

# MORRIS CENTRAL SCHOOL

**District-Wide School Safety Plan  
2018-2019**



**MORRIS CENTRAL SCHOOL**  
**District-Wide School Safety Plan**  
**Section 1**

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**PROJECT SAVE**  
**(Safe Schools Against Violence in Education)**  
**Morris Central School District**  
**SAVE Plan**

**INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency responses plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Morris Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**SECTION I: DISTRICT LEVEL RESPONSE PLAN**  
**GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. Purpose**

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

**B. Identification of School Teams**

The District has created a District-wide School Safety Team including the following persons:

<b>Position</b>	<b>Name</b>
Law Enforcement Representative Administrators	Peter Grunder, Matthew Sheldon/Katharine Smith/ Kim Murray
Athletic Director	Michael Iannelli
Community Representative	Carol Tyson
Parent Representative	
Transportation Supervisor	Frank Walls
Supt. Building & Grounds	John Tol
Cafeteria Manager	Jill Foerester
Superintendent's Secretary	Judy Matson
BOCES Safety Risk Officer	Josh Reiss
School Nurse	Katarzyna Baker

**C. Concept of Operations**

The Morris Central School District is a centralized PK -12 district. There is one building in the district; therefore, the District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 1.)

As this is a PK-12 centralized school district, with only one building, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. All specific information for the plan will be found in the building level plan (Section 2 of this document), and the Crisis Intervention Plan (Section 3 of this document).

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Crisis/Safety Team.

Upon the activation of the School Crisis/Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

**D. Plan Review and Public Comment**

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

The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. (A listing of dates of board approval will be kept with the district plan.)

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 280 l-a,

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption. The plan will also be available in the District Offices for public review at any time.

## **SECTION II: General Emergency Response Planning**

### **A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

### **B. Actions in response to an emergency**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans and the school Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- Crisis Building Plan (Section 2)
- Natural /Weather Related
  - >Earthquake
  - >Flood
  - >Storms (Snow, Ice, Wind, Hurricane)
  - >Thunder/Lightening Storm
  - >Tornado
  - >Drought
- School Bus Accident/Fire
- Explosion
- Building System Failures
  - >Electrical System Failure
  - >Propane Leak
  - >Roofing Failure
  - >Structural Failure
  - >Water/Sewage System Failure
  - >Water Contamination

Toxic Material Spill

Nuclear Incident

Fire Drill/Fire Alarm or False Fire

Fire

Loss of Building

Energy Loss or Reduction Government Imposed/Fuel Shortage

Outbreak of Influenza Like Illnesses (ILI)

**C. District resources and personnel available for use during an emergency**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level Emergency Response Plans and School Crisis Plans as deemed appropriate by the School Crisis/Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans and the School Crisis Intervention Plan. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications and transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

**D. Procedures to coordinate the use of school district resources during emergencies**

The District uses the Incident Command System model for emergency actions. As this is a PK -12 centralized district with only one building, for all emergencies the Incident Commander will be the Principal, and/or her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plans.

**E. Annual multi-hazard school training for staff and students**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the School Safety/Crisis Team, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

**F. Training procedures and frameworks**

Training procedures for staff in violence prevention and all emergency drills as outlined in Section I, Appendix 3, pg. 11.

### **SECTION III: COMMUNICATION WITH OTHERS**

#### **A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 3, pg. 12; Section II, Appendix 4, pg. 46 & 47)

#### **B. System for informing all education agencies to whom our district sends students for educational programs**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

As this is a PK-12 district with all students housed in one facility, it will be the responsibility of the Superintendent, and/or designee, to notify all those involved. The bus garage will be notified by phone or radio. All teachers will be notified by intercom, phone or e-mail. The media will be notified by direct communication with Superintendent or designee only (phone, fax, or face to face contact).

#### **C. Outside agencies to be contacted during emergencies**

All agencies available for support during emergencies are listed in the Building Level Plan (Section II, Appendix 4, pgs. 46 & 47). All phone numbers are provided. Examples of agencies included would be: law enforcement agencies, fire departments, emergency squads. Additional agencies are listed in the crisis plan. It will be the responsibility of the Superintendent and/or designee to notify outside agencies.

#### **D. Statistical Information: concerning the District**

The Building Level Emergency Response Plan will include the following information: (Section 2, appendix 6, pg. 52)

- \*School Population (Students)
- \*Number of staff
- \*Transportation needs
- \*Business and home telephone numbers of key school officials.

The Building Level Response Plan is maintained in the district office, but is a confidential document.

**E. Procedure for Obtaining Advice and Assistance from Local Government Agencies.**

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting table top exercises.

**SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

**A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are listed in Section 1, Appendix 4, pg. 13 of this document.

The District Code of Conduct is annually:

- \*reviewed by the Board of Education at a public meeting,
- \*reviewed by the staff at the first Superintendent's Conference Day,
- \*reviewed with all students on the first week of classes,
- \*mailed to all parents.

The "Building Level Response Plan", included in Section II, specifically outlines procedures to be followed for situations such as: bomb threats, intruders, etc.

**B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan, and the School Crisis Plan. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

**C. Appropriate responses to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plan and the School Crisis Plan clearly detail the appropriate response to such emergencies.



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

The District will contact appropriate parents, guardians or persons in parental relation to the students via our instant notification system, media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Section 1, Appendix 5, pg. 14)

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

**A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures**

At this time, the MCSD has installed the following security systems: 1) entrance security 2) DVR Surveillance system 3) ID cards for staff and all personnel 4) Network Based Video Surveillance System 5) Swipe Card Entrance Monitoring System

In addition, the following safety precautions have been put in place:

1. The outside doors are locked immediately after arrival of buses, and remain locked during the day.
2. Hand-held radios are used by all supervising staff when monitoring students outside the building (i.e. during recess.)
3. All visitors are buzzed into school and required to check in and out at the Receptionist's desk.
4. The staff are trained annually in procedures to follow regarding visitors in the building.
5. Safety Committee meetings are held bi-monthly.

**B. Procedures for the dissemination of informative materials to the media, staff, parents and students**

The district will provide information concerning early detection of potentially violent behaviors to parents, staff, and students through a variety of mechanisms: monthly district newsletters, open house, annual district review of "Code of Conduct", open house nights and staff development opportunities and workshops.

In addition, the policies and procedures for the dissemination of informative material for specific crisis situations is clearly outlined in the Building Level Response Plans (Section 2).

**C. Prevention and intervention strategies**

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- \*Collaborative agreements 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,
- \* After School Program and other school safety programs,
- \*Mandated Personal Safety Curriculum (PK-6) presently annually.

**D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.**

1. Hiring and screening process:

- \* See Section I, Appendix 7 pg. 16.
- \*The district follows the NYS Fingerprinting Laws.

2. Duties of hall monitors and school safety personnel:

- \*The district does not hire hall monitors; however, all staff are trained on an annual basis regarding safety, emergency drills, violent incidents, etc.
- \* All staff receive training and participate in drills assigned to implement skills learned on an annual basis. Drills (Section I, appendix 3, pg. 11) are run multiple times per year.

**E. In the Event of School Cancellation.**

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students. The information will also be placed on the school website and a message is sent to parent & staff through an instant notification system. This message is delivered through email, text and phone.

**F. In the Event of Early Dismissal or Evacuation.**

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents. See Building Response plan for complete details for conducting an evacuation. (Section II)

## APPENDICES

### Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Building Name	Address	Contact Name	Telephone Number
Morris Central School PK-12 Building	65 Main Street Morris, NY 13808	Matthew Sheldon Superintendent	(607) 263-6102
Morris Central School PK-12 Building	65 Main Street Morris, NY 13808	Katharine Smith Building Principal	(607) 263-6100
Morris Central School Maintenance Building	65 Main Street Morris, NY 13808	John Tol Head Custodian	(607) 263-6114
Morris Central School Bus Garage	65 Main Street Morris, NY 13808	Frank Walls Transportation Supervisor	(607) 263-6117

**Appendix 2:**

**Building Risk Determination**

Building	Address	Internal Hazards	External Hazards
Morris Central School (PK-12 Building)	65 Main Street Morris, NY 13808	Stored Chemicals Cleaning supplies Science Labs	Playground Athletic Fields

**Community Risk Determination**

The community of Morris is not home to typical hazardous sites, such as railroad tracks, industrial sites, water/sewage treatment plants, etc. However, Morris is home to the Naylor Company which uses toxic chemicals in its production of its products. The school is also adjacent to highway 23 & 51 and there are also streets in the village of Morris that do not have sidewalks.

## Appendix 3:

### Training Procedures and Frameworks

#### I Training

##### A. Violence Prevention

1. The Morris Central School District staff will receive training in the area of violence prevention and intervention annually. Training will occur during Superintendents Conference Days and/or faculty meetings.
  - a. Training topics will be decided upon by the School Safety/Crisis Team.
  - b. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.
2. Emergency Drills: The Morris Central School District staff will receive training in the area of all emergency drills annually.

#### II Emergency Drills

A. The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Safety/Crisis Team. Drills to be held:

1. Fire Drills:
  - a. A minimum of 8 drills per school year will be held.
  - b. Students will be instructed as to safety awareness and proper behavior for drills.
2. Emergency Evacuation Drills:
  - a. A minimum of 1 emergency evacuation drill will be held annually.
  - b. Parents will be notified of the drill in advance.
  - c. A full evacuation involving use of shelters outside the building and transportation home for all students will occur.
3. Emergency Lockdown/Lockout Drills:
  - a. At least one announced and three unannounced Emergency Lockdown/Lockout drill will occur annually.

B. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

**Appendix 3 (cont.):**

- C. A copy of the plan will be shared with Local Emergency Responders (LER). LER will be asked to meet with the district on an as needed basis to review the plan, conduct table top exercises and make revisions as necessary.

Local Emergency Responders:

\*Garrattsville, Laurens, Morris and Pittsfield Fire Departments

\*Morris Emergency Squad

\*New York State Police

\*Otsego County Sheriff's Department

\*ONC BOCES, Safety Risk Management Office

**Appendix 4:**

**Board Policy Number**

3412

3413

3430

7311

**Subject**

Threats of Violence in Schools

Prohibition of Weapons on School Grounds

Uniform Violent and Disruptive Incident System

Loss or Destruction of District Property or Resources

**Handbooks**

**Student Handbook  
(Elementary &  
Secondary)**

**Subject**

Code of Conduct

Appendix 5:

**MORRIS CENTRAL SCHOOL**

TO: Parents, Students and Staff of Morris Central School  
FROM: Matthew Sheldon, Superintendent  
DATE: October \_\_\_\_\_  
RE: EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13 which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in the Superintendent's office and are available to parents, students and staff at any time school is open, between 8:00 A.M. and 4:00 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and man-made disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. This year's drill will take place on Thursday, October \_\_\_\_\_. At approximately 2:30 PM, all students will leave the school building, go to assigned evacuation shelters, and be picked up by the buses. This may delay your child's arrival at home.

Parents should discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so **after** the drill has been completed. In the event of an actual emergency, the students may not be able to return to the school. In that case, parents will be required to "sign their child out" at each evacuation site (listed below).

Grades PK-2- Catholic Church  
Grades 3-5- Methodist Church  
Grades 6-8- Baptist Church  
Grades 9-12 – Episcopal Church

All children attending sports practices, games, or the After School Program will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the Emergency District Coordinator at (607) 263-6100.



## Appendix 6:

Policies regarding building security, school safety officers, and dissemination of informative materials.

<b>Board Policy Number</b>	<b>Subject</b>
3510	Emergency Closings
5670	Safety and Security
5671	School Safety Plans
5673	Fire Drills, Bomb Threats and Bus Emergency Drills
5750	School Bus Safety Program
6170	Safety of Students (Fingerprinting of New Hires)
7360	Weapons in School and the Guns-Free School Act

\* Copies of all Board of Education policies may be obtained from the Superintendent's Office.

**Appendix 7:**

Description of duties, hiring and screening process and required training of school safety personnel.

<b>Board Policy Number</b>	<b>Subject</b>
6120	Equal Employment Opportunity

\*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

## **Appendix 8:**

Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Building Level Emergency Response Plans - Section 2, SAVE Document

Crisis Plan - Section 3, SAVE Document

New York State Police - Oneonta, New York

Otsego County Sheriff's Department - Cooperstown, New York