silence cell phones and limit use to only relay pertinent information to 9 1 1, (example, description/location of active shooter/victim injuries).
- Do not respond to fire alarm unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.
- Document and attend to any injuries to the best of your ability.
- Take attendance and include additions and missing students' last known location.
- Do not respond to Public Address system or other announcements.
- If an intruder enters the classroom, use whatever means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical forces or possibly deadly force to stop the intruder.
- Potential tactics include:

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District Wide Emergency Response Plan
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- Moving about the room to lessen accuracy.
- Throwing items (books, computers, phones, and so forth) to create confusion.
- Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, and so forth) to incapacitate the intruder – Fight!
- Tell students to get out anyway possible – Run!

Staff/students participating in any outdoor activity upon the initiation of a lockdown should seek a safe location away from the building. Call 9 1 1 and report your situation including location and number of students.

- Procedures should be in place to re-direct buses in the event of a lockdown.

Lockdown will only end when you are physically released from your room or secured area by law enforcement.

2 2 2 6

- Lockout

In the event of an imminent emergency that requires specific lockout procedures, they are as follows:

The lockout procedures will be implemented when the building administrator has become aware of a situation in which the school building and grounds need to be secured from an outside/external concern, where students and staff should be kept within the school building secured in the building away from the outside danger. These procedures may be implemented as a result of an external event such as a crime occurring nearby in which the subject has not been located or a suspicious or erratic person. Lockout may be activated at any time of the day and will affect the entire building.

Lockout-Procedures:

- Lockout will be announced by intercom, public address system, or otherwise. Do not use codes. Call 9 1 1 and report your situation. Consider a lockout for adjacent school buildings as well.
- Immediately cease all outdoor activities and move them indoors (example, gym classes, playground, and so forth).
- Shut and Lock all exterior doors as soon as all students and staff are in the building.
- Shut and Lock all exterior windows.
- Close exterior window blinds
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off (unless directed).
- Do not use cell phone.
- Do not open any exterior doors for anyone to gain access.

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District Wide Emergency Response Plan
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- Report any suspicious activity observed outdoors to the main office.
- A lockout will be lifted when notification is made by administration (may be made by Public Address System). Activate Annex/Annexes appropriate to respond to the situation.

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2 2 3 0

- Sheltering Sites

In The Event That Evacuation Is Necessary, The Following Sites Will Be Used

Note: specific information is contained in each building level safety plan

Off-Campus

Evacuating Site Como Park

Number of Staff/Students All

Receiving Site Lancaster Middle or Youth Bureau at 200 Oxford Avenue

Number that can be sheltered All

Evacuation Site Court Street

Number of Staff/Students All

Receiving Site Lancaster High School or Saint John Lutheran Church at 55 Pleasant Avenue

Evacuating Site Hillview

Number of Staff/Students All

Receiving Site Salvatore's Italian Garden Restaurant or other school buildings

Number that can be sheltered All

Evacuation Site High School

Number of Staff/Students All

Receiving Site Other district school buildings

Number that can be sheltered All

Evacuating Site John A. Sciole Elementary

Number of Staff/Students All

Receiving Site Our Lady of the Blessed Sacrament School at 20 French Road

Number that can be sheltered All

Evacuation Site Middle School

Number of Staff/Students All

Receiving Site Como Park Elementary of High School

Number that can be sheltered All

Evacuation Site William Streeel School

Number of Staff/Students All

Receiving Site Twin Village Fire Hall at 4999 William Street or other school buildings

Number that can be sheltered All

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Evacuation Site Central Avenue
Number Students/Staff All
Receiving Site District Office or Court Street Elementary
Number that can be sheltered All

Evacuation Site District Office
Number Staff All
Receiving Site Central Avenue or Court Street Elementary
Number that can be sheltered All

Evacuating Site Transportation
Number of Staff All
Receiving Site High School
Number that can be sheltered All

In The Event That Sheltering On-Campus Is Necessary, The Following Sites Will Be Used:

Evacuating Site All Buildings
Receiving Site Fire Evacuation Sites; Exterior Playfields

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2 2 3 5

Facilities Agreements

Statement

Lancaster Central School District has adopted agreements with state, county, and other agencies as appropriate for the use of school district building facilities and vehicles during a period of natural or man-made disaster, Facility Agreements with local public and private agencies for use of their facilities on a short-term basis to house staff and students have been arranged.

Arrangements for school building facilities to be used as disaster shelters are coordinated through the Greater Buffalo Chapter, American Red Cross, Department of Emergency Services. These shelter agreements authorize their use of the building facilities for any natural or man-made disaster. The use of the building facilities is not restricted to only school district staff and students, but for any group as the need and location arises.

Notification of facility use will be made by:

1. School requesting the Red Cross to provide sheltering facilities as dictated by the emergency.
2. Local, county or state agency requested the Red Cross to provide sheltering facilities as dictated by the emergency.

The Red Cross will staff the shelter and will supply materials and food as needed. If school district supplies are drawn upon during the time of the disaster, or if the building becomes damaged as a result of use or misuse, then the Red Cross will reimburse the school district.

2 3 0 0

C. District Resources

School District Enrollment/Staff

High School
Grades 9-12
1,827 Students
4 Administrators
164 Teachers
86 Staff
6 Custodians

Lancaster Central School District
District Wide Emergency Response Plan
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Lancaster Middle
Grades 7-8
853 Students
2 Administrator
78 Teachers
45 Staff
4 Custodians

Como Park Elementary
Grades Kindergarten through 3
374 Students
1 Administrator
37 Teachers
17 Staff
3 Custodians

Court Street Elementary
Grades Kindergarten through 3
379 Students
1 Administrator
31 Teachers
25 Staff
2 Custodians

Hillview Elementary
Grades Kindergarten through 3
539 Students
1 Administrator
43 Teachers
17 Staff
2 Custodians

John A. Sciole Elementary
Grades Kindergarten through 3
399 Students
1 Administrator
34 Teachers
24 Staff
2 Custodians

William Street School
Grades 4-6
1,261 Students
3 Administrators
100 Teachers

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

62 Staff
4 Custodians

Central Avenue
Pre-K, Middle School/High School
144+ Students
0 Administrators
5 Teachers
8 Staff
1 Custodian

Transportation
1 Administrator
0 Teachers
108 Staff
1 Custodian

Operations and Maintenance/Food Service
2 Administrators
0 Teachers
20 Staff
1 Custodian

District Office
8 Administrators
0 Teachers
24 Staff
0 Custodian

As of 6/16/20. Will be updated after September 1.

Staff counts are reflective of staff on hand during school day (does not include other shifts).

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

2305

School District Personnel

Superintendent

Michael J. Vallely

686-3201

Assistant Superintendent of Curriculum, Instruction and Pupil Personnel Services

Andrew Kufel

686-3206

Assistant Superintendent of Business and Support Services

Jamie Phillips

686-3212

Director of Elementary Curriculum and Instruction

Karen Marchioli

686-3389

Director of Secondary Curriculum and Instruction

Andrew Krazmien

686-3872

Director of Instruction Technology and Accountability

Michele Ziegler

686-3844

Director of Facilities

Michael Bryniarski

686-3209

Pupil Personnel Services Director

John Armstrong

686-3215

Pupil Personnel Services Assistant Director

Sandra Cammarata

686-3875

Federal Asbestos Hazard Emergency Response Act Designee

Michael Bryniarski

686-3209

Lancaster Middle School Principal

Stephanie Lackie

686-3319

Como Park Elementary Principal

Mary Marcinelli

686-3239

Court Street Elementary Principal

Jacqueline Clinard

686-3244

Hillview Elementary Principal

Amy Moeller

686-3281

Lancaster Central School District
District Wide Emergency Response Plan
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John A. Sciole Elementary Principal
Carrie Greene
686-3376
High School Principal
Cesar Marchioli
686-3250
William Street School Principal
Jacqueline Bull
686-3804
High School Senior/Head Custodian
Greg Offhaus
686-3255 extension 9 0 1 2
Lancaster Middle Senior/Head Custodian
Jim Schiffla
686-3220 extension 7 3 2 7
Central Avenue Senior/Head Custodian
To be determined
686-3230 extension 3 3 1 3
Como Park Senior/Head Custodian
Dusty Elser
686-3235 extension 2 1 2 0
Court Street Senior/Head Custodian
Donald Wutz
686-3240 extension 1 6 7 2
Hillview Elementary Senior/Head Custodian
Mark Shives
686-3280 extension 4 4 3 3
John A. Sciole Elementary Senior/Head Custodian
Conrad Young
686-3285 extension 5 0 5 2
William Street School Senior/Head Custodian
Bill Delzer
686-3800 extension 6 1 5 0
Transportation Supervisor
Judy Feldmeyer
686-3299
Lancaster Middle School Nurse
Jenny Davis
686-3840
Como Park Elementary Nurse
Kathy Dwan
686-3238
Court Street Elementary Nurse
Judy Wolanin
686-3243

Lancaster Central School District
District Wide Emergency Response Plan
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Hillview Elementary Nurse

Michelle Bacher

686-3283

John A. Sciole Elementary Nurse

Katherine Tallman

686-3288

William Street Nurse

Kelly Santoro

686-3807

High School Nurse

Liz Ceppaglia

686-3266

Qualified School Medical Personnel: Each building has individuals that are trained and certified in the areas of first aid, first responder, Cardiopulmonary Resuscitation and Automated External Defibrillator use.

Lancaster Central School District
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2 3 1 5

Communication Resources

Within Buildings

1. Use of the public address system by an administrator or his/her delegate to provide information and/or direction to staff and students.
2. If unable to use electricity or public address system failure:
 - a. If there is no time problem, an administrator or designee may walk through the building and inform faculty, staff and students of information and directions.
 - b. Use of a personnel delegate to communicate messages from chief administrator in charge to each floor and wing of the building. There should be as few persons as possible responsible to carry messages by word-of-mouth, as the more people used, the greater the chance of students and staff receiving misinformation.
 - c. The use of strategically located portable 2-way radios/cellular phones may be used throughout the building to help speed communications and relay information using fewer persons.
 - d. Communications may be made easier if students were collected in a centralized location (auditorium, gymnasium, and so forth) rather than individual classrooms.

Note: In case of electrical system failure, office and classroom telephones may still be operational.

3. Faculty and Staff in each building have been instructed to use the Phone system to call a Lockdown if necessary. The phone system has a Public Address feature (with applicable code, which has been provided)

Between Buildings

1. District Phone System– use a designated extension or private line may be kept clear for emergency information between building administrators or their delegates.
2. Portable 2-way radios may be used for communication if buildings are within range of each other. Cellular phones are another option.
3. Better 2-way radio communication may be made by use of a school bus or other school district vehicle operating on the same frequency.

Recommendations:

Lancaster Central School District
District Wide Emergency Response Plan
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1. Each school should have at least two dependable portable radios which have a battery back-up system with extra batteries that may be used in an emergency.
2. Each school district should have access to a minimum of two (2) cellular phones (building employee's personal cellular phones will be used).

2 3 2 0

- Pupil Transportation

Student transportation details are maintained by the Transportation Department and not included in the plan.

The transportation department can be contacted at 716-686-3290.

The Transportation Supervisor is Judy Feldmeyer, 716-686-3299.

All students are assigned to a bus, whether they ride frequently or not. In an early dismissal or evacuation, students will ride their assigned bus unless given other instructions by the building administration.

The number of students needing transportation at each building should an early dismissal or evacuation occur is the same as the enrollment.

High School
Grades 9-12
1,827 Students
260 Staff
2,087 Total Students and Staff
Lancaster Middle
Grades 7-8
853 Students
129 Staff
982 Total Students and Staff
Como Park
Kindergarten – 3
374 Students
55 Staff
429 Total Students and Staff
Court Street
Kindergarten – 3
379 Students
59 Staff
438 Total Students and Staff
Hillview
Kindergarten – 3
539 Students

Lancaster Central School District
District Wide Emergency Response Plan
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63 Staff
602 Total Students and Staff
John A. Sciole
Kindergarten – 3
399 Students
61 Staff
460 Total Students and Staff
William Street
Grades 4 -6
1,261 Students
169 Staff
1,438 Total Students and Staff
Central Avenue
Pre-Kindergarten, Middle/High School
144+ Students
14+ Staff
168+ Total Students and Staff

As of 6/18/19. Will be updated after September 1.

Staff counts are reflective of staff on hand during school day (does not include other shifts).

Lancaster Central School District
District Wide Emergency Response Plan
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2 4 0 0

D. Chain of Command

Lancaster Central School District Chain of Command

- 1) Superintendent – Michael J. Vallely
 - a) Assistant Superintendent of Curriculum, Instruction and Pupil Personnel Services – Andrew Kufel
 - i) Director of Instructional Technology and Accountability – Michele Ziegler
 - (1) Director of Elementary Curriculum and Instruction – Karen Marchioli
 - (a) Building Principals (Appendix A)
 - (i) Assistant Principal (Appendix A)
 - ii) Director of Secondary Curriculum and Instruction
 - (a) Building Principals (Appendix A)
 - (i) Assistant Principal (appendix A)
 - iii) Director of Pupil Personnel Services – John Armstrong
 - (a) Assistant Director of Pupil Personnel Services – Sandra Cammarata
 - (i) Building Principals (Appendix A)
 1. Assistant Principals (Appendix A)
 - b) Assistant Superintendent of Business and Support Services/Chief Emergency Officer – Jamie Phillips
 - i) Building Principals (Appendix A)
 - (1) Assistant Principals (Appendix A)

Lancaster Central School District
District Wide Emergency Response Plan
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2 4 0 1

Coordination of Resources:

The coordination of resources and manpower in an emergency will be provided by the Chief Emergency Officer and the individuals named to the roles below, as set forth in the Building-Level Emergency Response Plans. These individuals are authorized to make decisions and provide and/or direct assistance during emergencies. The roles below indicate the assignments and responsibilities each person will play in an emergency.

Incident Commander

- In charge of the organization's on-scene response
- Maintain command until public agencies arrive and assume command or when relieved at start of next operational period
- Assess the situation
- Order warning of persons at risk or potentially at risk to take appropriate protective actions
- Notify or verify internal teams, departments, public agencies, regulators, contractors and suppliers have been notified
- Appoint others to incident command positions as needed
- Brief staff on current organization and activities; assign tasks; schedule planning meeting
- Determine the incident objectives and strategy; identify information needed or required by others; ensure planning/strategy meetings are held and attend as needed
- Coordinate activities with the Equal Opportunities Commission; identify priorities and activities; provide impact assessment for business continuity, crisis communications and management
- Review requests for resources; confirm who has authority to approve procurement; approve all requests for resources as required
- Provide information to and coordinate with crisis communications or media relations team
- Terminate the response and demobilize resources when the situation has been stabilized

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District Wide Emergency Response Plan
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Safety

- Identify and assess hazardous situations; prevent accidents
- Prepare safety plan; ensure messages are communicated
- Stop unsafe acts; correct unsafe conditions

Liaison

- Point of contact with outside agencies and companies
- Monitors operations to identify inter-organizational problems

Public Information

- Notify spokespersons and Crisis Communications Team
- Develop information for use in media briefings
- Obtain Incident Commander's and management approval for all news releases
- Conduct periodic media briefings
- Arrange for tours, interviews and or briefings
- Monitor and forward useful information to the media

Operations

- Manage all tactical operations during the incident
- Assist in the development of the operations portion of the Incident Action Plan
- Ensure safe tactical operations for all responders (in conjunction with any assigned Safety Officer)
- Request additional resources to support tactical operations
- Expedite appropriate changes in the operations portion of the Incident Action Plan
- Maintain close communication with the Incident Commander

Planning

- Conduct and facilitate planning meetings
- Supervise preparation of the Incident Action Plan
- Determine need for technical experts from within the company or outside as well as specialized resources to support the incident

Lancaster Central School District
District Wide Emergency Response Plan
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- Coordinate with business continuity and senior management teams
- Assemble information on alternative strategies and plans
- Assess current and potential impacts on people, property, environment
- Compile and display incident status information

Logistics

- Provides resources to stabilize the incident and support personnel, systems and equipment:
 - Workspace or facilities for incident management staff
 - Media briefing center
 - Transportation
 - Communications equipment
 - Food, water, shelter and medical care
- Ensures Incident Command Post and other facilities have been established as needed
- Assesses communications needs and facilitates communications between teams/personnel/agencies
- Attends planning meetings; provides input to Incident Action Plan
- Provides updates on resources (availability, response time, deployment)
- Estimates and procures resources for the next operational period

Finance/Administration:

- Manages all financial aspects of the incident
- Provides financial and cost analysis information as requested
- Create accounts for claims and costs; coordinates with Logistics
- Tracks worker time and costs for materials and supplies
- Documents claims for damage, liability and injuries
- Notifies risk management/insurance to initiate claims reporting
- Provides incurred and forecasted costs at planning meetings

Lancaster Central School District
District Wide Emergency Response Plan
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- Provides oversight of financial expenditures, new leases, contracts and assistance agreements to comply with corporate governance

The Town of Lancaster Office of Emergency Management, Lancaster Police Department, and any other first responders at the scene may take control of the coordination at any point, based on the type and extent of the emergency.

The following district officials are also authorized to make decisions, coordinate, delegate, and provide assistance during emergencies.

Superintendent

Michael J. Vallely

Assistant Superintendent of Curriculum, Instruction and Pupil Personnel Services

Andrew Kufel

Assistant Superintendent of Business and Support Services/Chief Emergency Officer

Jamie Phillips

Director of Elementary Curriculum and Instruction

Karen Marchioli

Director of Secondary Curriculum and Instruction

Andrew Krazmien

Director of Instructional Technology and Accountability

Michele Ziegler

Director of Facilities

Michael Bryniarski

Pupil Personnel Director

John Armstrong

Pupil Personnel Assistant Director

Sandra Cammarata

Principal Middle School

Stephanie Lackie

Principal Como Park Elementary

Mary Marcinelli

Principal Court Street Elementary

Jacqueline Clinard

Principal Hillview Elementary

Amy Moeller

Principal John A. Sciole Elementary

Carrie Greene

Principal High School

Cesar Marchioli

Principal William Street School

Jacqueline Bull

Director of Transportation

Judy Feldmeyer

Lancaster Central School District
District Wide Emergency Response Plan
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Variations of Emergencies and Chain of Command

There are three variations of emergencies which may present themselves to a school district:

1. Emergency situation within the school district is managed by the Superintendent, unless authority is shifted to the Chief Emergency Officer or another designee.

In this situation, the Superintendent or Chief Emergency Officer is in control, and makes their own decisions to remediate the situation.

2. Emergency incident within the school district which requires the assistance of an outside agency.

When the Fire Department is called by the school district, then the fire chief or ranking officer is in charge. The school district planning committee should then act as a resource and coordinating agency within the school district.

When a law enforcement agency is called by the school district, the building administrator remains in charge. However, the law enforcement agency's recommendations should be fully complied with.

3. Emergency incident at local, county, state or national level where notification of the school district of the emergency is done from outside sources.

In the event of a large-scale emergency, the outside coordinating agency (most likely the county) will be in charge and again the school district emergency coordinator and planning committee will act as a resource and coordinating agency within the school district.

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District Wide Emergency Response Plan
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2 4 0 2

School District Emergency Command/Resource Center

Primary Location: If possible based on the type of emergency, the location of the emergency. Otherwise,
Lancaster CSD District Office
177 Central Avenue
Lancaster, NY 14086
686-3201

Alternate Location: Lancaster Senior High School
1 Forton Drive
Lancaster, NY 14086
686-3251

Lancaster Central School District
District Wide Emergency Response Plan
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2 4 0 3

Duties of District-Wide Incident Command and Operations Staff

Incident Commander – (Superintendent) Chief Emergency Officer

Develop Incident Action Plan. Has overall responsibility at the incident or event. Sets objectives and priorities based on agency direction.

Deputy Incident Commander (Superintendent Designee)

Supports the Incident Commander in any capacity needed, For long term or large scale incidents, may act as Incident Commander during break periods/rest periods.

Public Information Officer (Superintendent/Designee)

Is the primary point of contact during an incident. Will work in conjunction with law enforcement and emergency services and public information officer at press briefings. All media contact will be through this individual.

Liaison Officer (Director of Facilities, Building Principal)

Will be agency representative with outside agencies responding to emergency event. Keeps Incident Commander informed of situation status.

Operations Officer (Building Principal, Director of Facilities)

Develops tactical organization and directs all resources to carry out the Incident Action Plan.

Logistics Officer (Director of Facilities, Building Principal)

Provides resources and all other services needed to support the incident.

Planning Officer

Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, maintains status of assigned resources.

Finance/Administration (Business Official)

Monitors costs related to the incident/event. Provides accounting, procurement, time recording, cost analysis and overall fiscal guidance for the incident/event.

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District Wide Emergency Response Plan
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2 4 0 6

Building Level Response Team Roles Defined

Primary Operations Administrator
Building Principal/Designee

Communications Liaison

Send and receive messages to and from outside personnel as needed by principal and other listed coordinators.

Emergency Services Liaison

Meet and coordinate first aid and other medical services.

Evacuation Site Coordinator

Sending site coordinator who will prepare to release the students to the new location and oversee the operations on this site until the main site is closed down and the Primary Operations Administrator arrives at the alternate site location.

Parent/Guardian Liaison

Handles all communication with parents and oversee the release of students after all attendance procedures are completed at the alternate site.

Site Management Attendance Coordinator

Assists in the attendance accounting for all students and adults at the alternate site before the release of any students. He/she will be assisted by the attendance personnel when they arrive from the primary site.

Transpiration Coordinator

Will receive and direct the buses when they enter the primary site to remove the students to the alternate site. The bus numbers and designations will be communicated to the primary site office or its alternate location for announcement to the teachers for dismissal and loading.

Mechanical Services Liaison

Assists the emergency services personnel locate key information and gain access to all parts of the primary site. He/she will secure the site after all intended personnel are relocated off the primary site.

Off-Site Emergency Coordinator

Arrive at the alternate site before the arrival of the students and prepare the site for their arrival. Identify key area which need to be opened and made ready. Make provisions for the key personnel who will assist in the accounting and communication duties required to care for and later release the students to the parents. They will remain in charge of the alternate site until the arrival of the Primary Operations Administrator or the Evacuation Site Coordinator at which time they will support these personnel in the duties.

Lancaster Central School District
District Wide Emergency Response Plan
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Other Personnel

Will assist in the accounting process and maintenance of order.

Lancaster Central School District
District Wide Emergency Response Plan
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2 4 1 0
1 of 3

Public Information/Media Notification Plan

As media personnel arrive to cover a story, they should be directed to a media staging/reception area and should not be allowed to interview students without expressed permission.

Media Site Selection

Several factors should be considered when selecting a site to which the media can go and from which information will be dispensed:

- Physical Space: Select a room or area that will accommodate a media conference attended by several news agencies and school support staff.
- Containment: Ensure the site does not permit access by the media to the Command Post or student population.
- Necessary Accommodations: Choose a location that permits direct access to rest rooms and telephones and has sufficient electrical outlets and space for equipment.

Dissemination of Information

The Superintendent of Schools, or designee, will act as the Public Information Officer or Media Coordinator to work with the media during a crisis. The individual assigned this duty assumes responsibility for organizing the details.

During the crisis the Public Information Officer or Media Coordinator should greet reporters, direct them to the media staging area where they will be provided a news conference or press release.

Recommended Policy

The School District Superintendent will assign the Public Information Officer or Media Coordinator for the district.

If there is a police or emergency service presence, release of information will be coordinated with the information officers from those agencies.

The Public Information Officer, for police, emergency services, and the school district will act as liaison to the media and coordinate press conferences and media deadlines.

Confidentiality and privacy issues regarding the identity of juveniles, staff members, and their involvement in a particular situation must be monitored very closely to prevent unauthorized disclosure of information.

The school district, police, and emergency services have an obligation to keep the media aware of significant developments as long as the investigation, actions, and/or locations are not compromised or parents/spouses are not unnecessarily alarmed.

Announcing to the media that only one person will be releasing information usually will prevent attempts to obtain information by circumventing the authorized channels.

Lancaster Central School District
District Wide Emergency Response Plan
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If an arrest results from the situation, the police agency should coordinate this announcement through the school district spokesman and school superintendent so necessary steps can be taken by the school to prepare the faculty, students, and parents.

Tips for the Public Information Officer

Ensure all media inquiries are routed to one person or office.

Prepare an official statement about the crisis and action being taken. Include information to answer the basic who, what, when, where, why, and how questions.

Do not reveal names of students or employees involved in the incident, without prior approval from the responding police, emergency services, and the school's legal department.

When responding to the media, use the prepared official statement as your guide.

Distribute the prepared statements to teachers, staff, and students, and ensure that they are given accurate and consistent information.

Public Information Officer Guidelines

Be brief.

Avoid providing superfluous information or using professional jargon.

Do not appear to be concerned mainly about the school's reputation.

Anticipate questions, especially on potentially controversial issues.

Keep calm. Show sensitivity to the seriousness of the matter, but do not overreact.

Answer one question at a time and answer only the question that is asked.

Do not treat anything as "off the record."

As official spokesperson, do not hesitate to say, "I don't know" or "I will have to get back to you."

Do not reply "no comment." This infers that information is being withheld.

Ignore abrasive comments made by reporters and maintain a professional attitude.

Provide updates to the media as events unfold, even after the initial crisis is handled.

Remember to follow up when information is available; bear in mind that the public has a right to know and understand what has happened.

2 5 0 0

E. Procedures for Annual Multi-Hazard School Training for Staff and Students

The Lancaster Central School District will ensure that Annual Multi-Hazard Training is made available to staff and students. The annual submission to New York State Education Department of the school district's Professional Development Plan will include allocated training blocks for anti-violence and multi-hazard training. Students and staff members will receive written information at the beginning of the regular school year summarizing the schools basic hazard plans and the availability of additional information and participation for those who desire. The Lancaster Central School District will work cooperatively with emergency management and law enforcement officials to ensure training is effective and appropriate, as well as consistent with local municipal disaster plans.

Lancaster Central School District
District Wide Emergency Response Plan
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Additional examples of training or awareness refreshers that may be performed include:

- Evacuation Procedures
- Sheltering Procedures
- Lockdown Procedures
- Lockout Procedures
- Medical/Automated External Defibrillator Emergencies/Mental Health Response
- Emergency Response Team Instruction or Rehearsal
- Communication Training & Validation
- Transportation Emergencies
- Public Information Scenarios
- Early Dismissals/Non-Scheduled Parental Release
- Reviewing the Roles & Responsibilities of the Emergency Chain of Command Implementation

All district employees will be required annually to complete multi-hazard, district emergency response plan, dignity for all students, and mental health training by September 15th, including all new employees hired throughout the year (within 30 days of hire). The training will be provided predominately by Global Compliance Network and in person when deemed necessary. The Chief Emergency Officer will annually certify to the commissioner that the training has been provided.

2 6 0 0

F. Procedures for the Review and Conduct of Drills and Other Exercises to Test the Components of The Plan

The Lancaster Central School District, in coordination with local and county emergency responders, will conduct and review drills, such as tabletop drills, that are components of the Comprehensive District Wide Multi-Hazard Plan. The Lancaster Central School District will annually prioritize and schedule drills in conjunction with local and county officials. At the completion of any scheduled drill, the Lancaster Central School District and local and county emergency responders will conduct an after-action review of the sequence of events, and will update the Multi-Hazard Plan to reflect lessons learned.

After Action Reviews should include perspectives from representatives of all exercise participants, with emphasis on community responders and subject matter experts. A properly conducted After Action Review will seek to document three important aspects of the event/training. The three aspects should include:

1. What went well? Positive reflections of the good things that happened (things to reinforce).
2. What needs improvement? Reflections upon the things that will require additional improvement and practice.

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3. Identify the important issues or key aspects of any given event or drill. Individuals should be encouraged to offer a potential course of action when identifying deficiencies.

Events that should be reviewed for lessons learned may include:

- Evacuation/Fire Drills
- Hold in Place/Shelter in Place/Locations Drills
- Lockdown Drills
- Medical/Automated External Defibrillator Emergencies Refreshers
- Emergency Response Team Instruction or Rehearsal
- Communication Checks/Validation
- Transportation Emergencies
- Public Information Releases (Actual or Notional)
- Early Dismissals/Non-scheduled Parental Releases
- Any event that requires the deployment of local emergency response personnel (example: Fire Alarm, Ambulance Call, Arrest on Campus).

2 6 0 1

Tabletop Exercises

What are they?

An activity in which key staff are presented with simulated emergency situations without time constraints. Key staff should include school personnel, local and county emergency officials.

The exercise should be:

1. informal
2. carried out in a conference room environment
3. designed to elicit constructive discussion by participants as they attempt to examine and then resolve problems based on existing plans
4. beneficial for participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities in a non-threatening format with minimum stress.

The Process

The tabletop, in its simplest form, begins with a simulated event that is usually described in a narrative.

The Purpose

To create for the players an “emergency” scene to which they will respond.

Response is made to a set of problems related to the emergency scene.

Discussion

Takes place among the participants to solve the problems presented using the resources available to them.

Deliberate Attempt

To examine basic emergency planning and resource allocation problems without concerns for:

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1. time pressures
2. stress
3. actual simulation of specific events
4. the ability to discuss decisions in depth with an emphasis on slow-paced problem solving rather than rapid, spontaneous decision making.

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 District Wide Emergency Response Plan
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Section 3 0 0 0: Responding to Threats and Acts of Violence

- A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school 3 1 0 0

- B. Identification of appropriate responses to emergencies, including protocols for responding to:
 - Building Related
 - Emergency Utility Shut-Offs 3 1 0 1
 - Loss of Power 3 1 0 2
 - Natural Gas Leak 3 1 0 3
 - Heating System Failure 3 1 0 4
 - Loss of Building 3 1 0 5
 - Sewage System Failure 3 1 0 6
 - Water System Failure 3 1 0 7

 - Natural Disasters
 - Storm-Snow/Ice 3 1 2 0
 - Storm-Thunder/Lightning 3 1 2 1
 - Tornado 3 1 2 2
 - Take Cover Plan 3 1 2 2
 - Earthquake 3 1 2 3
 - Flood 3 1 2 4

 - Environmental
 - Airborne Gases 3 1 3 0
 - Asbestos Fiber Release Episode 3 1 3 1
 - Asbestos Response Team 3 1 3 1
 - Explosion 3 1 3 2
 - Oil/Gasoline/Hazardous Material 3 1 3 3
 - Fire 3 1 3 4
 - Carbon Monoxide Release... 3 1 3 5
 - Pandemic/Outbreak 3 1 3 6

 - Civil Disturbances
 - Bomb Threat 3 1 4 0
 - Biological Release Threat (telephone) 3 1 4 1
 - Telephone Threat Form 3 1 4 2
 - Biological Release Threat (Letter/Package) 3 1 4 3
 - Hostage/Kidnapping 3 1 4 4

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Section 3 0 0 0: Responding to Threats and Acts of Violence -
Continued

- Intruder..... 3 1 4 6
- Threats of Violence 3 1 4 7
- Acts of Violence 3 1 4 8
- Active Shooter..... 3 1 4 9

Medical Emergencies/Mental Health Emergencies

- General Guidelines for Medical/Mental Health Emergencies 3 1 5 0
- School Bus Accident and/or Fire 3 1 5 1

C. Policies and procedures to contact parents, guardians or persons in parental relation
to the students in the event of a violent incident or an early dismissal

- Parent(s)/Spouse(s) Notification and Reception Center Plan..... 3 2 0 0
- Threats of Violence: Notification Memo to Parent(s)/Guardian(s) 3 2 0 5
- Aftercare Services3 2 0 6
- Emergency Closing 3 2 1 0
- Delayed Plan..... 3 2 1 0
- Early Dismissal Plan 3 2 1 0

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

3 1 0 0

A. Responding to Implied or Direct Threats

The district has several policies and procedures in place with respect to responding to acts of violence by students, teachers, other school personnel and visitors to the school. Reference Board of Education Policy #3 4 1 0 Code of Conduct on School Property, Policy #3 4 1 2 Threats of Violence in School, Policy #7 3 1 3 Suspension of Students, Policy #7 5 8 0 Safe Public-School Choice, and the Lancaster Central School District Code of Conduct

Also refer to Appendix B, Threat Inquiry Process Form

Consideration of Zero-Tolerance: Per Board of Education Policy #3 4 1 2, the School District is committed to the prevention of violence against any individual or property in the schools, on school property or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, or by email, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Code of Conduct on School Property and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

Lancaster Central School District
District Wide Emergency Response Plan
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The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Code of Conduct as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Appropriate sanctions for violations of this policy by students will be addressed in the Code of Conduct

Law enforcement will be contacted about and involved in violent situations to the extent allowed by New York State Education law and regulations of the Commissioner. The role, responsibilities, and involvement of School Resource Officers and local law enforcement is set forth in the February 2019 Memorandum of Agreement in Section 5 1 0 0. Law enforcement will also be contacted when the district is notified of a threat, rumor of a threat, or has suspicious behavior reported to it.

In the case of an active violent incident, law enforcement will be contacted by district employees (panic button and/or 911 call), students, or other bystanders.

B. Building Related Emergencies

Emergency Utility Shut-Offs

In the event of certain emergencies, there may be reason to shut off all or selected utilities. Administrators and certain other staff members should be familiar with locations and the manner of how to shut each utility off.

Central Avenue

Natural Gas location of shut off is Exterior of building near Quonset hut.

Electric location of shut off is at Main disconnect in boiler room.

Water location of shut off is at main valve in the basement near the stairs.

Air Handling Unit location of shut off is manual shut offs at each handling unit.

Como Park Elementary

Natural Gas location of shut off is exterior back of building.

Electric location of shut off is main disconnect in boiler room.

Water location of shut off is main valve in the basement.

Air Handling Unit location of shut off is on the building Controls Management System.

Court Street Elementary

Natural Gas location of shut off is exterior of building northeast parking lot.

Electric location of shut off is main disconnect in the basement compressor room.

Water location of shut off is main shut off valve in front hall near Main Office.

Air Handling Unit location of shut off is on building Control Management System.

Lancaster Middle School

Natural Gas location of shut off is exterior of building near loading dock.

Electric location of shut off is main disconnect in the basement "book room".

Water location of shut off is main shut off valve in the basement "book room".

Air Handling Unit location of shut off is on the building Control Management System.

Lancaster High School

Natural gas location of shut off is exterior of building near loading dock.

Electric location of shut off is main disconnect in basement electric room.

Air Handling Unit location of shut off is on the building Control Management System.

John A. Sciole Elementary

Natural Gas location of shut off is at enclosure at northeast end of building.

Electric location of shut off is main disconnect in boiler room.

Water location of shut off is main shut off valve in boiler room.

Air Handling Unit location of shut off is manual shutoffs at each handling unit.

Hillview Elementary

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Natural Gas location of shut off is exterior of building on Pleasantview Drive side of building.

Electric location of shut off is exterior of building on Pleasantview Drive side of building.

Water location of shut off is main shutoff valve in tunnel under cafeteria and in third wing boiler room.

Air Handling Unit location of shut off is manual shutoffs at each handling unit.

William Street School

Natural Gas location of shut off is exterior of building near loading dock.

Electric location of shut off is main disconnect in area off the boiler room.

Water location of shut off is main shutoff valve in boiler room.

Air Handling Unit location of shut off is on building Control Management System.

Lancaster Central School District
District Wide Emergency Response Plan
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Loss of Power

3 1 0 2

Response Action:

1. Upon discovery or detection of an electrical system failure:
 - a. Sound fire alarm if there is any question as to the safety of the building occupants
 - b. Notify head of Building Maintenance
 - c. Notify Director of FacilitiesPerson responsible is the first person on the scene
2. Notify Building Administrator
Person responsible is the Head of Building Maintenance
3. Evaluate problem insofar as possible
Person responsible is the Director of Facilities
4. Notify Superintendent
Person responsible is the Building Administrator
5. Curtail or cease building operations, as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume Normal Activity
 - e. Make proper notificationsPerson responsible is the Building Administrator
6. Evaluate problem and commence remedial action
Person responsible is the Director of Facilities
7. Termination of Contingency: Notify staff, parents and students
Person responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Natural Gas Leak

3 1 0 3

Response Action:

1. Upon discovery or detection of a gas leak notify Head of Building Maintenance
Person responsible is the first person on the scene
2. Evaluate the problem insofar as possible shut off gas supply if prudent and wise
Person responsible is the Head of Building Maintenance
3. Notify Director of Facilities
Person responsible is the Head of Building Maintenance
4. Notify Building Administrator
Person responsible is the Director of Facilities
5. Notify Superintendent
Person responsible is the Building Administrator
6. Curtail or cease building operations as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume Normal Activity
 - e. Make proper notificationsPerson responsible is the Building Administrator
7. Evaluate problem and commence remedial action
Person responsible is the Director of Facilities
8. Termination of Contingency: Notify staff, parents and students
Person responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
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Heating System Failure

3 1 0 4

Response Action

1. Upon discovery or detection of heating system failure notify Head of Building Maintenance
Person responsible is the first one on the scene
2. Notify Director of Facilities
Person responsible is the Head of Building Maintenance
3. Notify Building Administrator
Person responsible is the Director of Facilities
4. Evaluate problem
Person responsible is the Director of Facilities or Building Administrator
5. Notify Superintendent
Person responsible is the Building Administrator
6. Curtail or cease building operations as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume Normal Activity
 - e. Make proper notificationsPerson responsible is the Building Administrator
7. Evaluate problem and commence appropriate remedial action
Person responsible is the Director of Facilities
8. Termination of Contingency: Notify staff, parents and students
Person responsible is the Superintendent

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District Wide Emergency Response Plan
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Loss of Building

3 1 0 5

Response Action:

1. Relocate Education Program/Programs displaced by an emergency which renders all or parts of a building unusable for school
Person responsible is the Building Administrator, Superintendent, Board of Education
2. Establish remedial response, as appropriate for the day incident occurred
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume normal activityPerson responsible is the Building Administrator
3. Revise pupil transportation system as necessary
Person responsible is the Superintendent, Building Administrator, Transportation Supervisor
4. Notify school districts of any changes
Person responsible is the Superintendent
5. Notify staff, parents, and students
Person responsible is the Superintendent
6. Recovery
 - a. Assess damage, cause, effect, remediation
 - b. Cleanup; following insurance company concurrence
 - c. Ascertain insurance settlement, if any
 - d. Develop architectural/engineering solutions as needed
 - e. Develop instructions to contractors plans and specifications; bid procedures; if not a formally declared emergency
 - f. Progress with work in accordance with procedures for any public capital project
Person responsible is the Board of Education, Superintendent, Director of Facilities

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Sewage System Failure

3 1 0 6

Response Action:

1. Upon discovery or detection of a sewer system failure, notify the Head of Building Maintenance
Person responsible is the first one at the scene
2. Notify Director of Facilities
Person responsible is the Head of Building Maintenance
3. Evaluate problem insofar as possible
Person responsible is the Head of Building Maintenance, Director of Facilities
4. Notify Building Administrator
Person responsible is the Director of Facilities
5. Notify Superintendent
Person responsible is the Building Administrator
6. Curtail or cease building operations, as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume normal activity
 - e. Make proper notificationsPerson responsible is the Building Administrator
7. Evaluate problem and commence Appropriate action
Person responsible is the Director of Facilities, Superintendent, Assistant Superintendent, Board of Education
8. Termination of Emergency
 - a. Notify staff, parents and students
 - b. Resume building operationPerson responsible is the Superintendent

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District Wide Emergency Response Plan
For Official Use Only

Water System Failure

3 1 0 7

Response Action:

1. Upon discovery or detection of water failure notify Head of Building Maintenance
Person responsible is the first on the scene
2. Notify Director of Facilities
Person responsible is the Head of Building Maintenance
3. Evaluate problem insofar as possible. Commence established remedial response
Person responsible is the Director of Facilities, Head of Building Maintenance
4. Notify Building Administrator
Person responsible is the Director of Facilities
5. Notify Superintendent
Person responsible is the Building Administrator
6. Curtail or cease building operations, as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume normal activityPerson responsible is the Superintendent
7. Termination of Contingency
 - a. Notify staff, parents and students
 - b. Resume building operationPerson responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Storm-Snow/Ice

3 1 2 0

Response Action:

1. Monitor weather and road conditions
Person responsible is the Superintendent
2. Close schools if conditions deteriorate
Person responsible is the Superintendent
3. Institute early dismissal plan
Person responsible is the Superintendent
4. Notify parents via media and/or All Call notification system
Person Responsible is the Superintendent

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District Wide Emergency Response Plan
For Official Use Only

Storm-Thunder/Lightning

3 1 2 1

Response Action:

1. Monitor the closeness and intensity of the storm
Person responsible is the Building Administrator
2. Curtail all outdoor activities if conditions warrant
Person responsible is the Building Administrator
3. Summon all persons into building
Person responsible is the Building Administrator, Teachers
4. Termination of contingency
Person responsible is the Building Administrator

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Tornado

3 1 2 2 ,a

Response Action:

1. Monitor any weather bureau tornado watch/warning
Person responsible is the Building Administrator, Superintendent
2. If tornado is imminent, curtail all outdoor activities
Person responsible is the Building Administrator
3. Summon all persons into building
Person responsible is the Building Administrators
4. If tornado is sighted in vicinity of school, institute "Take Cover" plan
Person responsible is the Building Administrators
5. Termination of contingency
Person responsible is the Building Administrator
6. Recovery: if building is damaged, refer to contingency plans for System Failures
Person responsible is the Superintendent
7. Curtail or cease building operations as appropriate:
 - a. Shelter at School
 - b. Early Dismissal
 - c. Evacuate
 - d. Resume normal activityPerson responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Take Cover Plan

3 1 2 2 ,b

1. In the event of imminent danger due to a natural or man-made disaster, the facility will be notified by phone or PA System. Staff and students will be notified to take cover.
2. Staff and students should be directed to the designated shelter areas. These could include: basements and hallways on the ground floor that are not parallel to the tornado's path, which is usually from the southwest.
3. Never use gymnasium, auditorium, or other rooms with wide, free-span roofs.
4. Teachers and students will proceed to their designated shelter areas.
5. Children in school rooms of weak construction, such as portable or temporary classrooms, should be escorted to sturdier buildings or to predetermined ditches, culverts, or ravines.
6. When staff and students are assembled in school basements, interior hallways or ditches, culverts or ravines they should assume the proper position. This position is everybody down; crouch on elbows and knees; and hands over back of head.
7. School Bus Drivers will be instructed to use the procedures stated in #5 and #6. If their bus is caught in the open and a tornado is approaching. They should be far enough away so the bus does not topple on them.

Lancaster Central School District
District Wide Emergency Response Plan
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Earthquake

3 1 2 3

Response Action:

1. Follow directions of county emergency announcements made on local radio
Person responsible is the Superintendent
2. Provide for the safety of staff and students. Activate shelter plan and recommendations for earthquake
Person responsible is the Superintendent, Building Administrator
3. Notify other school districts of pending problems and actions to be taken
Person responsible is the Director of Facilities
4. Notify parents via media and All Call Notification System
Person responsible is the Superintendent

Flood

3 1 2 4

Response Action:

1. Monitor weather and road conditions, contact local disaster coordinator
Person responsible is the Superintendent
2. Curtail or cease building operations, as appropriate:
 - a. Early Dismissal
 - b. Shelter at School
 - c. Evacuate
 - d. Resume normal activityPerson responsible is the Superintendent
3. Notify parents via media and All Call Notification System
Person responsible is the Superintendent

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District Wide Emergency Response Plan
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Airborne Gases

3 1 3 0

Response Action:

1. Notify Building Administrator
Person responsible is the first on the scene
2. Notify 911 (Local Fire Department)
Person responsible is the Building Administrator
3. Implement Evacuation Plan. Direction of evacuation depending on wind direction
Person responsible is the Building Administrator, Fire Department
4. Notify Superintendent
Person responsible is the Building Administrator

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Asbestos Fiber Release Episode

3 1 3 1

Response Action:

1. Remove occupants from room, area, wing immediately. Isolate the area as soon as possible
Person responsible is the first person on the scene
2. Notify Building Administrator, Notify Head of Building Maintenance and Director of Facilities
Person responsible is the first person on the scene
3. Notify school district Asbestos Hazard Emergency Response Act designee
Person responsible is the Building Administrator
4. Shut down or modify air handling unit to restrict air movement
Person responsible is the Building Maintenance
5. Contact Asbestos Response Team
Person responsible is the Asbestos Hazard Emergency Response Act Designee
6. Lock and secure room in closed condition
Person responsible is the Asbestos Hazard Emergency Response Act Designee
7. If possible, duct tape perimeter of door
Person responsible is the Asbestos Hazard Emergency Response Act Designee
8. Post signs to prevent entry by unauthorized persons, if needed
Person responsible is the Asbestos Hazard Emergency Response Act Designee
9. Curtail or cease building operations, as appropriate
 - a. Evacuate
 - b. Early DismissalPerson responsible is the Building Administrator
10. Contact Erie 1 Boces Safety Risk Management for assistance in coordinating air sampling
Person responsible is the Asbestos Hazard Emergency Response Act Designee
11. After receiving sampling results, determine if there was a fiber migration throughout the building. If air sampling shows a migration, plan strategy. If no fiber migration took place, resume normal activity for next day. Maintain security of the release area
Person responsible is the Superintendent
12. Make proper notifications
Person responsible is the Superintendent

Asbestos Hazard Emergency Response Act Designee

Name: Michael Bryniarski

Phone Number - Work: 686-3210

Accredited Handlers

Christopher King

Tim Andrews

Jim Budzynski

Equipment Location:

Warehouse

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District Wide Emergency Response Plan
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Explosion

3 1 3 2

Response Action:

1. Upon occurrence of an explosion in a building:
 - a. Activate fire alarm
 - b. If fire alarm is inoperative notify
Building Administrator by runnerPerson responsible is the first person on the scene

2. Curtail or cease building operations:
 - a. Evacuate
 - b. ShelteringPerson responsible is the Building Administrator

3. Summon fire department
Person responsible is the Building Administrator

4. Notify Superintendent
Person responsible is the Building Administrator

5. Upon their arrival, advise fire department of the situation and follow their instructions
Person responsible is the Building Administrator

6. Termination of Emergency
Person responsible is the Fire Department

7. Resume, curtail or cease building operation, as appropriate
Person responsible is the Superintendent

8. Make proper notifications
Person responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Oil/Gasoline/Hazardous Material

3 1 3 3

Response Action:

1. Upon the discovery or detection of a oil/gasoline spill on school property:
 - a. Notify Director of Facilities
 - b. Notify Building AdministratorPerson responsible is the first person on the scene

2. Evaluate the problem insofar as possible
 - a. Stop source of spill if possible
 - b. Commence established remedial responsePerson responsible is the Director of Facilities

3. Notify the local fire department and follow their instructions
Person responsible is the Director of Facilities

4. Within 2 hours of discovery of leak or spill the Department of Environmental Conservation must be contacted; Department of Environmental Conservation hotline is 1-800-457-7362
Person responsible is the Director of Facilities

5. Notify Superintendent
Person responsible is the Building Administrator

6. Contact Erie 1 Boces, Safety Risk, if necessary
Person responsible is the Superintendent

7. Curtail or cease building operation, as appropriate:
 - a. Early Dismissal
 - b. Evacuate
 - c. Resume normal activityPerson responsible is the Superintendent

8. Make proper notifications
Person responsible is the Superintendent

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Fire

3 1 3 4

Response Action:

1. Upon discovery or detection of smoke or fire or evidence thereof sound fire alarm immediately
Person responsible is the first person on the scene
2. Evacuate the building
Person responsible is the Building Administrator
3. Summon Fire Department
Person responsible is the Building Administrator or designee
4. Upon arrival, advise Fire Department of the situation and follow their instructions
Person responsible is the Building Administrator
5. Notify Superintendent
Person responsible is the Building Administrator
6. Termination of emergency
Person responsible is the Fire Department
7. Resume, curtail or cease building operation, as appropriate
 - a. Evacuate
 - b. Early Dismissal
 - c. Resume normal activityPerson responsible is the Superintendent
8. Make proper notifications
Person responsible is the Superintendent, Building Administrator

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Carbon Monoxide Detector Alarm

3 1 3 5

If a Carbon Monoxide alarm is sounded, staff in that location should take the following actions:
Notify the building's main office

Evacuate the immediate room/area of students and staff

Move to fresh air immediately

Upon hearing the alarm sounding in the main panel receiving and/or upon notification that a Carbon Monoxide alarm has been sounded, the Main Office and Building Administration shall:

Check the main panel for location of the alarm

Notify the building's custodian

Notify the Director of Facilities (extension 3 2 1 0)

Call 9 1 1 and inform them that a Carbon Monoxide detector has been activated, the immediate area has been evacuated, the custodian is testing the Carbon Monoxide level, consult with building custodian and fire department to see if further evacuation is necessary. Use Public Address system to provide any necessary instructions; do not use fire alarm system.

Upon receiving notification that a Carbon Monoxide alarm has been sounded, the building custodian shall: immediately retrieve Carbon Monoxide detector meter, located in each building's main office. Go to location of alarm and use monitor to determine the alarm level. Begin ventilating area. Determine source of Carbon Monoxide leak and make repairs. Continue to test Carbon Monoxide level as room is ventilated and repairs are made until level reaches 0.

If level is not dropping or source is not found or fixed, in consultation with the fire department and building administration, consider whether additional areas need to be relocated or evacuated.

Room may be occupied again once Carbon Monoxide meter level is 0.

For a Mid-Level alarm, the carbon monoxide level will be 70 or higher parts per million
For a High-Level alarm, the carbon monoxide level will be 100 – 150 parts per million

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Pandemic/Virus Outbreak

3 1 3 6

Response Action:

1. Isolate sick students/staff, send home
Person responsible is the Nurse, Building Administrator
2. Consult with Erie County Department of Health
Person responsible is the Building Administrator in conjunction with the Superintendent
3. Collaborate with Erie County Department of Health on next steps
Person responsible is the Building Administrator in conjunction with the Superintendent
4. Determine length of school closure, which schools are closed
Person responsible is the Superintendent
5. Communicate school closure and make proper notifications (potential exposures)
Person responsible is the Building Administrator
6. Sanitize and disinfect in accordance with district protocol, Center for Disease Control recommendations, and Occupational Safety and Health Administration recommendations
Person responsible is the Director of Facilities
7. Enact Continuity of Operations Plan for continuance of instruction if closure is extended
Person responsible is the Building Administrator in conjunction with Curriculum Department
8. Monitor the situation, infection rates
Person responsible is the Superintendent
9. Resume activity and regular attendance in accordance with Center for Disease Control and Department of Health guidelines, after consultation with Erie County Department of Health

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Bomb Threat

3 1 4 0

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The decision whether or not to evacuate is dependent upon information received in the threat, and how credible that information is.

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Functional Annexes That May Be Activated

Functional Annexes that may be activated in the event of a bomb threat on campus may include the following:

- Shelter-in-Place
- Evacuation
- Lockdown
- Accounting for All Persons
- Reunification
- Communications

Receiving Bomb Threats

Written Threats

- Contact Police (9 1 1)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- Handling of written bomb threat should be kept to an absolute minimum, since it may be used as evidence in a criminal investigation.
- Fingerprints may be taken from the note to help determine its source.
- A threat written on a bathroom wall, mirror, or stall should not be removed until it is viewed or documented (photographed) by law enforcement.

Telephone or Other Verbal Threats

- Contact Police (9 1 1)
- Anyone receiving a written bomb threat must immediately notify the school building administrator.
- The New York State Police Bomb Threat Instruction Card (included below) should be placed next to telephones that are most likely to receive such calls.

Lancaster Central School District
District Wide Emergency Response Plan
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- The bomb threat caller is the best source of information about a possible bomb.
- It is desirable that more than one person listens in on the call.
- Persons likely to receive a threatening call should receive special training and have a list of emergency agency telephone numbers available, as well as the telephone numbers of school officials to be immediately contacted.
- If possible, the telephone threat should be taped.
- Caller identification or other types of tracing devices should be considered.

Information to be asked of the caller includes:

- Where is the bomb located?
 - When will the bomb go off?
 - What does the bomb look like?
 - What kind of explosive is involved?
 - Why was the bomb placed?
 - What is your name? (The caller may be caught off guard and give you his or her name).
- Also note: time of call; language used by caller; gender; approximate age; speech characteristic (slow, fast, soft, disguised, intoxicated); noticeable background noise (music, motors running, street traffic).

Suspicious Packages

- Contact Police (9 1 1).
- Anyone receiving a suspicious package must immediately notify the school building administrator.
- Mail bombs can be contained in letters, books, and parcels of varying sizes, shapes, and colors.
- Letter bombs may feel rigid, appear uneven or lopsided, or are bulkier than normal.
- The container is irregularly shaped, asymmetrical, and has soft spots and bulges.
- There may be oil stains on the wrapper. The wrapper may emit a peculiar odor.
- The package may be unprofessionally wrapped and be endorsed with phrases such as "Fragile – Handle with Care," "Rush – Do Not Delay," "To Be Opened in the Privacy of _____," "Prize Enclosed," or "Your Lucky Day is Here."
- There may be cut and paste lettering on the address label.
- The package may have not postage or non-cancelled postage.
- The package may exhibit protruding wires, foil, string, or tape.
- The package may emit a buzzing or ticking noise.
- A suspect letter or package may arrive immediately before or after a telephone call from an unknown person asking if the item was received.
 - Do not open or squeeze the envelope or package.
 - Do not pull or release any wire, string, or hook.
 - Do not turn or shake the letter or package.

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- O Do not put the letter or package in water or near heat.
- O Do not touch the letter or package, thereby compromising fingerprint evidence.
- O Do move people away from the suspected envelope or package.
- O Do notify the state and/or local police (9 1 1).
- O Do activate your emergency plan for dealing with bombs.

Investigating Bomb Threats

- Appropriate law enforcement agencies must be notified.
- Be aware of availability and limitations of specialized emergency services-including bomb squads, hazardous materials management, county, and state emergency management agencies.
 - O Be aware that law enforcement agencies generally do not initially send out bomb sniffing dogs.
 - O Bomb sniffing dogs have a limited time of efficiency so that their use is carefully considered.
- The school district administrator makes the decision regarding evacuation, continuation, or dismissal of school – first responders can assist and consult with them to make their decision (joint decision making – unified command).
- Police may enlist the assistance of the school faculty/staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Scanning does not involve touching or handling a suspect object.
- Once the incident has been resolved and no longer poses a danger, a full threat assessment inquiry should be conducted on the person making the threat if one is identified.

Pre-Clearance and Security Screening In Lieu Of Evacuation (During Testing)

- It is strongly recommended that school officials carefully coordinate this option in cooperation with local law enforcement officials.
- This option may only be implemented prior to the receipt of an actual bomb threat, and
- Only after building and grounds have been “cleared” at the start of the day and continually monitored throughout the day
- This option may be appropriate when a school reasonably anticipates the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. (During the administration of Regents examinations or during other school-wide events).

School Employee Involvement

- Schools may form teams of volunteers from administration, faculty, and staff to assist in sweeping a building or grounds for anything that looks out of place.

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- Prior to an incident, school officials should make certain that people who volunteer in the their responsibilities.
- School employees who volunteer or by job duty are assigned to assist, should have access to building keys, floor plans, and information about shut-off valves for heat, electricity, water, and ventilation.

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Place This Card Under Your Telephone

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is the address?
- 9) What is your name?

Exact Wording of the Threat:

Sex of caller:

Race:

Age:

Length of call

Additional Information on Reverse

Bomb Threat Instructions

Number at which call is received:

Time:

Date:

Caller's Voice (Circle all that apply)

Loud Soft High Deep Intoxicated Disguised Calm Angry Fast Slow Stutter
Nasal Distinct Accent (type) Slurred

Other Characteristics:

If voice is familiar, who did it sound like?

Background Sounds: (Circle all that apply)

Voices Airplanes Quiet Trains Animals Music Street Traffic Factory Machinery
Office Machinery Other

Threat Language (Circle all that apply)

Well Spoken Incoherent Foul Taped Irrational Message read by threat maker

Remarks:

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Biological Release Threat by Telephone

3 1 4 1

Response Action:

Upon notification of a Biological Release by telephone:

1. The person receiving the call should gather as much information as possible by using the supplied "Telephone Threat Form."
Person responsible is the first to contact
2. Upon completion of the telephone threat, the person receiving the call should attempt to immediately trace the call.
Person responsible is the first to contact
3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.
Person responsible is the first to contact
4. Call 9 1 1. Be specific in reporting the incident, location, how many are affected and where to meet.
Person responsible is the Principal, Superintendent
5. Notify Buildings and Grounds to shut down the Heating, Ventilation, Air Conditioning units
Person responsible is the Principal, Superintendent
6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.
Person responsible is the Principal, Superintendent, Teachers and Staff
7. Activate the Shelter in Place. Curtail the following until an assessment is made by police, fire and local disaster coordinator
Free movement throughout the building
Food preparation and distribution
Let staff and students know of the situation and how often they will be updated
Person responsible is the Principal, Superintendent, Teachers and Staff
8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.
Person responsible is the Police, Fire, Disaster Coordinator, Superintendent
If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.
Person responsible is the Superintendent
10. If the incident escalates, arrangements should be made for the following:
Staging area for parents/guardians coming to the building to pick up their child/children. Children will not be released until the incident is brought to closure, therefore, this area would be used to communicate with and calm parent/guardians.
Staging area for the media. Timely reports given to avoid inaccurate information.
Person responsible is the Superintendent
9. Implement appropriate plan
Resume normal activity
Early dismissal
Person responsible is the Superintendent

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District Wide Emergency Response Plan
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3 1 4 2

TELEPHONE THREAT FORM

School Building:

Date:

Time:

Recall to best of knowledge exact words of caller:

Questions to be asked:

1. Where is the package located?
2. What does it look like?
3. What is in the package?
4. Why are you doing this?
5. What is your address?
6. What is your name?

Voice: Male Child Young
 Female Old Middle Aged

Accent

Background noise?

Have you heard voice before?

Person receiving call?

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District Wide Emergency Response Plan
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Biological Release Threat by Letter/Package

3 1 4 3

Response Action:

Upon notification of a Biological Release by letter or package:

1. The person receiving the letter or package once opened do not handle or move it to another area. Using your "Good Samaritan" kit that was intended for blood and body fluid cleanup, use the towelette to wash your hands until you are cleared to leave the area.
Person responsible is the first to contact
2. Secure the area, do not leave or let anyone into the area.
Person responsible is the first to contact
3. Contact the building principal, if this happens in Central Office contact the Superintendent by telephone.
Person responsible is the first to contact
4. Call 9 1 1. Be specific in reporting the incident, location, how many are affected and where to meet.
Person responsible is the Principal, Superintendent
5. Notify Buildings & Grounds to shut down the heating, ventilation and air conditioning.
Person responsible is the Principal, Superintendent
6. Secure the building, do not allow entrance or exit from the building. Students and staff participating in outdoor activities should remain outdoors or take refuge in another building.
Person responsible is the Principal, Superintendent, Teachers, Staff
7. Activate the Shelter in Place plan. Curtail the following until an assessment is made by police, fire and local disaster coordinator:
 - a. Free movement throughout the building
 - b. Food preparation and distribution
 - c. Let staff and students know of the situation and how often they will be updatedPerson responsible is the Principal, Superintendent, Teachers, Staff
8. Upon arrival of the police, fire and local disaster coordinator the incident will be assessed and further action could be taken upon assessment.
Person responsible is the Police, Fire Disaster Coordinator, Superintendent
9. If the incident is ruled to be a false alarm, a note telling parents of the details could be processed and sent home for the parents to read.
Person responsible is the Superintendent
10. If the incident escalates, arrangements should be made for the following:
 - 1) Staging area for parents/guardians coming to the building to pick up their child/children. Children will not be released until the incident is brought to closure, therefore, this area would be used to communicate with and calm parent/guardians.
 - 2) Staging area for the media. Timely reports given to avoid inaccurate information.
Person responsible is the Superintendent
11. Implement appropriate plan
 - a) Resume normal activity
 - b) Early dismissalPerson responsible is the Superintendent

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Hostage/Kidnapping

3 1 4 4

Response Action:

1. Identify hostage situation
Person responsible is the first person on scene
2. Notify Building Administrator
Person responsible is the first person on scene
3. Activate Lockdown Plan
Person responsible is the Principal
4. Notify the local police and follow their instructions.
Person responsible is the Building Administrator
5. Notify Superintendent
Person responsible is the Building Administrator
6. Notify parents or spouse of hostage/hostages
Person responsible is the Superintendent
7. Termination of emergency
Person responsible is the Police, Building Administrator
8. Make proper notifications
Person responsible is the Superintendent

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Intruder

3 1 4 6

Response Action:

1. Identify intruder
Person responsible is the first person on scene
2. Notify Building Administrator
Person responsible is the first person on scene
3. Activate the Lockdown Plan
Person responsible is the Principal
4. Confront intruder, if prudent and wise
Person responsible is the Building Administrator
5. Escort intruder out of the building. Record make, color and license plate number of vehicle
Person responsible is the Building Administrator
6. If intruder refuses to leave, maintain surveillance. If the intruder does leave but circumstances lead you to expect trouble, summon the local police.
Person responsible is the Building Administrator
7. Advise police of situation and follow their instructions
Person responsible is the Building Administrator
8. Notify Superintendent
Person responsible is the Building Administrator
9. Notify staff and students of incident
Person responsible is the Building Administrator
10. Termination of Contingency
Person responsible is the Police, Building Administrator

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Threats of Violence

3 1 4 7

Response Action:

1. Assemble Threat Assessment Team
Person responsible is the Principal
2. Inform building principal of implied threat or direct threat
Person responsible is the first person to scene
3. Determine level of threat in accordance with district threat inquiry process (Appendix B)
Person responsible is the Principal/Designee
4. Contact appropriate law enforcement agency, if necessary
Person responsible is the Building Administrator
5. Monitor situation, adjust response as appropriate
Person responsible is the Building Administrator

Note: Refer to New York State Police Threat Assessment Model (2007)

Treat Assessment Team (Refer to Appendix B-Threat Inquiry Process Form)

Comments: Additional information on threat assessment is located in the New York State School Safety Guide

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Acts of Violence

3 1 4 8

Response Action:

1. Determine level of threat with Superintendent/Designee
Person responsible is the Principal
2. If warranted, isolate the immediate area and evacuate if appropriate.
Person responsible is the first person on scene
3. Inform Superintendent
Person responsible is the Principal/Designee
4. If necessary, initiate lockdown procedure and contact law enforcement agencies.
Person responsible is the Building Administrator
5. Monitor situation, adjust response as appropriate. If necessary, initiate Early Dismissal, Sheltering or Evacuation Procedures.
Person responsible is the Building Administrator

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District Wide Emergency Response Plan
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Active Shooter

3 1 4 9

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building.

The annex outlines responsibilities and duties, as well as procedures for staff responding to an active shooter on school grounds or in the school building

An active shooter or armed assailant on school property involves one or more individuals acting with the intent to cause physical harm and/or death to students and staff. Such intruders may possess a gun, a knife, a bomb or other harmful device. An active shooter will result in law enforcement responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of and cooperate with law enforcement. The school is a crime scene and will require a thorough search and processing.

Core Functions

In the event of an active shooter, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect students and staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression and to keep students safe.

Functional Annexes That May Be Activated

Functional annexes that may be activated in the event of an active shooter on campus may include the following:

- Lockdown
- Evacuation
- Accounting for All Persons
- Reunification
- Communications
- Medical Emergency

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Activating the Emergency Response Plan

The first individual/individuals to hear or witness shots fired or recognize the potential for an active shooter should activate the Emergency Response Plan immediately, taking the necessary response actions to keep everyone safe. Notifications to the main office and to 9 1 1 should be made if possible.

Appropriate announcements shall be made and the Incident Commander shall implement the procedures specified in this annex.

Incident Commander Actions

- Determine what procedures should be activated depending on the location and nature of the shooter.
- Issue instructions, e.g. lockdown or evacuation depending on the situation.
- Notify law enforcement, provide location and description of the shooter if possible.
- Notify schools buses to not enter the school grounds.
- Activate Communications Annex.
- Coordinate with emergency responders at the command post; provide site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- When it is safe to do so, implement Accounting for All Persons and Reunification Annexes.

Staff Actions

- Use Extreme Caution
- Implement the appropriate response procedure to keep students safe, including taking cover for protection from bullets.
- Make appropriate notifications, provide description and location of the shooter if possible.
- When law enforcement arrives, ensure everyone puts items down, raises their hands and spreads their fingers, keeps hands visible at all times, avoids making quick movements and avoids pointing, screaming or yelling.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

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District Wide Emergency Response Plan
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General Guidelines for Medical Emergencies

3 1 5 0

Response Action:

1. Summon help or request someone call for help
Person responsible is the first person on scene
2. Identify the stricken person
Person responsible is the first person on scene, trained medical personnel
3. Protect the injured or ill person from further injury
Person responsible is the first person on scene, trained medical personnel
4. Comfort the victim and administer first aid, if necessary
Person responsible is trained medical personnel
5. Access the need for further medical attention
Person responsible is trained medical personnel
6. Notify Building Administrator
Person responsible is trained medical personnel
7. Notify parent or guardian
Person responsible is the Building Administrator

Recommendations:

In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is treatment such as will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of the parent or guardian.

Signed instructions for emergencies from parents, guardians and from school personnel should be on file in the school medical office and the school main office. These signed statements should include the name and age of the person (pupil or employee) name, address and telephone number where one or both parents may be reached at home and at work; name, address and telephone number of another person who has agreed to care for the child if the parent cannot be reached; name, address and telephone number of the family physician (or Christian Science practitioner), family dentist, and preferred hospital; written authorization from the parent for school personnel to call the physician or hospital in serious emergencies when the parent cannot be reached; religion of the victim; and any special condition which should require special handling.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy and so forth.

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District Wide Emergency Response Plan
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School Bus Accident And/or Fire

3 1 5 1

Response Action:

1. Relocate pupils away from danger area
Person responsible is the School Bus Driver, Students
2. Render first aid to injured persons
Person responsible is a Qualified person on scene
3. If necessary, request emergency assistance, Ambulance, fire department and police
Person responsible is a qualified person on scene
4. Notify Building Administrator, if needed. Request spare vehicle to transport uninjured pupils
5. Identify the victims and where they are being transported to
Person responsible is a qualified person on scene
6. Notify parents or spouse of the victims
Person responsible is the Building Administrator
7. Complete School District Accident Report Forms
Person responsible is the School Nurse

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

3 2 0 0

C. Parent/Spouse and Reception Center Notification Plan

Utilize district all-call system, email, district website, district social media, and/or television and radio media to notify parents and spouses of an emergency involving an occupied school facility. This may also be used in a situation where there was a known threat or potentially violent incident. The level of communication for any given incident or threat will be at the discretion of the building and district administration. Methods of notification will be determined based on the situation.

Designate a reception center at a location away from the incident. Provide this information during the notification process.

Several factors should be considered when selecting a reception center. They are as follows:

Physical Space: Select a site that will accommodate a large influx of people to include parents and/or spouses and district representatives.

Containment: Ensure that the site does not permit access by the media and is isolated from the Incident Command Post, Emergency Operation Center, and student body.

Necessary Accommodations Select a location that permits direct access to rest rooms

and telephones and allows for the serving of refreshments. Several rooms should be made available for grieving family members and counseling sessions.

Support Personnel/Agencies If the situation warrants, station counselors, members of the clergy, medical personnel and Critical Incident Stress Debriefing Team at the reception center. A law enforcement/emergency services representative should be at the site also.

Dissemination of Information the Superintendent of Schools should assign, in advance, a staff member as the liaison/information specialist to work with the parents/spouses during a crisis. The individual assigned this duty must assume responsibility for arranging the details and providing accurate, up-to-date information regarding the incident.

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

3 2 0 5

C. Sample

Threats of Violence in The School: Notification to Parent/Guardians

Date

Dear Parents/Guardians:

Due to recent events which have occurred in schools throughout the country, our school district has placed renewed efforts and priority on helping to ensure a safe and secure school environment for our students and staff, and to implement measures to prevent school violence.

We are asking your cooperation in helping us address the issue of violence in our schools. It is only through cooperation with the home that the schools can be successful in implementing appropriate standards of student behavior.

Attached to this letter is a copy of our School District Policy addressing Threats of Violence in the School. We have also enclosed for your review a copy of a summary of the Code of Conduct for the Maintenance of Order on School Property which provides a list of sample proscribed activities (which is not intended to be exhaustive), as well as the range of disciplinary actions which may be taken. The complete Code of Conduct shall be available upon request.

Effective immediately, if your child threatens violence against others, whether staff and/or students, or makes threats involving the school or school buildings, he/she will face immediate disciplinary action as well as possible referral to local law enforcement agencies.

Additionally, the school district retains the right to seek restitution for any costs or damages incurred as a result of a student's actions and/or threats, such as the evacuation of the school building.

We are requesting that you discuss with your child the importance of his/her cooperation in reporting threats of violence against others, suicide threats, or threats involving the school building by calling the school hotline or reporting the threat to faculty members or the building principal.

Please discuss the attached Policy and Code of Conduct summary with your child, and sign and return the bottom portion of this form to the classroom teachers within the next seven days.

Sincerely,

Principal's signature

Please detach and have your child return to his/her classroom teacher.

My child, (fill in name) and I have read, discussed and understand the Policy addressing Threats of Violence in the School and the Code of Conduct summary.

Signature of Parent(s)/Guardian

Date

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

3 2 0 6

D. Aftercare Services

The District will coordinate with Erie County Office of Mental Health, 716-858-8530, the New York State Office of Mental Health, 1-800-597-8481, and/or Substance Abuse and Mental Health Services Administration Disaster Distress 1-800-985-5990 as determined necessary for resources, programs, and direct support as needed after a mental health emergency, threat, incident, or traumatic event.

Lancaster Central School District
District Wide Emergency Response Plan
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3 2 1 0
1 of 3

Emergency Closings

The superintendent is empowered to close the district schools, delay the opening, or to dismiss students early in the event of hazardous conditions, including weather, which threaten the safety of students.

In making the decision to close schools, either the superintendent or his/her designee shall consider many factors, including the following:

- 1) The availability of parent/guardian to receive the student at home in the event schools should be dismissed early.
- 2) The health and safety of students remaining in a school environment.
- 3) Weather conditions, both existing and predicted.
- 4) Driving and traffic conditions affecting public and private transportation facilities.
- 5) Continuance or discontinuance of the operations of business, commercial and professional people in the area.

Facts will be assembled from the appropriate agencies and organizations before any decisions are made. For example, the Highway Department, Police Department, Weather Bureau, transportation companies and other governmental agencies, as needed, will be called.

Following the decision, communications will begin for the total notification of the students and staff. Either the superintendent or his/her designee shall notify the public begin the notifications. In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made through the district's all-call system, on the district's website and social media, and on local television and radio stations. Employees should expect information between 5:00 and 6:00 o'clock a.m. Any employee who is doubtful about reporting should contact his/her immediate supervisor.

Delayed School Plan

When it appears likely that weather and/or street conditions will improve later in the morning, a "delayed school opening" decision may be made. An announcement will be made with instructions on the schedule, transportation, and employee report times.

Early Dismissal School Plan

When a sudden, unanticipated emergency condition, including weather alert, arises after school has commenced, and it is deemed appropriate to close schools and offices, the following actions will be followed:

Lancaster Central School District
District Wide Emergency Response Plan
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3 2 1 0
2 of 3

Emergency Closings - Continued

- 1) The transportation department will be contacted to arrange for bus drivers and buses.
- 2) The building level administration will be notified of the dismissal details.
- 3) Parents and local television and radio stations will be informed of the decision.
- 4) Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave his/her assignment until all students have left the building (unless authorized to do so by the principal).
- 5) Elementary students can be released to the custody of their parent/guardian or another designated adult.

Staff Assignments

The superintendent is responsible for the effective operation of the school district at all times. Under Education Law, Sections 1 7 1 1 and 3 0 1 2, the superintendent is empowered to require certain groups of employees to work while other employees are not required to work because the absence of students reduces the productivity of these employees.

When schools are officially closed for students due to inclement weather or other emergency conditions:

- 1) The attendance of personnel shall be governed by their respective contracts and/or upon designation by the Superintendent.
- 2) In general, school-based personnel will not report with the exception of the building plant operators, custodians, maintenance, and janitorial staff, as per negotiated agreement.
- 3) The Director of Facilities, the transportation supervisor and the superintendent will report to work, along with other designated employees.
- 4) Principals will remain responsible for security of their schools and for seeing that the building and grounds are made as ready as possible for school on the next scheduled day.

Parent/Guardian Notifications

Principals have the responsibility to urge parents/guardians to make plans for the emergency supervision of their children should an all-day closing, a delayed opening, or an early closing of school be necessary.

The district's all-call system, website, email, social media, and local television and radio stations may be used to notify students, parents, and faculty and staff members.

Lancaster Central School District
District Wide Emergency Response Plan
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3 2 1 0
3 of 3

Emergency Closings - Continued

Responsibility Before School

Superintendent/Designee

- 1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
- 2) Makes decision as to closing.
- 3) If decision is to close, notifies:
 - Radio stations
 - Principals

Responsibility During School

Transportation Supervisor

- 1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.
- 2) Informs superintendent of adverse conditions.

Superintendent

- 3) Makes decision as to closing.

Superintendent/Designee

- 4) If decision is to close, notifies:
 - Transportation Supervisor
 - Parents
 - Radio and television stations
 - Principals
 - Staff and Students

Transportation Supervisor

- 5) Notifies drivers and substitutes where necessary.
- 6) Reschedules school pickups as soon as decision is made.

Lancaster Central School District
District Wide Emergency Response Plan
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Section 4000: Communication with Others

A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies

- Step-by-Step Procedures4 1 0 0

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law4 2 0 0

C. A system for informing all educational agencies within a school district of a disaster.

- Statement.....4 3 0 0

In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

- School population,
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.4 3 0 5

Lancaster Central School District
District Wide Emergency Response Plan
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4 1 0 0

A. In the Event of An Emergency or Violent Incident That
Requires the Assistance of Emergency Response Agencies

Step 1 Call 9 1 1

Step 2 Give specific information to 9 1 1 dispatcher

- What type of emergency
- Where, address, room, what floor
- Who/how many are affected
- Directions to the scene

Step 3 Local agencies, such as police, fire, ambulance, highway or public works, disaster coordinator will respond first

Step 4 After assessing the emergency, local response agencies will contact count, state and federal agencies if additional assistance is necessary or if a disaster is declared which will invoke Article 2B (see page 4 2 0 0)

Step 5 Post incident response can be coordinated through local and county agencies. These could include the Red Cross, United Way agencies and other local, county, and state mental health resources.

Lancaster Central School District
District Wide Emergency Response Plan
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B.
Article 2B Executive Law §20

4 2 0 0

- §29-a. Suspension of other laws
- §29-b. Use of civil defense forces in disasters
- §29-c. Radiological preparedness
- §29-d. Reports

History:

Add, L 1978, ch 640, § 3, effective Apr 1, 1979

Cross References:

This article referred to in §§ 20, 21; CLS Unconsol ch 131 § 20.

§ 20. Natural and man-made disasters; policy; definitions

1. It shall be the policy of the state that:
 - a. local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
 - b. local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
 - c. state and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;
 - d. state resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
 - e. state and local plans, organizational arrangements, and response capability required to execute the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.
2. As used in this article the following terms shall have the following meanings:
 - a. "disaster" means occurrence or imminent threat of wide spread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident or water contamination.
 - b. "state disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
 - c. "municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.
 - d. "commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.
 - e. "emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.
 - f. "chief executive" means:
 - (1) a county executive or manager of a county;
 - (2) in a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
 - (3) a mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
 - (4) a supervisor of a town, except where a town has a manager, it shall mean such manager.

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District Wide Emergency Response Plan
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4300

C. In The Event Of An Emergency Within The Supervisory District Territorial Limits, The Superintendent, Or Designee, Of The Lancaster Central School District Will:

- 1) Act as the chief communication liaison for the non-public Educational agencies listed on the following pages
- 2) Contact the Erie 1 BOCES District Superintendent
- 3) Offer resources that are available.

Lancaster Central School District
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4 3 0 5
1 of 3

C. Personnel for Non-Public Schools

Facility Name	Saint Mary's Elementary School
Facility Address	2 Saint Mary's Hill Lancaster, New York 14086
Facility Phone Number	683-2112
Principal	Ms. Kim Kwitowski
Others	Ms. Kuhn, Secretary
Grades	Pre-kindergarten through 8
Number of Students	Not applicable
Hours of School	8:10 am – 2:20 pm
Transportation	Local school districts

Lancaster Central School District
District Wide Emergency Response Plan
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4 3 0 5
2 of 3

C. Personnel for Non-Public Schools

Facility Name	Saint Mary's High School
Facility Address	142 Laverack Avenue Lancaster, New York 14086
Facility Phone Number	683-4824
Principal	Kevin Kelleher
Administrative Team	Rob Cavallari Andrea Drabik Beck O'Connor Keith Junik
Others	Claudia Fiume, Secretary
Grades	9 – 12
Number of Students	Not applicable
Hours of Schools	7:53 am – 2:19 pm
Transportation	Local school districts

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

4 3 0 5
3 of 3

C. Personnel for Non-Public Schools

Facility Name	Our Lady of the Blesses Sacrament
Facility Address	20 French Road Depew, New York 14043
Facility Phone Number	685-2544
Principal	Ms. Debbie Szczepanski
Assistant Principal	Karol Cassel
Others	Lynn Schiffhauser, Secretary Una Hansen, Secretary
Grades	Kindergarten through 8
Number of Students	Not applicable
Hours of School	7:50 am – 2:05 pm
Transportation	Local school districts

Lancaster Central School District
District Wide Emergency Response Plan
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Section 5000: Prevention and Intervention Strategies

- A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures
- Safety/Security 5 0 0 0
- B. Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:
- Distribution of the Checklist of Early Warning Signs 5 1 0 0
- C. Appropriate prevention and intervention strategies such as:
- Collaborative agreements with local law enforcement officials (Memorandum)
 - Non-violent conflict resolution training program: 5 2 0 0
- D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:
- Youth-run programs,
 - Peer mediation, 5 3 0 0
- E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel. 5 4 0 0

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

Security

5 0 0 0

Lancaster Central School Security Measures

All student occupied facilities have taken the following security measures:

Access Control System

All visitors must enter through the main door of each building. Access is gained after visitor identifies self through speaker directed to main office personnel. Main office personnel are able to view visitor through security cameras. Access is gained when main office personnel trigger the door unlock mechanism which allows main door to unlock allowing visitor entrance into the main office. Once in the main office, the visitor is required to show identification.

Visitors must show identification, sign in at main office, and record time of visit. Each visitor receives visitor tag and is instructed to wear tags while visiting. Each visitor must sign out.

School Resource Officers

School resource officers (Lancaster Police Department Officers) are utilized in the following school buildings:

High School

Middle School

Kindergarten-6 Floating

School Resource Officer and Lancaster Police involvement is governed by Lancaster Central School District Policy #7 3 3 0, Searches and Interrogations of Students.

Hall Monitors (see also p. 5 4 0 0)

Hall monitors are utilized in the following school buildings:

High School

Middle School

Other Personnel

The district also has additional personnel that are essential to the security of all students and staff such as registered nurses, school psychologists, social workers, safety risk specialist, and guidance counselors. In addition, the District's Safety Committee deals with safety issues. This committee includes representatives from all major sectors of the district

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

5 1 0 0

The Lancaster Central School District recognizes the importance of disseminating informative materials regarding the early detection of potentially violent behaviors to all faculty and staff. A checklist of “Early Warning Signs” for violent acting out behavior will be distributed via district email with extra copies being available in the Guidance Offices, Main Offices and the Administration Building.

The Lancaster Central School District includes nonviolent conflict resolution, peer mediation, and mental health awareness and reporting into its curriculum.

The Lancaster Central School District works directly with the Lancaster Youth Bureau’s Youth Court Program. Youth Court is a voluntary alternative to the criminal justice system for young people who have committed a crime or an offense. Youth Court strives to promote feelings of self-esteem and a desire for self-improvement, and to foster a healthy attitude toward rules and authority. Youth Court also offers a law-related education program for young people who seek to become members of the court. Cases are generally referred by the police, probation department., local courts and schools. Youth Court proceedings involve an offender, jurors and members in the roles of judge, prosecutor, defender, clerk/bailiff, and jury foreperson. Each of these individuals is a student attending Lancaster or Depew High School, or area private high schools. An adult serves as Coordinator to oversee the operation of the court.

Lancaster Central School District
District Wide Emergency Response Plan
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Memorandum of Understanding

Between The Town of Lancaster And The Lancaster Central School District
Regarding School Resource Officer Agreement
Dated February 11, 2019

This document is to provide further understanding and clarification regarding an agreement between the Town of Lancaster, New York ("Town") and the Lancaster Central School District ("District") in regards to the roles and responsibilities of the School Resource Officers placed within the District regarding amendments to Education Law S 2 8 0 1-a.

WHEREAS, the Lancaster Central School District ("District") and the Town of Lancaster ("Town") entered an agreement in dated February 11, 2019 regarding the placement of three (3) police officers as School Resource Officers (S R O) within District Schools.

WHEREAS, the New York State enacted budget included amendments to Education Law S 2 8 0 1-a to add section 10 with respect to school district safety plans and the Regulations of the Commissioner of Education incorporates the requirements to the school district safety plan to define the roles and responsibilities of the School Resource Officers placed within the District as it pertains to student misconduct that violates the District Code of Conduct.

NOW THEREFORE, the District and the Town agree to the following regarding the roles and responsibilities of SROs placed within the District:

1. Scope of Services

a. The School Resource Officer Program is designed to provide education, law enforcement, and mentoring to District students, and is an attempt to deter criminal behavior through positive interactions with students during school hours. School Resource Officers are responsible for preventing crime and ensuring safety in primary and secondary schools. School Resource Officers work with school administrators to preserve a safe learning environment for students, teachers, and staff.

b. The security and law enforcement services provided by the School Resource Officer to the District pursuant to this Agreement shall be at the discretion of the District Superintendent, in consultation with the Chief of Police, as appropriate, and shall generally be as follows:

i. The School Resource Officers primary duty is to work in conjunction with District administration to protect the District's schools' safe environment and to maintain an atmosphere where students, teachers and staff feel safe that is conducive to learning, instruction and educational services.

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

- ii. The School Resource Officer shall have a visible presence on school grounds and be available to the students, faculty, and administration.
- iii. The School Resource Officer shall serve to improve relationships and act as a liaison between students, law enforcement, and the community.
- iv. The School Resource Officer shall serve as an educator, law enforcer, mentor and role model.
- v. The School Resource Officer shall work in concert with District and school building administration, and attend meetings on a regular and/or requested basis.
- vi. The School Resource Officer shall attend sporting events and extra-curricular activities when requested by the District's Superintendent or his/her designee.
- vii. The School Resource Officer may investigate and/or assist in the investigation of suspected criminal activity occurring on District property and/or related to the District. This assistance shall be provided in consultation with District/school administrators, in accordance with New York State Law and District policy.
- viii. As an educator and consultant, the School Resource Officer shall work with classroom teachers and other District personnel. The School Resource Officer may present information and answer questions on a variety of topics, such as, but not limited to, the law, drugs, safety, crime prevention, violence prevention, concepts of safety, traffic laws, general law, and crime prevention techniques. The goal of the presentations is to increase the awareness and understanding of laws and personal safety for students, staff, and the community.
- ix. The School Resource Officer shall assist in maintaining order and enforcing school policies on school property.
- x. The School Resource Officer shall refer students and/or their families to the appropriate resources and/or agencies for assistance when need is determined.
- xi. The School Resource Officer shall not act as a school disciplinarian in response to student misconduct. Rather the respective teacher and/or administrator shall enforce and address any disciplinary incident in accordance with the District's Code of Conduct. District/building administration is responsible for student discipline. The relationship between the District and students, visitors, law enforcement, and public or private security personnel, as well as law enforcement and security

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

personnel's roles, responsibilities and involvement with regard to student infractions and misconduct, shall be as set forth in the District's Code of Conduct

<https://www.lancasterschools.org/cms/lib/NY19000266/Centricity/Domain/12/Code%20of%20Conduct%20Adopted%2010818ADA.pdf>,

incorporated by reference herein. This paragraph is included in this Agreement in good faith toward the goal of compliance with Education Law Section 2801-a and regulations of the Commissioner of Education and will be updated as may be necessary as further guidance is provided by New York State regarding such requirements.

- xii. The School Resource Officer shall perform such other security and/or law enforcement services as may be reasonably assigned by the District Superintendent or his/her designee, in consultation with the Chief of Police or his/her designee, as appropriate.
 - xiii. School Resource Officers may be subject to the same restrictions as school officials with respect to (a.) detaining or interrogating students, and (b.) maintaining the privacy of student education records and information. School Resource Officers may only use student Personally Identifiable Information for the legitimate educational purpose for which the information was sought, which is to promote school safety and the physical security of students. A School Resource Officer who is acting as a school official under Federal Educational Rights and Privacy Act may not re-disclose, without appropriate consent, Personal identifiable information from education records to outside parties, including other employees of his or her police department, who are not acting as school officials, unless such re-disclosure falls into a narrow Federal Educational Rights and Privacy Act exemption. A School Resource Officer may not request to access educational records to determine a student's immigration status. A School Resource Officer who managed to obtain such student information is not authorized to re-disclose that information. The School Resource Officer may not detain students or otherwise interrogate them for the purpose of determining the students' (or their families') immigration status, as such status is irrelevant to the school safety objectives a School Resource Officer is tasked with ensuring. School Resource Officers shall consult with district administration when requesting to disclose any Personal Identifiable Information to first ensure the request and use is in compliance with the Family Educational Rights and Privacy Act.
- c. The School Resource Officer's activities will typically be located at the District's buildings and property with certain exceptions, such as follow-up home visits when needed as a result of school-related student problems; District related off-campus activities when officer participation is requested by District administration; response to

Lancaster Central School District
District Wide Emergency Response Plan
For Official Use Only

off-campus, school-related criminal activity; response to emergency law enforcement activities or court appearances; and Police Department training in the interest of public safety as deemed necessary by the Chief of Police or his designee. The Town will provide a vehicle for the School Resource Officer to use for School Resource Officer -related business.

2. Except as hereby set forth, amended, expressed and modified by this Memorandum of Understanding, the School Resource Officer Agreement dated February 11, 2019 between the Parties shall in all other respects and aspects continue in full force and effect according to its terms. The Memorandum of Understanding will follow the terms and termination clauses of the February 11, 2019 agreement.

In Witness Whereof: the parties hereto have executed this Agreement on the date hereof, pursuant to resolutions adopted by the Town Board of Lancaster and by the Board of Education of the Lancaster Central School District.

TOWN OF LANCASTER

By: 

Johanna M. Coleman

Supervisor

Date: 9/25/19 (JMC)

LANCASTER CENTRAL SCHOOL DISTRICT

By: 

Dr. Michael J. Vallely

Superintendent of Schools

Date: 9/19/19

The Lancaster Central School District recognizes that students, faculty, and staff need to be challenged to become the first line of defense against school violence. It is hoped that through intervention training students will be provided with the courage, motivation and leadership skills necessary to aid in preventing school violence by reacting to conflict appropriately and by breaking the “conspiracy of silence.”

E. Description of Duties, Hiring and Screening Process, Required Training of Hall Monitors and Other School Safety Personnel.

The process of establishing the duties for hall monitors and other school safety personnel shall rely on past practice, or be completed by civil service with consultation of the Lancaster Central School District, or shall be determined by the Lancaster Central School District pursuant to applicable Federal, State, County and Municipal guidance. (Potential duties of a hall monitor and other school safety personnel are detailed in this section)

The Lancaster Central School District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-269 prohibits discrimination because of age. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws and Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1st, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the Schools Against Violence in Education Legislation of 2000.

If the Lancaster Central School District uses the service of a contractual security company, the district should verify with the Department of State's License Bureau to ensure that the prospective contractor is an authorized employer in good standing.

If the Lancaster Central School District, a public (exempt) entity, employs at least one security guard, then the district is subject to the Security Guard Act of 1992 (General Business Law § 89-f (5), (7)). Any public entity employing a security guard must ensure that the security guard is registered with the NYS Department of State. The Department of State will only register applicants who have satisfied the requirements established by the Secretary. Registration for a security guard is effective two years. No school district shall knowingly employ a person as a security guard unless: the school district has verified with the Department (State) that such person possesses a valid registration card which has not expired or been revoked; or Such school district has filed with the Department (State) in a manner prescribed by rules and regulations promulgated by the

Department. (Potential duties of a security guard and requirements and of a New York State Security Guard License are detailed in this section). A district employing a security guard must provide proof of self insurance or liability insurance coverage to the Department of State in the Amount of \$100,000 per occurrence and \$300,000 in the aggregate (General Business Law § 89-g (6)). A licensed security guard in New York State must undergo an Investigation. Within five business days after the receipt of an application the department (state) shall transmit to the division Department of Criminal Justice Services two sets of fingerprints and the fee required pursuant to paragraph (b) of subdivision ten of section eighty-nine-h of General Business Law and cause to be conducted a search of state files to ascertain whether the applicant has been charged with or convicted of a serious offense and may cause to be conducted an investigation to verify the information contained in the application provided. Under section 89-o of the General Business Law, the secretary of state is empowered to adopt rules and regulation implementing the provisions of this article. Such rules and regulations shall include criteria for determining whether a person is a security guard or whether a particular function is a security guard function as defined by subdivision six of section eighty-nine –f of this article.

A memorandum of understanding dictating the roles and responsibilities of the school resource officers assigned to the district through the Town of Lancaster/Lancaster Police Department is included.

Job Description – Monitor
Provided by Erie County Civil Service
School Monitor Schools
Erie County
Schools
District

Distinguishing Features of The Class: The work involves performing non-teaching duties in overseeing student activities during regular school session and after hours in a suburban school district. This work of ordinary difficulty, involving responsibility of assisting teachers and administrators by performing assigned routine tasks, including the supervision and care of children. The incumbent must be firm, but courteous and congenial in exercising their influence on students. Since there are definite limits in the type and complexities of assignments, the class of school monitor differs in that respect from teacher aide, which usually involves duties of greater difficulty, generally requiring specific skills or abilities. Work is performed under the direct supervision of a principal, teacher or school administrator. Does related work as required.

Typical Work Activities:

Assists in supervising recreation and lunch periods and study halls;
Guides children safety across streets and intersections;
Maintains order in gymnasiums, locker rooms, swimming pools, and assigned areas before and after school; Oversees students passing between classes and in locker rooms and on premises before and after school;
Issues athletic supplies and equipment when required;
Helps children in lower grades with wearing apparel;
May assist in arraigning and ordering films, projectors, VCR. and other learning aides as required;
May be assigned to assist bus drivers with pupils boarding, riding and leaving school busses.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

Ability to establish good relationships and get along well with children, and command their respect; ability to maintain order and to enforce school regulations with firmness; ability to get along with teachers, administrators, and others; ability to understand and follow oral and written instructions; good power of observation; dependability; neat personal appearance; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

Job Description – Monitor - Continued

Minimum Qualifications:

- A. Graduation from high school or possession of a high school equivalency diploma; or four (4) years experience in the care and supervision of children; or
- B. An equivalent combination of training and experience as defined by the limits of (A.) and (B.)

Note: Verifiable part-time and or volunteer experience will be pro-rated toward meeting full-time experience requirements

Note: A person assigned to this position does not have the authority to direct traffic. This is the function of a police officer only.

Job Description – Security Guard

Provided by the New York State Department of State

Description

A security guard is defined as a person employed within New York State, other than active police officers and federally regulated personnel, to principally perform one or more of the following duties without performing the functions of a private investigator.

Protection of individuals and/or property from harm, theft or other unlawful activity;

Deterrence, observation, detection and/or reporting of incidents in order to prevent any unlawful or unauthorized activity including but not limited to unlawful or unauthorized intrusion or entry, larceny, vandalism, abuse, arson or trespass on property;

Street patrol service;

Response to but not installation or service of a security system alarm installed and/or used to prevent or detect unauthorized intrusion, robbery, burglary, theft, pilferage and other losses and/or to maintain security of protected premises.

Registration Requirements

An applicant must file an application with the New York State Department of State's Division of Licensing Services in order to become registered as a security guard. In addition, the applicant must meet the following requirements:

Complete a minimum of 8 hours of pre-assignment training

Not have been convicted of a serious offense

Be of good moral character and fitness

Not have been discharged from a correctional/law enforcement agency for incompetence or misconduct

Individuals that meet these qualifications, and those indicated below will be issued a photographic Identification card signifying that they are authorized to perform security guard functions. Since these Identification cards are made by the Department of Motor Vehicles using the image on file in their office from the individual's New York State Driver's License or Non-Driver Identification card, applicants must provide their 9-digit Department of Motor Vehicles Identification number where requested on their Security Guard application. Once their Security Guard application is approved for registration, the applicant's name and Department of Motor Vehicles number are sent to Department of Motor Vehicles to have an Identification card made. The Department of Motor Vehicles will mail the Identification card to the applicant's residence address on file with the Department of State.

Job Description – Security Guard - Continued

Age

Must be at least 18 years of age.

Training

Security guards are required to complete training programs administered by the Division of Criminal Justice Services, Bureau for Municipal Police. Those courses are:

8 hours pre-assignment training

16-hour on the job training (must be completed within 90 days of employment)

8 hours of annual in service

47-hour firearms course for security guards who carry a firearm

Holders of a special armed guard registration card must complete an additional 8-hour in service training course annually.

Fees

\$36 - 2-year registration

\$50 - Fingerprint fee payable to Division of Criminal Justice Services with original application

\$25 - Renewal fee, every 2 years

Licensing Authority

New York State Department of State

Division of Licensing Services

84 Holland Avenue

Albany, New York 12208-3490

Phone: (518) 473-2739

Fax: (518) 473-2730/1

Occupational Reference Codes

3 3-9 0 3 2 - Security Guards - Dictionary of Standard Occupational Classifications
October 2000

Appendices

Appendix A

Buildings covered by the district-wide plan:

Elementary Buildings

John A. Sciole Elementary School
86 Alys Drive East
Depew, New York 14043
Principal - Carrie Greene
Phone 686-3285
Fax 686-3302

Central Avenue Elementary
149 Central Avenue
Lancaster, New York 14086
Phone 686-3230
Fax 686-3302

Como Park Elementary
1985 Como Park Boulevard
Lancaster, New York 14086
Principal – Mary Marcinelli
Phone 686-3235
Fax 686-3303

Court Street Elementary School
91 Court Street
Lancaster, New York 14086
Principal – Jacqueline Clinard
Phone 686-3204
Fax – 686-3284

Hillview Elementary School
11 Pleasantview Drive
Lancaster, New York 14086
Principal – Amy Moeller
Phone 686-3280
Fax 686-3307

Williams Street School
5201 William Street
Lancaster, New York 14086
Principal – Jacqueline Bull
Assistant Principal – Stacy Conti
Assistant Principal – Gregory Heer
Phone Number 686-3800
Fax – 686-3316

Secondary Buildings

Lancaster Middle
148 Aurora Street
Lancaster, New York 14086
Principal – Stephanie Lackie
Assistant Principal – John Tresmond
Phone 686-3220
Fax 686-3223

Lancaster High School
One Forton Drive
Lancaster, New York 14086
Principal – Cesar Marchioli
Phone 686-3255
Assistant Principal – Theresa Adamec
Phone 686-3250
Assistant Principal – Jamie Pernick
Phone 676-3295
Assistant Principal – Michael Candella
Phone 686-3254
Fax Main Office 686-3347
Fax Media Center 686-3378

Appendix B

Threat Inquiry Process Form

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic—for example, motioning with one’s hands as though shooting another person.

A threat assessment inquiry should always be completed by a team, not just one individual.

A threat is reported/suspected.

1. Administrator activates the threat assessment team. The team should include an administrator, a school social worker, the school psychologist, the School Resource Officer and the respective school counselor. It may include the respective teacher or teachers.
2. A determination is made as to whether immediate action is required to safeguard lives, if so, law enforcement is notified immediately.
3. If not, the team begins to gather data (facts) from multiple sources (includes 4-pronged approach; personality characteristics, family dynamics, school dynamics, social dynamics)

Collect General Information (eschool, including identifying information and discipline cumulative folder; confidential folder) person assigned

Conduct Interviews

1. Threat Maker person assigned
2. Witness, witness(s) completes incident form person assigned
3. Parent/guardian person assigned

Student history form person assigned

4. Data collection is shared by the team (a representative from outside the building may participate) and a determination is made of low, medium or high risk.

High Level of Threat

Threat is direct, specific and very plausible

Concrete steps have been taken toward carrying out the threat

Developed a specific plan

Sought/recruited accomplices

Feels justified and/or obligated to carry out the plan

Created a hit list

Does not have a trusting relationship with at least one responsible adult

Has engaged in attack related behaviors

Strong history of conflict and previous violent behaviors

Sees violence as an acceptable way to solve problems

Those close to the student are deeply concerned about his/her potential for violence

The student is lacking positive, protective factors

Student's story is not consistent with their actions
Built explosive device or has the materials to create a bomb
Is experiencing hopelessness, desperation or despair
Prepared weapons
Practiced with weapons
Has attempted suicide

Medium Level of Threat

Some elements of the threat are direct and detailed, the threat lacks overall clarity and concrete specifics
Some thought has been given to how the act will be carried out
There is indication of a possible place, time and victim (but falls short of a detailed plan)
There is some evidence and/or behavior that the student has taken steps to physically prepare for the attack.
Behavior indicates possible intent and motivation, and/or presents with a limited history of conflict or related violent behaviors
Evidence suggests that the student may have some, but not easy access to resources such as weapons, bombs or bomb making equipment
The student has some positive support from friends and /or family
The student has some positive protective factors

Low Level of Threat

Threat is vague and indirect
Information contained within the threat is inconsistent, implausible or lacks detail
Threat lacks realism
Evidence and behaviors suggest that the person is unlikely to have access to resources
Behavior suggests the student lacks intent and motivation
Student does not present with a history of conflict or related violent behaviors
Student has positive support from friends/family

5. The Threat Inquiry Summary Form (green) is completed and if necessary an Intervention and Safety Precaution Plan (yellow) is developed to reduce and/or manage the risk of violence. Both are filed in the confidential folder and a notation is made in the Guidance Log that a threat assessment inquiry was completed.