



# Lancaster

## Central School District

### District-Wide Safety & Emergency

### Management Plan

### 2022-23 School Year

Updated May 2022

Date of Safety Committee Review and Revision: May 25, 2022

Board of Education Public Hearing Date: July 11, 2022

Date of Board of Education Acceptance: August 22, 2022

## DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

# Table of Contents

Section I	General Considerations and Planning Guidelines	3
	Purpose	3
	Superintendent's Directive	3
	Identification of School Teams	4
	Concepts of Operation	8
	Plan Review & Public Comment	9
Section II	Risk Reduction/Prevention and Intervention	9
	Prevention and Intervention Strategies	9
	Improving Communication with Students	10
	Training, Drills and Exercises	11
	Staff Development Training:	12
	Proactive Building Security Measures	13
	Vital Educational Information	13
	Early Detection of Potentially Dangerous Behavior	14
	Hazard Identification	15
	School Safety Personnel Allocations, Hiring, Duties, and Training	16
	Private Security and School Resource Officers	16
	Security Allocations	16
Section III	Response	17
	Notification and Activation - Internal and External Communications	17
	Situational Responses	18
	Multi-Hazard Response	18
	Response Protocols	19
	School Cancellation	19
	Early Dismissal	19
	Evacuation	20
	Sheltering Sites (internal and external)	21
	Protocols for Responding to Bomb Threats, Hostage-takings, Intruders, Abduction, and Other Emergency Situations	21

Responses to Implied or Direct Threats of Violence	22
Responses to Acts of Violence	24
Protocols For a Public Health Emergency	25
Background	25
Protocols	26
Identification of District Resources Which May Be Available for Use During an Emergency	32
Coordination and School District Resources and Manpower During Emergencies	32
Participating in Unified Command under Incident Command System Principles	32
Assignment of Responsibilities	32
Variations of Emergencies and Chain of Command	33
Incident Command System Positions	33
Section IV Communication With Others	35
Section V Recovery	37
Continuity of Operations	37
Continuity of Instruction	37
District Support for Buildings	37
Disaster Mental Health Services	38
Appendix 1 - Listing of School Buildings	39
Appendix 2 – Building-level Emergency Response Plans	41
Appendix 3 – Memoranda of Understanding	42
Appendix 4 – District Resources – Contact Information	46
Appendix 5 – Section 155.17 Regulation Compliance Reference	48
Appendix 6 – Threat Inquiry Process	50

## SECTION I      GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Lancaster Central School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

### SUPERINTENDENT'S DIRECTIVE

The Assistant Superintendent for Business and Support Services, Jamie Phillips, will serve as the District's Chief Emergency Officer (CEO)<sup>1</sup> whose duties shall include, but not be limited to:<sup>2</sup>

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<sup>1</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

<sup>2</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>3</sup>
2. Leading 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;<sup>4</sup>
3. Ensuring staff understanding of the district-wide school safety plan;<sup>5</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building<sup>6</sup> The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>7</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;<sup>8</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;<sup>9</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

## IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801.a(4)<sup>10</sup>. At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency

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<sup>3</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

<sup>4</sup> 155.17(c)(1)(xix)(b) 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

<sup>5</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>6</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>7</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>8</sup> 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan

<sup>9</sup> 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

<sup>10</sup> 2801.a(4) Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and shall include but not be limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

management within the District<sup>11</sup>. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

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<sup>11</sup> 155.17(c)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, bus drivers and monitors, school safety personnel and other school personnel.

District Safety Team

Food Service Director

Tami Augugliaro 716-686-3245

Director of Facilities

Michael Bryniarski 716-686-3209

Bus Driver

Larry Crossman 716-686-3299

Parent Representative

Sharon Deacon 716-686-3800

Teacher, William Street School

DiMarco, Kristen 716-686-3800 extension 6 2 2 0

Custodian, Lancaster Middle School

Troy Durrance 716-686-3220

Board of Education Trustee

Jill Fecher 716-686-3201

Transportation Supervisor

Judy Feldmeyer 716-686-3290

Teacher, Hillview Elementary

Kristyn Fuqua 716-686-3280 extension 4 4 1 2

Bus Attendant

Mary Gerasimowicz 716-686-3290

Principal, John A. Sciole Elementary

Carrie Greene 716-686-3376

Director of Public Relations

Kim Gromoll 716-686-3214

Assistant Principal, William Street School

Gregory Heer 716-686-3805

School Resource Officer

Bill Loewer 716-686-3226

Social Worker, Lancaster High School

Melisse Machnica 716-686-3255 extension 9 6 2 5

Parent Representative

Tony Manetta	716-479-6258
Teacher, John A. Sciole Elementary	
Marlena Marrano	716-686-3285 extension 5 0 4 1
School Resource Officer	
Stacy Maute	716-686-3301
The Evans Agency	
Josh Merewether	716-926-8452
Teacher, Court Street Elementary	
Jessica Moka	716-686-3240 extension 1 6 0 5
Assistant Principal, Lancaster High School	
Jamie Pernick	716-686-3862
Assistant Superintendent for Business and Support Services	
Jamie Phillips	716-686-3212
Utica National Insurance	
Luann Romanelli	716-799-5013
Senior Safety Analyst, Erie 1 BOCES	
Karen Rozuk	716-821-7440
Teacher, Lancaster High School	
Allsion Smerka	716-686-3255 extension 9 8 2 1
New York State Insurance Fund	
Don Stephens	315-453-6673
Board of Education Trustee	
John Talarico (Alternate)	716-686-3201
Assistant Principal, Lancaster Middle School	
John Tresmond	716-686-3228
Teacher, Como Park Elementary	
Diana Wilks	716-686-3240 extension 2 9 2 8
Benefits	
Maureen Wing	716-686-3202
School Nurse, Court Street Elementary	
Judy Wolanin	716-686-3243
School Resource Officer	



John Zimmerman                      716-686-3800 x9876  
Teacher, Lancaster Middle School  
Judy Zitzka                              716-686-3220 x7214

#### CONCEPTS OF OPERATION

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

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school building. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.

3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

#### PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2 8 0 1-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, Erie County Sheriffs and all local police departments covering the District, by October 15<sup>th</sup> of each year or within 30 days of adoption.

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

#### PREVENTION AND INTERVENTION STRATEGIES

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety personnel are trained annually
2. Training for school staff working in an incident control capacity may include:
  - a. Individual and group de-escalation techniques
  - b. Non-violent conflict resolution skills and
  - c. Peer mediation

3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
4. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
5. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>12</sup>
  1. All staff members are expected to wear District-issued photo identification badges/door access cards at all times.
  2. After the designated start time of the school day, each school will be appropriately secured.
  3. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
  4. All contractors assigned to work in any building must first be authorized by the Buildings & Grounds Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Buildings & Grounds Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Safety personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry

#### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists.

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<sup>12</sup> 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.<sup>13</sup>

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities. Reporting Threats or Acts of Violence

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

## TRAINING, DRILLS AND EXERCISES

### Drills and Exercises:<sup>14</sup>

The District will conduct emergency management drills and exercises annually including, but not limited to:

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<sup>13</sup> 155.17(c)(1)(xvi) 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, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

<sup>14</sup> 155.17(c)(1)(xiv) procedures for review and the 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;

**EVACUATION AND LOCKDOWN DRILLS:** Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

**EARLY DISMISSAL DRILL<sup>15</sup>:** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

**SHELTER-IN-PLACE DRILLS:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

#### **STAFF DEVELOPMENT TRAINING:**

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15<sup>th</sup> of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.<sup>16</sup>

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<sup>15</sup> 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

<sup>16</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health,

The District will provide advanced training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training includes but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

#### PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.

#### VITAL EDUCATIONAL INFORMATION<sup>17</sup>

Information on each building’s student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

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provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner;

<sup>17</sup> 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A “plain language” summary of the District’s Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A “plain language” summary of the District’s Code of Conduct is mailed or emailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District’s schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School Resource Officers, School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual’s behavior, and on responsible decision-making.
7. Each of the District’s school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.

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<sup>18</sup> 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students of the school district or board, students and other persons deemed appropriate to receive such information;

8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

#### Police Agencies

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Depew Police Department	716-683-1123
Lancaster Police Department	716-683-2800
Erie County Sheriffs	716-858-2903
New York State Police	716-759-6831

#### HAZARD IDENTIFICATION

##### Identification of Potentially Dangerous or Hazardous Sites:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - Electrical panels/shut-offs
  - Gas lines/shut-off
  - Gas appliances
  - Heating plant
  - Sewage system
  - Structural failure
  - H V A C



- Water supply/shut-off
- Chemical storage and cleaning supplies
- Paper supply storage
- Industrial arts room
- Science rooms and labs
- Isolated areas near the school
- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

#### SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING<sup>19</sup>

##### PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

This plan includes the memoranda of understanding that define the relationship between the district, personnel, students, and law enforcement. This memorandum is consistent with the Code of Conduct, and defines the roles, responsibilities, and involvement in the schools of law enforcement. The role of school discipline is delegated to school administration.

##### SECURITY ALLOCATIONS

- A. At the elementary level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by school/district personnel. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.
- B. At the middle school and high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by school office staff. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building.

##### Hiring

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

##### Duties and Training

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<sup>19</sup> 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

#### Office Staff

- main office personnel at each building main offices are staffed during regular school hours
- responsible for enforcement of the visitor protocols
- deter and report unlawful activity
- provide escorts for visitors, parents, and students when needed

#### Secondary School Monitors (Hall)

- staffed at certain elementary, both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision outside of the classroom
- enforce adherence to school procedures
- assist with the arrival and dismissal processes

#### School Security Monitors

- Active off-duty law enforcement
- staffed during regular school hours at the high school as well as for special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

#### Required training includes:

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc.).
- Right-to-know training
- Blood borne pathogen training
- Mental Health / Suicide Prevention
- Training will be provided to all employees 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.

### SECTION III RESPONSE

#### NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

##### Internal

After receiving the information from the Incident Commander at the scene, an email / call will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide

information as deemed appropriate by the Incident Commander. Portable radios will also be used when appropriate.

#### External

Anyone with knowledge of an emergency event is encouraged to first and immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of parents and students, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <https://www.lancasterschools.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

#### SITUATIONAL RESPONSES

##### MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

## RESPONSE PROTOCOLS

### SCHOOL CANCELLATION

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.

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.

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.

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

### EARLY DISMISSAL

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 the 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 the 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 the 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.
- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
  - The Operations Chief will designate people to arrange transportation for students.
  - The Public Information Officer will activate use of the District's mass communication system.
  - The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
  - The Liaison Officer will notify each of the building principals.

#### EVACUATION

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

1. The district 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 sites or off-site locations.

Items to consider for evacuation:

- Total accountability of students and staff
- Students/Staff with Special Needs

- Whether transportation is readily available
- Time of travel and length of stay
- Notification of parents/guardians
- 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 go-to-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
- The Superintendent or their designee will determine the level of the threat.
  - The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
  - The Safety Officer will clear all evacuation routes and sites prior to evacuation
  - Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

#### SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

#### PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS<sup>20</sup>

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

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<sup>20</sup> 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

#### RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>21</sup>

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 6, 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

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<sup>21</sup> 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

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.

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

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or thier designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides



whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.

3. The district disseminates educational material encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Each building has a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

#### RESPONSES TO ACTS OF VIOLENCE<sup>22</sup>

1. The Principal or their designee will determine whether to contact law enforcement personnel. Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so). Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (BLERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.

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<sup>22</sup> 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors and visitors to the school, including consideration of zero-tolerance policies for school violence;

4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>23</sup>
10. The district has a zero-tolerance policy for acts of school violence.

#### PROTOCOLS FOR A PUBLIC HEALTH EMERGENCY

The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.

#### BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-c, and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to 2801-a of the Education Law that required additions to the District Plan.

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<sup>23</sup> 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

Education Law - 2801-a (m) - requires protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.

The district's full detailed Communicable Disease Continuity of Operations Plan is found here: [L C S D Continuity of Operations Plan](#). The basics of the plan are in the following pages.

#### PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of essential employees.

##### Administration & Oversight

###### Superintendent of Schools

The Superintendent is the decision-maker for the entire district.

###### Operations

###### Assistant Superintendent for Business and Support Services

The Assistant Superintendent for Business & Support Services ensures all essential functions are maintained.

###### Staffing

###### Assistant Superintendent for Human Resources

The Assistant Superintendent for Human Resources ensures staffing levels for all essential functions and instructional program plans are met and communicates with the collective bargaining unit and employees regarding work expectations and arrangements.

###### Teaching & Learning

###### Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services

###### Director of Elementary Education

###### Director of Secondary Education

###### Director of Instructional Technology & Accountability

The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services along with the Director of Elementary Education, Director of Secondary Education, and Director of Instruction Technology & accountability determine the plan for teaching and learning including the technologies necessary to support instruction.

The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services also works with the Lancaster Central School District Medical Director and Lead Nurse to direct school nurses regarding health services.

###### Special Education & Related Services

###### Director of Special Education; Assistant Director of Special Education

The Director and Assistant Director of Special Education ensure that all students Individualized Educational Plans including related services are implemented as best as practicable. The Director and Assistant Director of Special Education also serve as liaisons between students, families and the school district.

###### Building-Level Administration

###### Principals, Assistant Principals

The Principals and Assistant Principals are the liaisons between students, families and employees in the buildings.

#### Information Technology Services

##### Information Services Director

The Information Services Director works directly with the Director of Instructional Technology & Accountability to establish priorities for instructional technology tasks and organizes staff. Staff Members from the Information Services department provide support in setting up hardware and software, network management, and help desk support.

#### Medical Services

##### Lead Nurse and School Nurses

Provides necessary medical-related services to Lancaster Central School District employees and students that are deemed vital to the health, safety, and well being of the school population.

##### Student Support Service Providers

##### Psychologists, Social Workers, Counselors, School Resource Officers

Provides necessary student support related services to Lancaster Central School District students and employees that are deemed vital to the health, safety, and well being of the school population.

#### Building and Grounds

##### Director of Facilities

The Director of Facilities maintains the necessary level of cleaning and sanitizing and building preparedness. Staff members from the Buildings and Grounds department perform these duties.

##### Cleaning and Sanitizing

##### Buildings, Grounds Staff, Custodial, Maintenance, Cleaners, and Laborers

Performs all cleaning and sanitization and necessary upkeep of the buildings.

#### Support

##### District Clerical Staff

Provides necessary support for all Administrators to ensure continuity of operations and accountability.

2. Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

- Creation of criteria and expectations for those positions who will work remotely.
- Identification of staff who will work remotely.
- Approval and assignment of remote work.
- Equipping staff for remote work, which may include:
  - i. Internet capable device (e.g., Chromebook)
  - ii. Necessary peripherals
  - iii. Access to VPN and/or secure network drives, if necessary
  - iv. Access to software and databases necessary to perform their duties
  - v. The ability to utilize or access LCSD telephones, if necessary

The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all NYS DOH guidelines.

3. Implementing staggered shifts may be possible for personnel performing duties that must be conducted on-site; however, the duties may be completed outside the core business hours. District administration will identify, if possible, opportunities for staff to work outside core

business hours as a strategy to mitigate the potential exposure of the communicable disease. Regardless of changes in start and end times of shifts, the Lancaster Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

- Identification of positions for which work hours will be staggered.
- Approval and assignment of changed work hours.

The Director of Facilities will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

4. Personal protective equipment (P P E) will be procured and stored:

- The Director of Facilities will be responsible for ensuring the proper P P E is available at all buildings for required applications.
- The District will work to ensure and maintain a three-month supply of P P E as directed above for all staff and students.
- An extra supply of P P E will be available in all buildings with the Nurses or Custodial staff.
- The Lancaster Central School District participates in cooperative bid purchasing agreements where possible that provide a comprehensive list of suppliers and products used for maintaining student and staff health through cleaning, disinfecting and sanitizing protocols.
- Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities as this will ensure the accurate accountability of all supplies on hand.
- The Director of Facilities will be responsible for keeping accurate records and reporting.

5. Staff Member, Student, or Visitor Exposures:

- Each school will identify an area to separate anyone who exhibits symptoms of the communicable disease during hours of operation, and ensure that students are supervised by a staff member who is socially distanced.
- Students who develop communicable disease symptoms during a public health emergency and are in isolation will be safely dismissed to the parent/legal guardian or means of transportation to their home or to a healthcare facility, as appropriate, depending on the severity of illness. Areas used by any sick person will be closed off and not used until they have been properly disinfected.
- Employees and contractors who exhibit symptoms in the workplace should be immediately separated from students and other employees. They should immediately be sent home with a recommendation to contact their healthcare provider. Areas used by any sick employee or contractor will be closed off and not used until they have been properly disinfected.

- Health officials, staff, and families will be notified of any possible case of a communicable disease while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. In the case of a positive test, the District will coordinate with the E C D O H to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Those who have been directed to isolate or quarantine will be advised not to return until they have met C D C, N Y S D O H, and/or E C D O H criteria to discontinue isolation or quarantine protocols. Those who have had close contact with a person diagnosed with a communicable disease will be informed to stay home and self-monitor for symptoms, and to follow C D C or D O H guidance if symptoms develop. If a person does not have symptoms follow appropriate C D C or D O H guidance for home isolation.
- Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.
- If necessary, the District has a plan for cleaning and disinfecting as well as temporarily closing as directed by the N Y S D O H, E C D O H, and/or the governor.

Plan for Returning to School: During a public health emergency, if a staff member or student exhibits symptoms of a communicable disease, with or without a positive test, the District will refer to DOH's guidance for public and private employees returning to work following a communicable disease infection or exposure. This may need to be considered for family and/or household members who are positive for a communicable disease, as carriers can be asymptomatic. Any person returning after a positive diagnosis must be released from quarantine by the E C D O H and/or must have a note from a healthcare provider indicating they can return to school/work.

Compliance will be monitored by the District and documentation must be provided by the employee or student/parent. Further, a reporting plan will be in place to ensure all are alerted who have come into close or proximate contact with a person with the communicable disease.

Accommodations for High Risk Individuals:

- The District will provide information regarding medical conditions accepted as high risk for contracting/being impacted by a communicable disease and potentially eligible for Americans with Disabilities Act (ADA) accommodations as per their physician.

- All students and staff seeking accommodations for potential high-risk medical conditions will follow District procedures, as per district processes for A D A accommodation request.
- Documentation from a physician will be considered and proper and reasonable P P E/accommodations will be provided to students and staff to accommodate the documented condition.
- The District's designated Safety Coordinator is the Superintendent of Schools; however, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow the District's normal chain of command. Students and/or parents should first contact the teacher or building principal; whereas, employees should direct their concerns to the immediate supervisor. The building principals are the designated building-base coordinators for reports of positive cases as well as other building level student and staff issues.

### Cleaning and Disinfecting

Cleaning and custodial staff has received and will continue to receive professional development on the proper and appropriate procedures for cleaning, sanitizing, and disinfecting school buildings.

- The custodial and cleaning staff has been, and will continue to clean and disinfect the buildings consistent with the C D C and D O H Guidelines for mitigating the spread of a communicable disease.
- High contact surfaces will be cleaned and disinfected numerous times a day. This includes handrails, door knobs/handles, and other high touch areas.
- Additionally, the custodial and cleaning staff will perform a thorough cleaning and/or disinfecting daily. This includes, but is not limited to, dusting and wet mopping or auto scrubbing of floors, vacuuming, trash removal, cleaning/disinfecting of restrooms, spot cleaning of walls and carpet, cleaning meeting room tables, and other occupied spaces.
- All employees are encouraged to wipe down their personal work spaces and personal use items within the building/classroom and support student hand and respiratory hygiene and high contact surfaces.
- There will be an emphasis on the importance of hand washing with soap and water for 20 seconds. Hand washing will occur frequently throughout the day. Social distancing will remain a critical component of the facilities staff and when social distancing of six feet cannot be maintained the use of a mask/face covering is required.
- The District will provide appropriate signage prominently displayed at entrances and in high traffic areas. These signs will include messages about social distancing, effective hand washing, the use of PPE, and symptoms of the communicable disease.
- Outdoor areas, such as playgrounds in schools and parks generally require normal routine maintenance, but do not require disinfection, as per N Y S E D guidance.
- Building ventilation will be sustained if dealing with a respiratory communicable disease through frequent filter changes in order to provide optimal efficiency. Frequency of filter changes will be documented; adequate code requirements will be maintained. As per the guidance, we will continue to maintain adequate, code required ventilation.

Additionally, our schools will increase the fresh air ventilation rate, to the extent possible, to aid in maintaining a healthy indoor air quality.

6. Employee & Contractor Leave:

- Public health emergencies are extenuating and unanticipated circumstances in which Lancaster Central School District is committed to reducing the burden on our employees and contractors. To that end the Lancaster Central School District will follow all required federal, state and local laws in addition to employee contracts regarding employee and contractor leave during a public health emergency.
- Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, F M L A, executive orders, and other potential sources.
- Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Lancaster Central School District, and as such are not provided with paid leave time by the Lancaster Central School District, unless required by law.

Documentation of Work Hours & Locations:

- In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.
- This information may be used by Lancaster Central School District to support contact tracing within the organization and may be shared with local public health officials.

7. There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner that will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Lancaster Central School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason not practical or ideal, or if there are no hotel rooms available, Lancaster Central School District will coordinate with the Lancaster Office Of Emergency Management to help identify and arrange for these housing needs. The Assistant Superintendent for Business and Support Services will be responsible for the coordination of these efforts.



## IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>24</sup>

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information
- Continuity of Operations Plan

## COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES<sup>25</sup>

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

## PARTICIPATING IN UNIFIED COMMAND UNDER INCIDENT COMMAND SYSTEM PRINCIPLES

### ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (N I M S ) /Incident Command System (I C S) will be used in response to an emergency. Members of the School,

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<sup>24</sup> 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

<sup>25</sup> 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt N I M S/I C S principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

#### VARIATIONS OF EMERGENCIES AND CHAIN OF COMMAND

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

1. Emergency situations within the school district are 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.

#### INCIDENT COMMAND SYSTEM POSITIONS

The number of I C S positions filled will be dependent upon the scope of the incident.

- Incident Commander – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- Public Information Officer – Compiles and releases information to the news media.

- Safety Officer – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- Liaison – Represents the District by working with responding agencies (law enforcement, fire department, E M S, utilities, etc.) and other school districts that may be involved in the incident.
- Incident Log – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- Operations – responsible for directing the implementation of action plans and strategies for incident resolution.
- Logistics – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- Planning/Intelligence – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- Administration/Finance – Responsible for all cost and financial matters related to the incident.

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 for Business and Support Services/Chief Emergency Officer, Jamie Philips

Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services, Andrew Kufel

Assistant Superintendent for Human Resources, Dina Allen

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, Erin Gannon

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, Michael Candella

Principal William Street School, Jacqueline Bull

Director of Transportation, Judy Feldmeyer

## SECTION IV COMMUNICATION WITH OTHERS

Obtaining assistance during emergencies from emergency service organizations and local government agencies

1. The district continues to work closely with local police, fire, E M S, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when needed.

Obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law<sup>26</sup>

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:
  1. Depew Police Department
  2. Lancaster Police Department
  3. Bowmansville Volunteer Fire Department
  4. Townline Volunteer Fire Department
  5. Twin District Volunteer Fire Department
  6. Village of Lancaster Fire Department
  7. Village of Depew Fire Department

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<sup>26</sup> 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

8. New York State Police
9. Town of Lancaster Office of Emergency Management
10. Village of Depew Office of Emergency Management
11. Erie County Office of Emergency Management
12. Erie County Sheriffs
13. Lancaster Volunteer Ambulance Corp
14. Red Cross
15. Erie County Public Health Emergency Preparedness
16. Erie County Poison Control
17. Erie County Mental Health
18. E1B District Superintendent
19. New York State Education Department

#### Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal<sup>27</sup>

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.<sup>28</sup> Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

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<sup>27</sup> 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

<sup>28</sup> 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

## SECTION V RECOVERY

### CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

### CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- G Suite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- E school
- District Website
- Various Ed law 2-d compliant instructional resources as assigned by individual teachers

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.

### DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (B E R T), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team

and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to Employee Assistance Program and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District’s Public Information Officer will assist in sending mass communication messages to affected groups. The District’s Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

#### DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

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.

## APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

### District Office & Warehouse Annex

177 Central Avenue

Lancaster, New York 14086

(716) 686-3200

### Lancaster High School

One Forton Drive

Lancaster, NY 14086

Phone: 716-686-3255

Grades 9-12

### Lancaster Middle School

148 Aurora Street

Lancaster, NY 14086

Phone: 716-686-3220

Grades 7-8

### William Street School

5201 William Street

Lancaster, NY 14086

Phone: 716-686-3800

Grades 4-6

### John A. Sciole Elementary

86 Alys Drive

Depew, NY 14043

Phone: 716-686-3285

Grades Kindergarten through 3

### Hillview Elementary

11 Pleasantview Drive

Lancaster, NY 14086

Phone: 716-686-3280

Grades Kindergarten through 3

### Court Street Elementary

91 Court Street

Lancaster, NY 14086

Phone: 716-686-3240

Grades Kindergarten through 3



Como Park Elementary

1985 Como Park Boulevard  
Lancaster, NY 14086  
Phone: 716-686-3235  
Grades Kindergarten through 3

Central Avenue Elementary

149 Central Avenue  
Lancaster, NY 14086  
716-686-3218  
UPK & Suspension programs, offices

Bus Garage

4082 Walden Avenue  
Lancaster, NY 14086  
716-686-3290

B&G/Food Service Operations

295 Pleasantview  
Lancaster, NY 14086  
716-686-3210/716-686-3246

## *Appendix 2 – Building-level Emergency Response Plans*

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

## Appendix 3 – Memoranda of Understanding

### 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.

- 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 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 Officers 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 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 

LANCASTER CENTRAL SCHOOL DISTRICT

By: 

Dr. Michael J. Valley

Superintendent of Schools

Date: 9/19/19

## Appendix 4 – District Resources – Contact Information

Superintendent of Schools 716-686-3201	Michael Vallely
Assistant Superintendent, Business/Emergency Coordinator 716-686-3212	Jamie Phillips
Assistant Superintendent, Curriculum 716-686-3206	Andrew Kufel
Assistant Superintendent, Human Resources 716-686-3222	Dina Allen
Transportation Supervisor 716-686-3290	Judy Feldmeyer
Head Bus Driver, Routing 716-686-3290	Jackie Spengler
Head Bus Driver, Dispatch 716-686-3290	Julie Wilson
District Clerk 716-686-3201	Sandra Janik
Public Relations 716-686-3214	Kim Gromoll
Director of Facilities 716-686-3209	Michael Bryniarski
Athletic Director 716-686-3270	Eric Rupp
Food Service Director 716-686-3245	Tami Augugliaro
Directory of Secondary Education 716-686-3872	Andrew Krazmien
Director of Elementary Education 716-686-3389	Karen Marchioli
Director of Special Education 716-686-3215	John Armstrong
Assistant Director of Special Education 716-686-3875	Erin Gannon
Director of Instructional Technology & Accountability 716-686-3844	Michele Ziegler
Director of Information Services 716-686-3315	Eric Miller
Lancaster/Depew Lancaster Police Department 716-683-2800	Chief Karn
Depew Police Department 716-683-1123	Chief Miller
Lancaster Office of Emergency Management 716-684-1232	Ron Rozler
Bowmansville Volunteer Fire Department 716-686-9811	

Townline Volunteer Fire Department	
716-683-0385	
Twin District Volunteer Fire Department	
716-681-3118	
Village of Lancaster Fire Department	
716-683-1901	
Village of Depew Fire Department	
716-681-1290	
Village of Depew Office of Emergency Management	
716-683-1400	
Lancaster Volunteer Ambulance Corp (L VA C)	
716-683-3283	
Town of Lancaster Supervisor	Ronald Ruffino
716-683-1610	
Village of Lancaster Mayor	Lynne Ruda
716-683-2105	
Village of Depew Mayor	Kevin Peterson
716-683-1400	
Erie County/New York State	
Erie County Sheriffs	
716-858-2903	
New York State Police	
716-759-6831	
Erie County Emergency Management	
716-898-3696	
Erie County Public Health Emergency Preparedness	
716-858-7101	
Erie County Poison Control	
800-222-1222	
Erie County Office of Mental Health	
716-858-8530	
Erie County Health Department	
716-858-7690	
Erie County, County Executive	Mark Poloncarz
716-858-8500	
Other	
New York State Education Department	
518-474-3852	
Erie 1 Boces District Superintendent	
716-821-7002	
American Red Cross Emergency Services	
716-886-7500	
National Fuel	
800-444-3130	
New York State Electric & Gas	
800-572-1131	



## Appendix 5 – Section 155.17 Regulation Compliance Reference

- 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, school bus drivers and monitors, and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;
- 155.17(c)(1)(iii) appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, the 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 Law;
- 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of

violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

- 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- 155.17(c)(1)(xiv) procedures for review and the 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;
- 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- 155.17(c)(1)(xvi) 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, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

## Appendix 6 - Threat Inquiry Process

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 (e school, 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
  4. 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.