



EMERGENCY MANAGEMENT PLAN

BALDWINSVILLE CENTRAL SCHOOL DISTRICT

Baldwinsville, NY

Updated: December 2023

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Dates associated with DWSP:

- 4/18/2023- Review of DWSP with DWSP Committee
- 5/22/2023- Beginning of 30 day public hearing period
- 7/10/2023- Board approval of DWSP

INTRODUCTION

This District-wide “Emergency Management Plan” has been developed to comply with the mandates of the Rebuilding Schools to Uphold Education Act of 1998 (RESCUE) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Emergency Management Plan’s protocols and procedures have become an extension of the District- Wide Schools Against Violence In Education (S.A.V.E.) Plan and the Building S.A.V.E. Plans. It provides standard procedures to guide students and staff of the Baldwinsville Central School District (the “District”) when responding to an emergency. It also sets forth the protocols necessary to keep staff and students familiar with the standard response procedures.

A building-level safety plan (the “Building Safety Plan”) has also been developed to comply with Project SAVE, and will establish specific emergency response plans for each school building based on the protocols and procedures established in this Emergency Management Plan. Such plans will comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Project SAVE requires that the District Safety Plan include policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the District Safety Plan and the specific procedures to implement such a policy are included in the Building Safety Plans or annexed as an appendix to the Building Safety Plans. The policies and procedures prescribed in the Building Safety Plans are established/set forth in the District’s Emergency Management Plan.

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, the District’s priorities are first the protection of life, then preservation of property and restoration to normal activities. This Plan and the Building Safety Plans describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this Plan and the applicable school Building Safety Plan in a manner that will minimize loss of life, personal injury and property damage.

1. DEFINITIONS

- A. Accidental Disaster- Any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety or property of numerous persons is in jeopardy.
- B. Building Administrator- The Principal of a school building or his or her designee.
- C. Building Safety Plan- A building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(e)(2).
- D. Building Response Team- Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. Building Safety Team- The building-specific team appointed by the Building Administrator, in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, teachers, administrators, and representatives of parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other individuals the Board deems appropriate.
- F. Civil Disorder- An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- G. Disaster- The occurrence or imminent threat of injury, loss of life, or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- H. District-Wide School Safety Team- A District-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, students, teachers, administrators, parent organizations, local emergency agency personnel, and other school personnel.
- I. Early Dismissal- Similar to evacuation, early dismissal or “go home” is merely a procedure for getting students out of the building and united with their families or with some responsible surrogates who have been designated by the parents to care for the child. Returning students to their homes or other appropriate locations before the end of the school day.
- J. Emergency- A situation, including but not limited to a disaster, which requires immediate action, occurs unpredictably, and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

- K. Emergency Response Bag- A conspicuously marked carry bag maintained in the Building Administrator's office or in the School Nurse's Office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses. Duplicate Emergency Response Bags shall also be kept at the District's Administrative Office and at the office of the Chief Operations Officer.
- L. Emergency Services Organization- A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- M. EMS Commander- The Emergency Medical Services supervisor directing EMS operations for the incident.
- N. Evacuation- ("**BUILDING EVACUATION**"). Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- O. Field Command Post- The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed, and incident strategy.
- P. Fire Commander- The Fire Chief directing fire-fighting operations at the incident.
- Q. Hold-In-Place- A Hold-In-Place procedure is used to limit movement of students and staff in hallways while dealing with short term emergencies
- R. Incident Commander- The supervisor with decision making responsibility when responding to a particular emergency.
- S. In-Place Sheltering- ("**IN-PLACE SHELTER**"). The emergency response used in situations where it is necessary to have students/staff temporarily remain in their classrooms or work-areas during an emergency or medical emergency until things can be returned to normal or early dismissal can be arranged.
- T. Inner Perimeter - The immediate area of containment around the incident site.
- U. Lock-Down- ("**LOCK-DOWN**"). This emergency response is to be used when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors must be locked until the District's Administrators or law enforcement officials open the door.

- V. Lock-Out- (“LOCK-OUT”). This emergency response is to be used when evacuating the building would endanger the health and safety of students/staff. In the event of a dangerous person on the school grounds, students and faculty are to remain inside the building. Building entry doors and windows should be locked to keep potential intruders out of the building.
- W. Media Staging Area- The location outside of the inner perimeter dedicated for media assembly and equipment staging. This location may also be used to conduct media briefings.
- X. Natural Disaster- Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado, and significant snowfall/blizzard, etc.).
- Y. Outer Perimeter- The peripheral control area surrounding the inner-perimeter providing a safe zone for access to and from the inner-perimeter as well as defining the limit of access by unauthorized persons.
- Z. Police Detail Commander- The Police Supervisor commanding police personnel detailed to the incident.
- AA. Post Incident Response Team- A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.
- BB. Relocation Center- A location established for providing temporary shelter or care for persons displaced by an Emergency.
- CC. Safety Zone- Predetermined locations either inside the school building (“sheltering”), outside the building on school property, or off campus, where students and faculty are to assemble in the event of an Emergency. Inside safety zones are the locations for in-place sheltering.
- DD. School Cancellation- A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- EE. Serious Violent Incident- An incident of violent criminal conduct that is, or appears to be, life threatening. This situation warrants the evacuation or “lock- down” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury.

- FF. Sheltering- (“**SHELTER**”). The emergency response of keeping students and staff in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building, (a gymnasium, cafeteria or etc.), during an emergency or medical emergency until things can be returned to normal or dismissal can be arranged.
- GG. Staging Area- A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- HH. Student Release Area- A predetermined location where parents, guardians, or authorized persons (pre-arranged surrogate) can pick up students during an emergency.
- II. Terrorist Action- A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- JJ. Treatment Area- The location inside the inner perimeter to which the victims are evacuated for medical evaluation and emergency treatment prior to transport.
- KK. Unified Command- The safety plan command system which ensures that the Incident Commander shall communicate and consult with the Superintendent of Schools prior to giving any order or instruction during or after the occurrence of a violent incident.

2. DISTRICT EMERGENCY ADMINISTRATIVE POLICIES & CHAIN OF COMMAND

Specific response plans (Building-Level Emergency Response Plans) which identify persons authorized to take immediate action, persons to be notified, sequential response actions, persons responsible for taking action, and resources necessary for response have been prepared for various emergencies, e.g., civil disturbance, environmental disruptions, explosion, fire, medical concerns, and physical system failures. A copy of the plan shall be located in the office of **each** Building Administrator, Building Nurse, and Building Head Custodian, as well as the office of the Superintendent, **each** Central Office Administrator, School Transportation Director, and the Chief Operations Officer. Due to the nature of information contained in these plans and the security concerns for each school building, these plans are not to be shared as public information.

Each staff member who has a responsibility in an emergency shall become familiar with that responsibility so as to expedite the appropriate response process.

The Superintendent of Schools is the District's Emergency Coordinator.

The Assistant Superintendent for Management Services is the District's alternate Emergency Coordinator.

The District Operations Building may serve as the Emergency Command Post.

The Superintendent's Office or Transportation Center shall serve as the alternate Command Post.

When an emergency is declared by the Superintendent, the members of the response team may be alerted to report to the Command Post. Command Post location will be given at that time.

When the Superintendent declares an emergency or the Superintendent is notified that an emergency/disaster exists, either by the County Emergency Director or other authority, (s)he will begin implementing the emergency plan by activating the chain of communication as follows:

Joseph DeBarbieri, Superintendent of Schools
Kimberly Vile, Assistant Superintendent for Management Services
David Kilcourse, Assistant Superintendent for Human Resources
Renee Burnett, Assistant Superintendent for Curriculum, Instruction & Assessment
Karrie LaMacchia, Assistant Superintendent for Student Services
Tiffany Turner, School Business Official
Michael Tierney, School Transportation Director

The degree of the emergency and subsequent actions will be determined based upon information supplied by the Building Administrator, County Emergency Coordinator, Civil Defense Officials and other authorities. One or more of the following responses may be utilized: **Early Dismissal, School Cancellation, Sheltering, Hold In-Place, Evacuation, Lockout or Lockdown.**

EMERGENCY ADMINISTRATIVE POLICIES & CHAIN OF COMMAND (Cont'd)

The decision to close school remains exclusively with the Superintendent. In case of absence or unavailability, the chain of command for emergency decisions is:

Assistant Superintendent for Management Services
Assistant Superintendent for Human Resources
Assistant Superintendent for Curriculum, Instruction & Assessment
Assistant Superintendent for Student Services
School Business Official
School Transportation Director or designee

The Superintendent shall provide these administrators with a list of radio and television station telephone numbers for use in an emergency.

The Superintendent of Schools, during a local or state emergency, shall act as the Chief Communication Liaison for all agencies within the district, and shall address all news media. The Superintendent will also be responsible for notifying the District Superintendent of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (Matthew Cook 315- 433-2602) as soon as possible whenever the emergency plan results in the closing of a school building within the district (exception: routine snow days).

In an emergency, all employees have responsibility to protect and maintain the health, safety, and welfare of the District's students. Staff members may be assigned to accompany and supervise students.

In an emergency, ordinary rule of work hours, work sites, job descriptions and any other contractual provisions are subject to State, County, or School District directives.

Transportation staff members are expected to report to work when alerted of an emergency.

The Superintendent shall provide written information by October 1 of each school year to all students and staff about emergency procedures (Annual Written Instructions to Students and Staff - **"Appendix R"**).

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal shall be held in each school building during each school year. The early dismissal will begin fifteen minutes prior to the end of the regular school day. Parents shall be notified at least one week prior to an early dismissal.

The Superintendent shall review and revise, as necessary, the Emergency Management Plan at least once each year.

The District's Emergency Response Team is shown in **Appendix G** of this plan.

3. DISTRICT EMERGENCY MANAGEMENT PROCEDURES

A. General

Emergency action plans as required by OSHA and SED regulations have been developed as part of the District's Emergency Management Plan. The Emergency Management Plan details the procedures that District employees must follow to ensure the safety of all building occupants from fire and other emergencies. Specific evacuation plans have been developed for each building owned or leased by the District and are included in this section of the S.A.V.E. Plan.

A specific response or set of responses exists for all foreseeable emergencies. Each Teacher and Non-Instructional Staff Member should know which events and occurrences are categorized as emergencies and should know which require notification and/or involvement of other persons. If uncertainty exists, the Building Administrator should be notified.

A copy of this S.A.V.E. Plan, including the Emergency Management Procedures is located on the District's website, and the following staff should have a copy and be familiar with the plan: the office of each Building Administrator, each Building Nurse, each Building Head Custodian, each Central Office Administrator, the Chief Operations Officer and the Transportation Director. The Plan includes the response or set of responses for each emergency and should be referenced if any uncertainty exists as to appropriate response.

If the Superintendent, or in his/her absence a designee, as the District's Emergency Coordinator, declares an emergency and requests assistance from other staff members, those staff members should report immediately to the designated Command Post. A special announcement message will indicate which Command Post Location to report to.

The Command Post and alternate Command Posts shall be equipped with a radio(s) to receive messages from the Emergency Broadcast System and the National Weather Bureau and with a radio receiver/transmitter on the District's school bus frequency.

Each Command Post shall also be equipped with a telephone, emergency lighting, emergency telephone numbers, list of hazardous materials, and School District, local and regional maps.

Staff members involved in the response shall continue their response actions until the emergencies have ended.

The Superintendent shall provide for at least one sheltering drill and at least one early dismissal drill in each school building during each school year. Transportation and communication procedures shall be included in the drills. Parents shall be notified from the Superintendent's office at least one week prior to an early dismissal.

EMERGENCY MANAGEMENT PROCEDURES (Cont'd)

B. Alarm Systems

The District has established an employee alarm system, which complies with 1910.165. The following alarm systems for each building are connected to the local Fire Department:

Baker High School	Emergency 24 Monitor	Zone System
Durgee Jr. High School	Emergency 24 Monitor	Zone System
Ray Middle School	Emergency 24 Monitor	Zone System
Elden Elementary	Emergency 24 Monitor	Zone System
McNamara Elementary	Emergency 24 Monitor	Zone System
Palmer Elementary	Emergency 24 Monitor	Zone System
Reynolds Elementary	Emergency 24 Monitor	Zone System
Van Buren Elementary	Emergency 24 Monitor	Zone System
District Offices	Emergency 24 Monitor	Zone System
District Operations Building	Emergency 24 Monitor	Zone System
New Transportation Building	Emergency 24 Monitor	Zone System

All alarm systems are **NOT** explosion proof and shall **NOT** be used in emergencies involving gas leaks.

C. Buildings

Each Building Administrator is responsible to provide internal directions to all staff should any emergency or disaster occur. Since the safety and health of the students and staff are of prime importance, the Emergency Management Plan should be reviewed with the building staff. The following components should be building specific and supplement the District's Emergency Management Plan:

1. Identification of key people, meeting points and assembly areas.
2. Review of key people in each emergency and the proper sequence of action. Key people will be assigned non-classroom areas to ensure evacuation.
3. Identification of sites of potential emergencies (**Appendix F**).
4. Identification of resources available (equipment, manpower, etc.)(**Appendices J & K**).
5. Identification of shelter areas (**Appendices H**).

The Building Administrator is responsible for monitoring the conditions of any school facility, which may affect the welfare of students and staff. Each Building Administrator will be familiar with the necessary emergency procedures. In the event the safety of students and staff can no longer be ensured within the building, then appropriate evacuation procedures will begin.

EMERGENCY MANAGEMENT PROCEDURES (Cont'd)

D. Transportation Department

If the emergency situation dictates the emergency evacuation or early dismissal of the students and staff, normal Bus Driver assignments and routes will be suspended.

School Transportation Director or designee will maintain a current list of regular and substitute Bus Drivers, an up-to-date file of bus routes, student bus lists, and an updated copy of the Emergency Evacuation Plan.

Members of the transportation staff will be oriented to the emergency evacuation plan by the School Transportation Director or designee.

Transportation Plan Details:

1. All available drivers needed will be notified by the Dispatcher and/or School Transportation Director or designee to report in case of an emergency, and to report to the Transportation Office. This will usually take approximately 1/2 to 3/4 of an hour.
2. Drivers reporting to the Transportation Office will be assigned a route. The School Transportation Director or designee will notify the school Principals of the geographic area, which should be dismissed first.
3. The School Transportation Director or designee will assist in loading the students and giving the Drivers last minute instructions before they depart on their routes.
4. Students who are outside the School District under District authorization, i.e., field trips, athletic events, BOCES, will not be returned to the school. They will be transported home or to a designated reception center as the emergency dictates.
5. All students will be evacuated by District buses only. No student will be allowed to drive any vehicle while the emergency evacuation is taking place. Students may drive personal vehicles during an early dismissal of school. However, if the early dismissal is prompted by an emergency within the school building, such as a fire or explosion, then student drivers will not be allowed to drive personal vehicles from the school area.
6. No vehicular traffic shall be authorized on roads within a jurisdiction that has been declared a State of Emergency and where road use has been prohibited.

E. Evacuation

The District has established within the Emergency Management Plan several emergency response options including evacuation, sheltering, stay in place, and early dismissal appropriate to varying types of emergency circumstances. In accordance with SED regulations, all school buildings will perform 12 evacuation drills per year.

4. FIRE PREVENTION AND HAZARD IDENTIFICATION

A. General

The following is a list of major workplace fire hazards with proper handling and storage procedures, potential ignition sources (such as welding, smoking, etc.), their control procedures, and the type of fire protection equipment or systems, which can control a fire involving that equipment.

1. Major workplace fire hazards are located in:

- a. Boiler Rooms - All buildings
- b. Maintenance/Grounds Shops
- c. Arts and Industrial Arts - High School, Durgee, and Ray
- d. Fleet Maintenance - Bus Maintenance Garage

2. Flammables storage cabinets are at these locations:

- a. Fleet Maintenance – New Transportation Building
- b. Maintenance and Grounds Shops
- c. Science Storage at Ray Middle (between 134/135; 163/164; 174/175)
- d. Baker High School (Room 1206, 1204A)
- e. Durgee Jr. High - Technology Classrooms
- f. All school Custodial/Maintenance areas

3. Available fire control equipment:

- a. Pressurized water fire extinguishers, rated for Class A fires, are provided in corridors and areas not containing special hazards.
- b. Carbon Dioxide and/or Halon extinguishers, rated for Class B and C fires, are located in areas containing flammable liquid or electrical hazards.
- c. Dry Chemical and/or Halon extinguishers, rated for Class A, B, and C fires, are located in areas containing hazards from ordinary combustibles such as paper and from flammable liquids or electrical hazards.
- d. Where provided, fire extinguishers are selected and maintained according to National Fire Protection Association (NFPA) NFPA 10 - Portable Fire Extinguishers.
- e. Dry Chemical fire suppression systems are located in the kitchen areas, over the primary cooking appliances at all schools where they are required.

4. Maintenance:

The Chief Operations Officer, or designee, is responsible for the maintenance of equipment and systems installed to prevent or control the ignition of fires.

FIRE PREVENTION AND HAZARD IDENTIFICATION (Cont'd)

A. General (Cont'd)

5. Petroleum Fuels:

The Transportation Director, or designee, is responsible for the control of petroleum fuel source hazards at the New Transportation Building.

Due to the low flash point of gasoline, the above-ground storage tank immediately east of the New Transportation Building shall have a working fire suppression system.

B. Housekeeping

All District employees will control accumulations of flammable and combustible materials, waste materials and residues so that they do not contribute to a fire emergency. All flammables must be kept in flammables storage cabinets or rated storage rooms, except small amounts for immediate use. Rags saturated with oil and other flammables shall be stored in metal safety cans with lids. Smoking has been banned on school property.

C. Training

1. The District will apprise employees of the fire hazards of the materials and processes to which they are exposed through the annual Right to Know/Hazard Communication training. Periodic fire and emergency information sessions will be given whenever emergency procedures or evacuation plans are changed.
2. The District will review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect (s)he in the event of an emergency.
 - a. These plans will be presented once a year in a staff meeting and at that time the questions and concerns of all those employees involved or affected by these plans will be addressed.

5. TRAINING EXERCISES AND DRILLS

Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan. Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training annually by September 15 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.

The School District should conduct one annual exercise or drill to test the emergency plan. These exercises must specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies. Involving the local emergency management officials (i.e. local police, ambulance corps, etc...) is highly recommended. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.

Exercises and drills must be:

1. conducted at least once every school year;
2. designed to test school emergency plans for sheltering and early dismissal, and occur not more than fifteen (15) minutes earlier than normal dismissal time;
3. inclusive of transportation and communication procedures;
4. held with at least one week's notice to parents or guardians;
5. coordinated and evaluated by local emergency services officials to improve the overall level of school emergency plans.

6. PUBLIC INFORMATION

In any situation where normal school activities are disrupted, it is crucial for the School District to recognize its obligation to inform the public of the problem and how the District is responding to it.

School Districts utilize public information procedures on a regular basis during the winter months to announce school cancellations and dismissals due to inclement weather. The same rationale with an increased sense of importance applies to other, less common types of hazards. Parents and the media will clamor for information during emergencies that affect school operations, regardless of whether or not a School District is prepared to handle their inquiries. Obviously, those Districts that plan for such contingencies will be in a much better position to satisfy the thirst for information from outside sources.

The first step in addressing the public information function is to identify two people who will serve as the primary and alternate emergency public information designees for the District. While the Superintendent of Schools is the main individual who answers reporters' questions, the Superintendent is the individual designated to coordinate the overall public information function. The demands of emergency decision making will preclude the Superintendent from adequately

PUBLIC INFORMATION (Cont'd)

addressing the critical function of providing public information.

Therefore, the Superintendent will be responsible for organizing information that is transmitted to the media and to parents during emergencies, and will convey this information to the School Information Specialist. The overall functions of the School Information Specialist will be:

1. to provide correct information to the public on what is occurring and what the School District is doing in response;
2. to prevent erroneous information from being disseminated;
3. to represent a positive image for the School District, and demonstrate that the District is responding to the situation in an organized and competent fashion;
4. to coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
5. to act as a liaison between the media/public and School District officials who are involved in decision making and the operational response to the emergency;
6. to organize the District's response to parents as they inquire either via telephone or in person as to the health and safety of their children.

7. **GUIDELINES FOR SPECIFIC EMERGENCY SITUATIONS**

A-1. **CIVIL DISTURBANCE - GENERAL**

County Fire Control (911)

1. Building Administrator - At the beginning of an actual or potential civil disturbance, obtain the following information:

- a. Where - specific location;
- b. When - time begun;
- c. How many persons involved;
- d. What is taking place?
- e. Purpose or intentions of group.

2. Building Administrator- Notify Superintendent.

3. Building Administrator/Superintendent -

Notify staff and students and move them away from areas where violent confrontations are or may be occurring.

4. Building Administrator/Superintendent/School Transportation Director or designee - Consider closing school if conditions warrant.

Do Not Dismiss Unless It Can Be Achieved Without Risk To Students and Staff.

A-2. HOSTAGE / KIDNAPPING / INTRUSION

County Fire Control (911)

1. First person on the scene - Identify the situation.

or

Person receiving call -

Fill out telephone Threat Incident Information Report (**Appendix M**). Try to prolong conversation as long as caller will talk.

Obtain as much information as possible.

Listen for characteristics of caller and background noise.

Note Caller ID Phone # if on phone screen or follow Yellow Call Trace Sticker instructions.

2. First person on the scene or person who received call –

Notify Building Administrator, describe situation, and deliver written information as soon as possible.

3. Building Administrator - Notify Superintendent (638-6043) and Police (911) immediately.

4. Building Administrator - Notify Chief Operations Officer and Head Custodian.

5. Building Administrator/Chief Operations Officer /Head Custodian -

Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate (**DO NOT** use fire alarm in the event of a bomb threat).

6. Building Administrator - Keep Superintendent apprised.

7. Superintendent - Notify parents and/or spouse of victim(s).

8. Police (bomb squad if bomb threat) - Termination of emergency.

General Principles for Responding to a Dangerous Person Until Authorities Arrive

1. **REMAIN CALM**, reassure others and try to prevent panic.

2. SEE DETAILS IN BUILDING-SPECIFIC EMERGENCY MANAGEMENT PLAN

A-3. BOMB THREAT

County Fire Control (911)

All staff should be given Threat Incident Information Report forms. Once on the phone, do not hang up even though the perpetrator has.

1. Person receiving threat - Upon receipt of a bomb threat by telephone, question caller as listed on "Threat Incident Information Report" form (see **Appendix M**)

Where specifically is the bomb located? When exactly is the bomb set to go off? What materials are in the bomb? Why is the caller doing this? Who is the caller?

2. Person receiving threat - Note Caller ID Phone # if on phone screen. Use bomb threat caller I.D. instructions described in your Building Level Emergency Plan. Use "Bomb Threat Card" for documentation. Notify Building Administrator.
3. Building Administrator - Notify Police - 911; when a bomb threat is specific to building and deemed credible. Notify Fire Department - 911 and Notify Superintendent (638-6043).
4. Building Administrator - Notify Staff and students to evacuate building. **DO NOT MENTION "BOMB THREAT".**
DO NOT USE FIRE ALARMS TO NOTIFY.

State whether normal evacuation routes are to be used or if alternate routes are to be taken.

5. Superintendent - If bomb threat does not specify a location, current trends in Bomb Threat response is to instruct staff to perform a visual sweep of their classroom/work area and to report suspicious objects to the Building Administrator. In following this compartmentalization, it is felt that casualties, should a bomb detonate, would be minimized.
6. Building Administrator/Maintenance Supervisor -
Upon arrival, advise police of situation, follow their instructions and **TURN CONTROL OF BUILDING OVER TO THEM.**
7. Police/Fire Department - Unless a device is found, law enforcement officials will leave response actions with the School District and provide support/resources.
8. Superintendent/Building Administrator - Bomb Threat - If no device is found; decide whether to resume, curtail or cease building operation. May consult with Police to make this decision. Notify staff and students.

If a device is found, activate the Building Level Safety Team; instruct them to scan the predetermined Shelter location(s) and the routes to the location(s). If these are clear, move the staff and students to the Shelter location(s). If they are not clear, Shelter in place.

B-1. FIRE AND EXPLOSION - GENERAL

County Fire Control (911)

1. First person on scene - Pull Fire Alarm. Notify Building Administrator of what prompted fire alarm, location and source of fire/explosion if known.
2. Occupants - Evacuate Building on sound of fire alarm in accordance with established emergency evacuation plans posted in each classroom. After evacuating, close doors behind you. The teacher should take the class roster with her/him.
3. Building Administrator or designated Administrative Staff - Notify:
 - a. Fire Department - 911
 - b. Superintendent - (638-6043)
 - c. Designated Public Information Person - (638-6055 or 638-6180)
 - d. School Transportation Director or designee (if need to evacuate) - (638-6097)
4. Head Custodian - Report to the Principal's office on any fire alarm.
5. Custodial/Maintenance Staff - Investigate source and contain fire, if possible or practical.
6. Building Administrator - Upon arrival, advise Fire Department of situation and follow Department Chief's instructions.
7. Building Administrator - Keep Superintendent's office apprised.
8. Fire Department - Termination of Emergency.
9. Building Administrator and Superintendent - Resume, curtail or cease building operation as appropriate.

Notify:

- a. Staff
- b. Parents
- c. Students
- d. School Information Officer

FIRE AND EXPLOSION (Cont'd)

10. In the Science Lab: Lab Teacher:

> If there is danger of fire/explosion or toxic fumes:

Do the following three things simultaneously:

- Shut off natural gas supply if applicable, evacuate room and get help from neighboring classrooms if needed to move injured students.

- Sound Fire Alarm except during gas leak. The teacher should block corridors adjacent to lab area if necessary. Notify Building Administrator.

> If there is no immediate danger:

Do not move injured person(s). Wait for medical assistance.

Do not sound fire alarm. Notify Building Administrator.

RESOURCES

- Local Emergency Responders: Police - 911, Fire/Ambulance - 911.
- Chemical inventory with Safety Data Sheets (SDSs) - accessible online through a link on the Facilities webpage at www.bville.org.
- Fire alarm system.
- Fire extinguishers - serviced and charged.
- Staff trained in First Aid and CPR/AED - **Appendix K**.

B-2. UNPLANNED FIRE ALARMS

County Fire Control (911)

1. Building Occupants - On sound of any fire alarm, all building occupants shall evacuate building in accordance with established evacuation routes posted in each room.
2. Head Custodian - Report to Principal's office on any fire alarm.
3. Custodial/Maintenance Staff - Investigate source of alarm and confirm evidence of fire.
4. Building Administrator/Head Custodian -
If the presence of fire is not confirmed, summon Fire Department and explain the situation. Only the Fire Department can determine that a building is safe for occupancy. Return to normal building operations.
5. Building Administrator/Head Custodian -
If presence of fire is confirmed:
 - a. Summon Fire Department - 911
 - b. Notify Superintendent (638-6043)
 - c. Chief Operations Officer (638-6100)
6. Custodial/Maintenance Staff -
Investigate source and contain fire, if possible or practical. Keep Building Administrator apprised of situation.
7. Superintendent -
Alert School Transportation Director or designee (638-6097) of possible need to evacuate students and staff to another building.
8. Building Administrator -
Upon Fire Department's arrival, advise of situation and follow instructions.
9. Building Administrator -
Keep Superintendent's office apprised.
10. Fire Department -
Termination of emergency.
11. Superintendent/Building Administrator -
Resume, curtail or cease building operations as appropriate. Notify staff, parents and students, as appropriate.

UNPLANNED FIRE ALARMS (Cont'd)

RESOURCES

- Local emergency responders - Fire/Ambulance - 911, Police - 911.
- Chemical inventory with Safety Data Sheets (SDSs) - accessible online through a link on the Facilities webpage at www.bville.org.
- Zoned fire alarm system with enunciator panel.
- Fire extinguishers serviced and charged.
- Transportation System and Transportation Director or designee.

C. NATURAL DISASTERS

C-1. INCLEMENT WEATHER

SNOW/ICE STORM - THUNDER/LIGHTNING

County Fire Control (911)

1. Transportation Director or designee /Chief Operations Officer -
Monitor National Weather Service broadcast frequency and road conditions. Notify Superintendent of impending situation.
2. Superintendent - Notify Building Administrator of pending situation. Select appropriate Emergency Response Action and relay instructions to Building Administrators.
3. Building Administrator - Curtail or cease outdoor and/or extra-curricular activities as appropriate. Summon all persons into the building with help of staff and public address system.
4. Building Administrators/Transportation Director or designee
Implement selected Emergency Response Action.
5. Termination of emergency will be issued by Superintendent.

RESOURCES

- Radio tuned to National Weather Service frequency
- School Transportation Director or designee - (638-6097)
- Local emergency responders: Police - 911, Fire/Ambulance – 911
- Highway Department - Town of Lysander - (635-5551)
Town of Van Buren - (635-5124)
Village of Baldwinsville - (635-9665)
Onondaga County - (435-3205 or 435-3176)
- Emergency two-way radios located in each building and with key administrators
- Staff trained in Shelter Management, First Aid and CPR/AED
- American Red Cross - (234-2200)

C-2. SEVERE HIGH WINDS

County Fire Control (911)

1. Although not a risk area for hurricanes, Upstate New York gets the high winds, severe storms and occasional tornadoes that accompany hurricanes.
2. The National Weather Service issues advisories on such storms with the location, wind speed, direction, and how much rainfall may occur.
3. During this time you should:
 - a. Keep your radio and TV on and listen for the latest weather service bulletin and advisories as well as special instructions from local government officials.
 - b. Leave portable classrooms that are not properly anchored. Portable classrooms are prone to overturn in high winds.
 - c. Secure outdoor objects that might blow away.
 - d. Leave low lying areas subject to flooding.
 - e. Stay where you are if the structure is sturdy and on high ground. If not, and especially if local officials order an evacuation of your area, move to a designated shelter and stay there until the storm is over and the proper authorities say it is safe to return to your homes or school.
 - f. After the storm, stay out of disaster areas. Sight-seeing hinders rescue and recovery operations.
 - g. Avoid utility poles and lines. Report broken mains and downed power lines to the Police or Fire Department.
 - h. Use flashlights as a light source instead of matches or lanterns. A gas hazard may be present.
 - i. Don't panic. It is important to listen to local government officials to prevent injury and to mitigate property damage.

C-3. TORNADO / WIND STORM

County Fire Control (911)

1. In the event, notification, or declaration of an impending tornado/storm, warnings and instructions may be relayed to the Superintendent via the BOCES District Superintendent, the County Emergency Management Office (435-2525) or the State Education Department - Bureau of Educational Management Services (518-474-6541).
2. Once a severe weather watch has been posted, the Superintendent will activate the Emergency Response Team. Should the Superintendent be unavailable, follow the Chain of Command. The Superintendent, or next in Chain of Command will then implement the appropriate emergency response action.
3. During a tornado warning, the Building Administrator or Teacher in charge shall notify all students, faculty members and others in the building over the Public Address System that a tornado has been sighted and for all to go immediately to the nearest fallout shelter. Cancel all outdoor activities and summon persons into the building with help of staff.
4. Teachers in rooms adjacent to restrooms and other rooms not under supervision of a teacher at the time shall ensure that everyone in these rooms receives the warning and evacuates.
5. The Teacher shall see that windows in the room are opened to equalize pressure and limit destruction. The last person to leave the room shall see that the door is secured.
6. The Teacher shall take the attendance register for the group in the room and upon arrival at the prearranged shelter check the group to see that no one is missing. A report shall be given to the Building Administrator. Any person with your group that should have been with another should also be reported.
7. No student will be allowed to return to the room once it has been vacated until authorized to do so.
8. While proceeding to the shelter, emphasize silence and calmness so further instructions may be heard and lines will move quietly to the shelter area.

TORNADO / WIND STORM (Cont'd)

9. If time does not allow for safe evacuation of the room, teachers and students shall get into the "safest" area of the room. This will normally be the inside wall of the room, furthest away from any openings, windows or doors. Students are directed to crawl under desks or other large pieces of furniture. Upon reaching the safest point of the room, everyone shall squat next to the wall, with backs to the wall, draw up knees, rest head on knees, and clasp hands over neck or head. Do not assemble in gymnasiums, auditoriums or cafeterias.
10. The Building Administrator shall hold a sufficient number of tornado drills at various times of the day to be sure students understand the procedures.

RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to National Weather Service frequency
- Police - 911, Fire/Ambulance - 911
- Highway Department - Town of Lysander: (635-5551)
 - Town of Van Buren: (635-5124)
 - Village of Baldwinsville: (635-9665)
 - Onondaga County: (435-3205 or 435-3176)
- Staff trained in First Aid and/or CPR/AED, see **Appendix K**
- American Red Cross (234-2200)
- County Emergency Management Office (435-2525)

C-4. EARTHQUAKES

County Fire Control (911)

An earthquake is the shaking or trembling of the earth's crust caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. Earth movement, as frightening as it is, seldom is a direct cause of injury or death. Earth movement, however, weakens structures and causes them to shake or collapse. Most casualties result from falling debris, splintered glass, and fires.

During an Earthquake:

1. Keep calm.
2. Stay where you are. Most injuries occur from people entering or leaving buildings.
3. If indoors when an earthquake strikes, take cover under a table, desk, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.
4. Don't use candles, matches, or open flames during or after the tremor. Douse all fires.
5. If outside when the earthquake strikes, move to an open area away from buildings and utility poles, water main, and gas lines.
6. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. A car may bounce violently on its springs during an earthquake, but it is a good place to stay until the shaking stops. Try to drive to an open area before stopping.

After an Earthquake:

1. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.
2. Check for fires.
3. Check utility lines and appliances for damage. If gas leaks exist shut off main gas valve. Shut off electrical power if there is damage to wiring.
4. Draw a moderate supply of water in case service is disrupted. The majority of the water supply will be used for fire suppression.

EARTHQUAKES (Cont'd)

5. Check to see that sewer lines are intact before permitting the flushing of toilets.
6. Eat or drink only from closed/sealed containers.
7. Telephones should only be used for emergency purposes.
8. Do not visit a disaster area. You would undoubtedly run across other hazards on the way there and you could become a casualty.
9. Respond to requests from police, fire fighting and relief organizations. Cooperate fully with local organizations.

RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to National Weather Service frequency
- Police – 911, Fire/Ambulance – 911
- Highway Department - Town of Lysander: (635-5551)
 - Town of Van Buren: (635-5124)
 - Village of Baldwinsville: (635-9665)
 - Onondaga County: (435-3205 or 435-3176)
- Staff trained in First Aid and/or CPR/AED (see **Appendix K**)
- American Red Cross (234-2200)
- County Emergency Management Office (435-2525)

EARTHQUAKES (Cont'd)

COMMON EARTHQUAKE HAZARDS:

- Objects on high shelves (toys, paints, potted plants), that can fall or become projectiles.
- Fluorescent light fixtures without safety wires and unattached light covers that may drop on people beneath them.
- Freestanding cabinets, bookcases, wall shelves and their contents that can fall on children.
- Hanging plants, mobiles or pendulum light fixtures that may be dropped on children or swing into windows.
- Glass that may shatter (windows, mirrors).
- Pianos or other heavy objects on rollers.
- TV monitors that may fall from platforms.
- Cabinets without door latches or restrained shelves.
- Shelving without a lip or restraining wire to prevent paint or chemicals from falling.
- Objects that restrict people from moving to a safe place (books on the floor, broken glass, tables and desks in hallways, stored items).
- Aquariums that are not secured to the building's structure.
- Wall-mounted objects, such as maps, bulletin boards, clocks and chalkboards that are not securely bolted may become projectiles.
- Suspended ceiling tiles and runners.
- Air-conditioning registers without safety wires.
- Unbraced water heaters.
- Cabinet drawers without latches.
- Library bookshelves without anchorage/bracing or content restraint.

EARTHQUAKES (Cont'd)

PROCEDURES TO REDUCE EARTHQUAKE HAZARDS

Once you have identified earthquake hazards, it is necessary to develop plans to reduce or eliminate their potential for injury. Here are a few suggestions:

- ___ Remove toys, paints and other objects from high open shelves.
- ___ Bolt bookcases and cabinets to wall studs and provide content restraints or latches. Secure adjustable shelves to prevent them from slipping forward.
- ___ Place lighter objects on top shelves and cabinets and heavier ones on the bottom (anchor all).
- ___ Put lips or restraining wire on open shelving to prevent objects from falling.
- ___ Put latches on cabinets (drawers and doors) and restraints on shelving.
- ___ Relocate objects that may restrict movement to safety, such as desks or tables stored in hallways.
- ___ Install shatterproof glass windows or add plastic membrane to limit movement of fragments.
- ___ Bolt maps, chalkboards, and wall decorations to wall (anchor to structure, not finishes).
- ___ Replace glass objects with non-breakable items, such as replacing glass on a desk with a pad.
- ___ Keep hanging plants and other free swinging objects far enough away from windows that they cannot swing into them or provide restraining device (45 degrees swing distance minimum).
- ___ Put light guards on fluorescent lights attached to the fixtures and make sure the fixtures are securely fastened to the structure above.
- ___ Secure pianos so they will not slide or roll easily.
- ___ Instruct staff in procedures for turning off gas, water and electricity. Put tools where they will be accessible in emergencies.
- ___ Put first aid kits, food and water storage where they will be accessible in emergencies.

C-5. OTHER NATURAL DISASTERS

AIR POLLUTION, FLOOD / RADIOLOGICAL INCIDENT / TOXIC SPILL / DROUGHT

1. In the event, notification, or declaration of an impending emergency, warning and instructions may be relayed to the Superintendent of Schools via the BOCES District Superintendent, the County Emergency Management Office (435-2525) or the State Education Department - Bureau of Educational Management Service (518-474-7770). The Superintendent of School will then implement the Emergency Response Action as directed by the above agencies.
2. If the emergency occurs without warning, the Superintendent may initiate local emergency procedures.
3. If a breakdown of communications occurs, each Building Administrator will implement the most appropriate Emergency Response Action.
4. Termination of the emergency will be issued by the Superintendent or County Emergency Management Office, as appropriate.
5. In the event of a **toxic spill, radiological incident, or air pollution:**
 - Cancel all outdoor activities and summon all persons into building.
 - Direct building staff to close all doors and windows within the building by using the public address system.
 - Direct building custodians to close all vents and fans bringing outside air into the school.
 - Superintendent will relay proper response action.

RESOURCES

- Emergency two-way radios - located in each building and with key administrators
- Radio tuned to National Weather Service frequency
- Chief Operations Officer
- Local Emergency Responders: Police - **911**, Fire/Ambulance - **911**
- Highway Department - Town of Lysander: (635-5551)
 - Town of Van Buren: (635-5124)
 - Village of Baldwinsville: (635-9665)
 - Onondaga County: (435-3205 or 435-3176)
- Staff trained in First Aid and/or CPR/AED (see Appendix K)
- American Red Cross (234-2200)
- County Emergency Management Office (435-2525)

D-1. MEDICAL EMERGENCIES

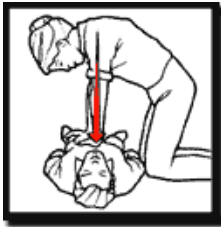
CPR - Layperson Rescuer

MEDICAL EMERGENCY - Non-choking Situation:

- 1. ASSESS THE SCENE:** Assess the situation around the victim. Make sure the "Scene Is Safe".
- 2. ASSESS THE VICTIM:** Check the victim for unresponsiveness. Call out to, and firmly tap, victim, "Are you OK?, Are you OK?"
- 3. IF NO RESPONSE:** **CALL 9-1-1** or direct bystander to call 9-1-1. Return to victim and start CPR.



- 4. PUMP:** If the victim is not breathing normally, coughing or moving, begin chest compressions. **Push down** on the chest 30 times right between the nipple line, at least 2" deep for an adult (1 ½ - 2" deep for a 1 year – 8 year old).



Rate of compressions should be at least 100 per minute.

- 5. BLOW:** Tilt the head back and lift chin. Pinch nose and cover mouth with yours and blow normal breath and look for chest rise.



Give TWO breaths. Use barrier mask if available. Each breath should take two seconds. Don't spend more than 10 seconds trying to get breaths into victim. Go back to compressions.

6. CONTINUE WITH 30 PUMPS AND 2 BREATHS UNTIL HELP ARRIVES

RATIO IS THE SAME FOR ONE-PERSON AND TWO-PERSON CPR. In two-person CPR, the person pumping the chest stops while the other person gives mouth-to-mouth breathing. Switch positions after completing 5 sets of 30 compressions and 2 breaths.

**STOP CPR BEFORE DEFIBRILLATOR ELECTRODES ARE PUT IN-PLACE
FOLLOW VOICE PROMPTS OF DEFIBRILLATOR WHEN USED.**

**D-2. BIOLOGICAL (ANTHRAX) / EPIDEMIC / PANDEMIC /
FOOD OR WATER POISONING**

County Fire Control (911)

1. School Nurse - Identify the problem.
2. School Nurse - Notify District Physician (**652-6193**) and Building Administrator. Further define problem.
3. School Physician/Building Administrator - Notify Superintendent (638-6043)
4. Superintendent - Notify County Health Department of Epidemiology (435-3280)
For Foodborne Illness: Dept. of Environmental Health (435-6607) For Pandemic: Dept. of Communicable Disease (435-3236)
5. Building Administrator/Superintendent -
Follow directives of the school health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
6. Superintendent - Notify parents, staff and students.
7. Public Health Officials - Monitor emergency.

RESOURCES

- Emergency telephone numbers
 - Urgent Safety Officer (635-4577)
 - Fire/Ambulance - 911
 - Public Health Department (435-3252)
 - District Physician (652-6193)
 - News, media, public address system.
 - School Information Officer (638-6180)
- Hospitals – Oswego Health
 - Care Center (592-3500)
 - Community General (492-5011)
 - Upstate/University (464-5540)
 - St. Joseph's (448-5111)
 - Crouse Irving (470-7111)
 - Poison Control Center (800-222-1222)

NOTE: Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.

D-3. PANDEMIC PROTOCOLS

State Department of Health recognizes that seasonal flu continues in all communities. We will implement the following protocols to maximize infection control. Following these protocols does not imply that a student or staff member has contracted the particular virus. The local and state health departments are advocating the following measures:

Student or staff who become ill with flu-like symptoms during the school day will be required to wear a mask while they are waiting for an evaluation by the school nurse and/or while they are waiting to be dismissed from school. **IF YOU SEE A STUDENT OR STAFF MEMBER WITH A MASK, IT DOES NOT IMPLY INFLUENZA BUT IS A REFLECTION OF MEASURES TO CONTROL INFECTION.** Influenza is not an airborne illness. It is spread by droplets. Routine washing of hands and cleaning of surfaces will help minimize the spread of germs.

Nurses are required to wear masks and gloves while they are evaluating a person with flu-like symptoms.

Students or staff with influenza-like illness should stay home and not attend school or go into the community except to seek medical care for at least 7 days after the start of the illness or until they are symptom free for 24 hours, whichever is longer.

The School Nurses are in the best position to field questions related to protocols, remittance to school, etc.

D-4. SUDDEN CARDIAC ARREST (SCA)
CPR/AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
USE

County Fire Control (911)

Each building is to maintain a list of personnel authorized to use the Automated External Defibrillator (AED). These staff members will have current certification in CPR and the use of the AED from a training agency recognized by the Department of Health. The staff member shall provide the Baldwinsville Central School District with a copy of their current certification.

The trained and certified personnel present in the building shall constitute the Responder Core Team. In the event that a greater number of staff respond to an emergency incident than are needed, the Building Nurse or in his/her absence the Building Administrator shall direct emergency response at the scene until 911 responders arrive.

In the event of an emergency during a school-sponsored or school-approved curricular or extracurricular event, a school-sponsored athletic contest, or school-sponsored competitive athletic event, the Coach of the host (home) team shall direct emergency response at the scene until 911 responders arrive.

In a medical emergency involving Sudden Cardiac Arrest (SCA) in a school building or on school grounds during regular school hours, the Main Office in that building is to be notified. **911 is to be called immediately**, the School Nurse is to be summoned, and an announcement is to be made over the Public Address System that there is a possible Sudden Cardiac Arrest (SCA) and the location of the emergency should be stated.

At least two members of the Responder Core Team should assess the patient and if necessary begin CPR. The School Nurse shall bring the AED to the scene of the Sudden Cardiac Arrest (SCA), or another member of the Responder Core Team shall retrieve the nearest AED.

The following is the protocol for use of CPR and an AED:

1. Immediately Upon Arrival:

- Check the Scene for Safety (Your survival is first. You can't help anyone else if you are injured or dead).
- Is the victim unconscious/unresponsive?
- If no response, call or have someone call 911.
- Start chest compressions and rescue breathing at a ratio of 30:2.
- Do not spend more than 10 seconds on trying to get breath into the victim, since compressions are much more important to their survival potential.

SUDDEN CARDIAC ARREST (SCA) – CPR/AED USE (Cont'd)

2. After Verification of Sudden Cardiac Arrest:

- Move patient if lying in water, or on or near metal.
- Ask someone present to go get the AED, and continue CPR on the victim.
- When the AED arrives, turn it ON and follow vocalized instructions.
- Bare and prepare the victim's chest (remove clothing, remove excess chest air and dry the chest if wet).
- Check for medication patches, don barrier gloves, and remove patches if found.
- Apply correct defibrillation pads for patient's age/weight, and place as per diagram on AED or pads. A second rescuer should continue to provide CPR until the AED pads are attached to the victim and the AED is ready to begin heart rhythm analysis.
- Cease CPR when the AED vocalizes "Do Not Touch the Patient". This means it is analyzing heart rhythm.

3. Allow AED to Analyze the Victim's Heart Rhythm – if *Shock* Advised:

- Say "Clear!" verbally and visually confirm no one is touching the patient prior to delivering a shock
– this is extremely important for the safety of the Responder Core Team.
- Deliver a shock when prompted by pushing the AED "**Shock**" button .
- AED voice prompts should state that you may continue with CPR or touch the patient.
- Continue CPR until the AED tells you to "Not touch the patient." This means its analyzing heart rhythm.
- When EMS arrives advise the Responders regarding actions taken and patient status, and turn patient over to **911 response personnel**.

4. If No Shock Is Advised:

- Continue CPR until the AED reanalyzes; if circulation is present, assess vital signs, support airway and breathing until EMS arrives.
- Continue until AED prompts, "do not touch patient..." follow AED instructions, or until EMS arrives.

5. AED Post-Use Procedure:

- The District AED Coordinator will do the following after any AED use incident:
 - a. Notify the District's Designated Physician – **Dr. Michael Shaw (652-6193)**.
 - b. Gather all necessary information to ensure proper completion of the PAD Program Incident Report.

SUDDEN CARDIAC ARREST (SCA) – CPR / AED USE (Cont'd)

- c. Complete the PAD Program Incident Report and maintain a copy for District records.
- d. Send copy of PAD Program Incident Report to the District's Designated Physician and to the CNYEMSCO within five (5) business days of the use of an AED (form and addresses are available as part of the District's AED Program).
- e. Restock electrode pads, batteries, razors, and gloves. Inspect all supplies for any damage, expiration dates and required replacement.
- f. Inspect the AED exterior and connectors for dirt or contamination. Clean the AED.
- g. Notify staff the AED is back in service.

The most important thing to remember when using an AED is to confirm that the victim is unresponsive, not breathing normally and does not have a pulse. Whenever these circumstances exist, the responder has confirmed cardiac arrest and the AED must be attached to the victim, turned ON, allowed to do an analysis, and the balance of the steps will be prompted for the responder by the AED.

E. SYSTEMS FAILURE

E-1. GENERAL

LOSS OF POWER, HEAT, WATER OR SEWAGE SYSTEMS, GAS LEAK OR STRUCTURAL FAILURE

County Fire Control (911)

1. First Person on the scene upon discovery or detection of a system failure -
Notify a Custodial/Maintenance Person and Building Administrator.
2. Custodial/Maintenance Person -
Evaluate the problem insofar as possible and notify the Building Administrator.
3. Custodial/Maintenance person and/or Building Administrator -
Activate fire alarm if there is any question as to the safety of the building occupants. (In the event of a GAS LEAK - use public address system.)
4. Custodial/Maintenance person - Notify the Chief Operations Officer (638-6100).
5. Chief Operations Officer - Evaluate problem and commence appropriate remedial action.
6. Chief Operations Officer - Notify Superintendent, if situation warrants - (638-6043).
7. Superintendent - Curtail or cease building operations as appropriate, and notify staff, parents and students and issue instructions.
8. Chief Operations Officer /Management Services - Complete corrective actions and recovery.
9. Superintendent - Notify Board of Education and State Education Department, Office of Facilities Planning (518-474-3906), if formal emergency resolution is needed.

NOTE: In the event of a power failure all buildings are equipped with emergency backup power to operate fire alarm system and emergency lighting for a duration of at least 45 minutes.

SYSTEMS FAILURE - GENERAL (Cont'd)

RESOURCES

- National Grid Emergency Trouble calls (1-800-867-5222)
- Local Emergency Responders: Police - 911, Fire/Ambulance - 911
- Emergency two-way radios - located in each building and with key administrators
- Asbestos Abatement Contractors:
 - Environmental Compliance Management Corp. 687-9435
 - Environmental Protection Services 474-0085
 - Summit Environmental Services 437-1418

E-2. OIL / GASOLINE / DIESEL SPILL

County Fire Control (911)

1. First person on the scene upon discovery or detection of a fuel spill on school property
- Notify Chief Operations Officer at 638-6100.
 Notify Building Administrator (see Appendix A).
 Stop source of spill, if possible.
2. Chief Operations Officer -
 Evaluate the problem insofar as possible and stop source of spill, if possible.
 Commence remedial response, i.e., absorbent socks.
3. Building Administrator - Notify the Superintendent (638-6043).
4. Building Administrator/Superintendent - Decide whether to curtail or cease building operation as conditions warrant.
5. Building Administrator - Institute appropriate response actions.
6. Chief Operations Officer -
 Notify the New York State Department of Environmental Conservation (1-800-457-7362) and New York State Department of Transportation, Regional Director (428-4351) - nights/weekends (422-7984).
7. Chief Operations Officer /Superintendent/Assistant Superintendent for Management Services - Recovery: Will direct cleanup work as directed by NYSDEC/NYS DOT.
8. Superintendent - Notify the Board of Education and State Education Department, Bureau of Educational Management Services (518-474-6541), if formal emergency resolution is needed.
9. Superintendent - Will issue termination of contingency.

RESOURCES

- News media, public address system
- Chief Operations Officer
- Transportation Director or designee, transportation system
- Local emergency responders: Police - 911, Fire/Ambulance - 911
- Department of Environmental Conservation, Department of Transportation

E-3. STRUCTURAL DAMAGE TO A SCHOOL BUILDING

1. The staff person noticing physical structural damage to a school building should contact the Building Administrator and notify him/her of the location of the damage. The Building Administrator shall notify the Superintendent of the physical damage, the Superintendent will determine the safety of the students in the building upon advice from the Chief Operations Officer. The Superintendent will activate the Emergency Response Team if the building warrants immediate evacuation. Should the Superintendent not be available, the Chain of Command shall be followed.
2. The Building Administrator will activate the fire alarm and notify the fire company; faculty and others in the building shall evacuate the building via their prearranged evacuation route posted in each room.
3. Teachers in rooms adjacent to rest rooms will be sure that everyone in these rooms has received the warning and evacuates. Upon reaching assembly point, the student shall be sent to the area where his own room has assembled if safety permits.
4. When the fire alarm is sounded, the teacher shall take the attendance register for the group in the room, and upon arrival of the prearranged assembly point, check the roll to see that no one is missing. A report is then given to the Building Administrator at a designated point.
5. The Building Administrator shall designate door guards to prevent the return into the building by any unauthorized person after the building has been evacuated (Door guards will be posted at all outside exits, but at a safe distance from the building). These door guards shall assume their appointed stations as soon as possible after the alarm is sounded, and shall see that the door is closed as soon as the exit has been evacuated.
6. All students shall be instructed to leave all personal belongings, which may be in their classrooms and immediately leave the building, following the prearranged plan. No student will be allowed to return to the building once it has been evacuated until authorized by the Building Administrator.
7. At the time of the evacuation of the building, there shall be no talking so instructions may be easily heard. Lines should move quietly, in single file, and quickly to the exit prearranged.
8. All occupants of each classroom will exit from the building according to the evacuation plan posted in the room. If that exit is blocked, the alternate route posted in the room shall be used.

STRUCTURAL DAMAGE TO A SCHOOL BUILDING (Cont'd)

9. The Building Administrator shall hold a sufficient number of evacuation drills at various times of the day. Frequent drills will assure that students understand the procedures and exits, and that the evacuation will become routine and unexciting. Occasionally drills will be held at inopportune times, such as an assembly, lunch period, etc. Occasionally exits should be blocked to create an unexpected impediment to regular (normal) egress.
10. Upon reaching the assembly area, students shall await further instructions. If this is only a drill, students will return to the building when authorized to do so. The return to classrooms shall be quiet, orderly, and quickly accomplished. During inclement weather, the Building Administrator shall contact the School Transportation Director or designee (638-6097) to make available buses for students to board for temporary protection and possible transportation to an alternate site. In the event of a power failure, the two-way radios are to be utilized.

Evacuation Site to Await Busing or Return to School (per building):

<u>Building</u>	<u>Evacuation Site</u>
Baker High School	Specified in C.W. Baker Building Plan
Durgee Jr. High	Specified in Durgee Jr. High Building Plan
Ray Middle School	Specified in Ray Middle School Building Plan
Elementary Schools	Specified in Elementary Building Specific Plans

11. The Fire Chief responsible for each district area shall inform the Emergency Committee as to the safety of returning the occupants to the building.
12. If the students are to be transported home, the news media will be contacted per closing of school plan.
13. Teachers shall take attendance before students begin boarding the buses to assure that all students are accounted for.

E-4. SCHOOL BUS BREAKDOWN / ACCIDENT

The instructions, which follow, are suggested procedures to be followed by the Bus Driver in the event of either a bus breakdown or bus accident, and for use during the periodic school bus emergency evacuation drills.

A. Mechanical Breakdown

1. Bring bus safely to a stop.
2. Activate four-way hazard lights, and if situation appears to be extremely dangerous, put on any lights that may be helpful.
3. Determine the nature and extent of breakdown.
4. Call for help by two-way radio. Give as much information as possible:
 - a. location;
 - b. symptoms of problem;
 - c. assistance needed;
 - d. number of students on bus.
5. Display properly the reflectors found in your bus.
6. Make necessary repairs if possible.
7. Make students as safe and comfortable as possible.
8. Move students to a safe location away from bus if necessary.
9. Send for help if radio is unusable.
10. Under no conditions should students be allowed to proceed either to home or the school by either walking long distances unsupervised or by riding with strangers.

B. Accident

1. Keep calm; don't panic.
2. Activate four-way hazard lights, and the use of overhead red flashing lights.

SCHOOL BUS BREAKDOWN / ACCIDENT (Cont'd)

3. Make radio contact with bus garage if possible, giving the following:
 - a. location;
 - b. extent of damage;
 - c. nature and number of student injuries;
 - d. assistance needed;
 - e. number of students on bus.
4. Make a list of all students on the bus at time of accident.
5. Make sure students are taken care of properly.
6. Properly display the reflectors found in the bus.
7. Make students as safe and comfortable as possible.

STUDENTS SHOULD NOT BE MOVED UNLESS THERE IS AN IMMINENT DANGER, WHICH MAKES THE RISK OF CAUSING POSSIBLE NEURAL AND SPINAL DAMAGE WORTH TAKING. DECISIONS TO MOVE STUDENTS SHOULD BE THE RESPONSIBILITY OF EMERGENCY MEDICAL PERSONNEL!

8. Move students to a safe location, away from bus if necessary.
 9. Send for help if radio is not usable.
 10. Assist others who may be injured who were involved in the accident.
 11. Obtain necessary information from driver of other vehicle involved in accident.
 12. Obtain a written report from persons who may have witnessed the accident.
- C. Accident - Transportation Staff
1. Notify:
 - a. Fire Department Rescue Squad - 911
 - b. Ambulance - 911
 - c. Police - 911
 - d. School Nurses' Office (see **Appendix K**)

SCHOOL BUS BREAKDOWN / ACCIDENT (Cont'd)

C. Accident - Transportation Staff (cont'd)

2. School Transportation Director, designee or Mechanic takes one bus to accident site to remove students from bus **ONLY AFTER INSTRUCTED TO DO SO BY EMERGENCY MEDICAL PERSONNEL ON SCENE.**

Students with minor injuries may be directed by emergency medical personnel on the scene to continue on to the school. Upon arrival, the school nurse will conduct a follow-up assessment of the students. Following the assessment, parents will be notified and asked to follow up with their family doctor as necessary.

3. Notify:
 - a. District Office (638-6043)
 - b. All parents - by phone
 - c. School Nurse (see Appendix D or K) (students/staff with injuries)
 - d. Building Principal (see Appendix A) (students/staff without injuries)
 - e. Insurance Agency, Haylor, Freyer & Coon (451-1500)

D. Additional Useful Procedures at Accident Site:

1. Do not move injured persons unless absolutely necessary, and only after the extent of injuries have been determined by thorough examination by qualified person. Exceptions to this would be, if a life threatening situation should exist, such as fire in the vehicle, then move person only the distance necessary for safety.
2. Keep observers away from the injured unless the observer is trained in first aid.
3. Assist persons who have stopped breathing first, then those who are bleeding. If the bleeding is severe, such as in the case of amputation of a limb, then this should be handled immediately.
4. Keep the injured persons comfortable, and try to maintain a cheerful atmosphere, especially with the student.

SCHOOL BUS BREAKDOWN / ACCIDENT (Cont'd)

E. Reporting Accident

1. Department of Transportation Part 722 (Reports of Accident):

- a. 722.1 “Any accident in any way involving a motor vehicle subject to department inspection, which results in the loss of life or injury of any passenger, employee, or other person, or which was caused by mechanical failure (regardless of whether or not injuries were incurred), shall be immediately reported to the department by telephone or telegraph.”
- b. 722.1 “No work shall be performed on and no passenger will be transported in the vehicle until it is released by the Department of Transportation (D.O.T.).”

2. Department of Motor Vehicles: Article 22 - Accidents and Accident Reports:

a. Section 600 - Leaving scene of an incident without reporting:

1.a “Any person operating a motor vehicle who, knowing or having cause to know that damage has been caused to the real property or to the personal property, not including animals, of another, due to the culpability of the person operating such motor vehicle, or due to accident, shall, before leaving the place where the damage occurred, stop, exhibit his license and insurance identification card for such vehicle... then he shall report the same as soon as physically able to the nearest police station, or judicial officer.”

b. Section 601 - Leaving scene of injury to certain animals without reporting.

“Any person operating a motor vehicle which shall strike and injure any horse, dog or animal classified as cattle shall stop and endeavor to locate the owner or custodian of such animal or police, peace or judicial officer of the vicinity, and take any other reasonable and appropriate action so that the animal may have necessary attention and shall also promptly report the matter to such owner, custodian or officer (or if none of these has been located, then to a police officer of a nearby community).”

c. Section 605 - Report required upon accident:

“Every person operating a motor vehicle which is in any manner involved in an accident, anywhere within the boundaries of this state, in which any person is killed or injured, or in which damage to the property of any one person, including himself, in excess of six hundred dollars is sustained, shall within ten days after such accident report the matter in writing to the commissioner in such form and number as may be prescribed.”

SCHOOL BUS BREAKDOWN / ACCIDENT (Cont'd)

E. Reporting Accident (cont'd)

3. State Education Department:

- a. Definition of school bus per section 142 of Article 1, Title 1 of Vehicle and Traffic Law: "School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school activities or privately owned and operated for compensation for the transportation of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities."
- b. It should be understood that unless students are in the school bus at the time of the accident, it IS NOT considered a school bus accident.

4. Forms - For Reporting Accident:

- a. MV-104 (3/80) - This form will be used to report any school vehicle involved in an accident, but not being used in the transport of students.
- b. MV-104f (6/81) - This multi-copy form will be used to report any school vehicle involved in an accident that is being used in the transport of students.

5. Examples of accidents: To assist in determining if the accident is either a school bus accident or a non-school bus accident, the following examples are provided:

a. School Bus Accidents

- 1) You are a school basketball coach and you are transporting some members of the team to a school game in a school vehicle and are involved in an accident.
- 2) You are a school groundskeeper and a student was injured on the playground. You put the student in a school owned maintenance truck to bring him to the hospital. Enroute, you are involved in an accident.
- 3) You regularly transport your children and four other neighborhood children to and from school, and you are paid by the school for your services. If an accident occurs while transporting the students to and from school, it is considered a school bus accident.

b. Non-School Bus Accident:

- 1) You are a certified school bus driver. You are involved in an accident enroute to picking up your first student.
- 2) You are a mechanic and are testing out a vehicle contracted and used for transporting students and you are involved in an accident.

SCHOOL BUS BREAKDOWN / ACCIDENT (Cont'd)

F. Emergency Drills on Buses

1. The drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by the Board of Education. Pupils attending public and non-public schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.
2. A minimum of three such drills shall be held during the school year, the first to be conducted during the first week of the fall term, the second, between November 1 and December 31 and the third, between March 1 and April 30.
3. No drills shall be conducted when buses are on routes.
4. The school authorities shall certify on the annual report to the State Education Department that their District has complied with the regulation.

E-5. NUCLEAR ATTACK

County Fire Control (911)

1. Many people feel that nuclear attacks are not survivable, but this is not true. The Federal Emergency Management Agency (FEMA) claims that many lives could be saved if the public knows what actions to take and when to take them. These actions however, depend on how much advance warning we have of a possible attack.
2. Realistically, there should be adequate warning of a nuclear attack. This attack would probably follow a period of mounting world tension. There should be a preparation period ranging from days to weeks. At this time, the President would direct the implementation of this country's crisis relocation plan.
3. In the event of a nuclear attack, the Red Cross will establish shelters to house all evacuees. When notified to evacuate, act calmly, take only basic survival items with you, and abide by all rules of the shelter management team while at a Red Cross Shelter.
4. Prior to an actual attack, you will be notified in one of two ways:

Attack Warning Signals: 3-5 minute wavering tone on Civil Defense Warning Sirens.

Emergency Broadcast System (EBS): Radio and TV notification of an impending disaster.

With little or no warning, you may be notified in two ways: (1) the Attack Warning Signal which is a 3 to 5 minute wavering tone on the Civil Defense Warning sirens or (2) the Emergency Broadcast System (EBS) which is a system of radio and TV broadcasters who will donate air time to local officials in order to disseminate information to the general public during disaster situations.

5. If you hear the attack warning signal, remain calm and take shelter immediately. If you reside on base, your shelter will be determined by local officials. Look for black and yellow Civil Defense Fallout Shelter signs, located on exterior of buildings.

If you have a basement, go there. If not, go to a room without windows. Before moving to the basement or other room you should:

- a. Close all windows and drapes.
- b. Fill bathtub, buckets, bottles, and any other container with water.
- c. Turn off gas, electric, and water utilities.

NUCLEAR ATTACK (Cont'd)

6. During activation of shelters, evacuees will be admitted. If and when possible, report to nearest shelter in order to protect yourself from the harmful effects of radioactive fallout. Though you can't see, smell, taste, or touch it, fallout is deadly. The most dangerous type of radiation is gamma, which is similar to high doses of X-rays. Time, distance, and shielding are the best defenses from radiation.

When reporting to shelter, keep these thoughts in mind:

- a. You may have to stay in shelter from 14 to 30 days.
 - b. If your children are in school and an attack occurs without warning, realize they will be cared for by local authorities. You will be better able to care for them later if you yourself survive.
7. While in your shelter, obey the rules set forth by the appointed shelter personnel. For the benefit of the shelter, it is essential for all shelterees to remain calm and display self control.
 8. After the attack, the primary hazard to avoid is residual radiation, otherwise known as fallout. If your shelter is the basement of your house, go to the corner of the basement that is the farthest below ground and farthest from an exposed basement wall, if there is one. If your home does not have a basement, stay in the central part of the house. These measures could reduce external radiation exposure by 90 percent.
 9. Primary health problems result from inhaling or ingesting radioactive material. Some of these materials tend to concentrate in certain organs such as the thyroid gland or intestines causing severe damage. The best way to avoid inhaling radioactive fallout is to keep dust particles down to a minimum and wear a face covering. The primary way to reduce exposure through ingestion is to avoid foods that were harvested after fallout was deposited in that area. You may wash vegetables thoroughly in clean, uncontaminated water to remove the contamination (if water is scarce, do not use this method). In addition, any foods that were canned or covered may be consumed. Only consume dried or canned milk as well.
 10. Drinking water that comes from covered wells would be safer for consumption. If you receive water from a pond, lake, stream, off the roof, or reservoir, there will be some contamination present. Use good judgment and protect yourself.

F. EMERGENCY RESPONSE ACTIONS

F-1. EARLY DISMISSAL

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to protect the safety of District Students and Staff**

F-2. SCHOOL CANCELLATION

School cancellation could be announced in the event of prolonged system failures, severe weather, or other conditions that cause a return to school to be unsafe as decided by the Superintendent or emergency designee. School cancellation will follow the same procedures as in the case of snow days/severe weather using the media, i.e., local radio stations.

F-3. HOLD IN-PLACE / A SHELTERING PROCEDURE

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F-4. EVACUATION PLAN

A building evacuation is announced when occupancy of the building itself poses a danger to the students/staff. Upon receipt of an order to evacuate, all building occupants are required to exit the building and wait a safe distance from the building at a designated Safety Zone. If the situation warrants, students/staff may be evacuated by buses, which will be sent to a safe location. Students will not be permitted to go home. However, they will be permitted to leave school if accompanied by a parent or guardian.

F-5. LOCK-DOWN PLAN

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to protect the safety of District Students and Staff**

F-6. LOCK-OUT PLAN

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to protect the safety of District Students and Staff**

G. BUS LOADING PLAN

All students will dismiss in a normal fashion. The buses will arrive at the usual bus-loading site if possible. During a forced building Evacuation, an alternate site will be chosen for bus loading, if conditions warrant. Location of loading will be conveyed to the Transportation Office before buses are dispatched.

G-1. DRILLS

At least once every school year, the school district will conduct a test of its emergency plan for sheltering and early dismissal. **Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test.** Parents or guardians shall be notified in writing at least one week prior to such drill.

1. Sheltering Drill:

Upon notification of an impending actual situation or drill, Building Administrators shall direct students and staff to designated assembly areas or to remain in classrooms as appropriate. Designated areas are listed in each of the building level emergency response plans:

<u>Building</u>	<u>Designated Area</u>
Baker High School	Specified in C.W. Baker Building Plan
Durgee Jr. High	Specified in Durgee Jr. High Building Plan
Ray Middle School	Specified in Ray Middle School Building Plan
Elementary Schools	Specified in Elementary Building Specific Plans
Facilities	Specified by Building Administrators
Transportation	Specified by Building Administrators
District Office	Specified by Building Administrators

2. Early Dismissal Drill:

Due to double trip requirement for transportation, students who would normally ride on a later bus will assemble in the assembly areas designated in the SHELTER PLAN. They will stay there until their assigned bus has returned from its first trip. Staff personnel in the assembly area will supervise students in assigned areas of the assembly room. Students will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the EARLY DISMISSAL PLAN, but moved up for emergency, immediately after the decision is made for an early dismissal.

3. Other Drills

Additional drills, including lockdown drills and evacuation **to another school or community site, should also be regularly scheduled.**

H. CHEMICAL EMERGENCIES

H-1. ACCIDENTS

All chemical accidents, which could result in fires, explosions, medical emergencies, leaks, spills and systems failures must be reported to the Building Principal and follow the District Emergency Management Plan and the Chemical Hygiene and Exposure Control Plans in achieving a resolution to the accident. The fire alarm system should be used whenever there is danger of fire or explosion. Unless the building's fire alarm system is explosion-proof, the fire alarm must not be used in the event of a gas leak.

All accident or near-miss accidents should be carefully analyzed with the results distributed to all who may benefit.

H-2.a. MINOR SPILLS

Laboratory Instructors shall receive training in the differentiation between spills that they can clean up and spills needing specialized equipment and personnel. Instructional staff should never attempt to clean up a chemical spill if they are uncertain as to how to do so safely, or lack the proper personal protective equipment (PPE). This type of training and preparation can be accomplished through a sound Chemical Hygiene Plan.

The Safety Data Sheet will provide spill and clean up information for a particular chemical/product and should be reviewed prior to working with chemicals. Once a spill occurs, necessary action may not allow for SDS consultation.

In addition to personal protective equipment, spill cleanup and containment supplies, such as absorbent towels, socks or other absorbent mediums, should be maintained in the laboratory or in close proximity to the chemical storage area.

If a minor spill occurs (approximately one liter or less for most materials) within the laboratory, do the following:

1. Attend to any person who may have been contaminated, wash/flush affected area and use these first aid protocols;
 - a. Personnel trained in first aid (i.e., School Nurse) should be available during work hours and all staff should be trained in emergency procedures.
 - b. Phone numbers of emergency responders should be readily available, including CNY Poison Control Center **(315) 476-4766**, ChemTrec **(800) 424-9300**, the American Association of Poison Control Centers and the Center for Disease Control (AAPCC & CDC) **(800) 222-1222**, and Onondaga County Emergency Services 911.
 - c. In the event of chemical contact with skin, eyes or mouth, wash the affected area immediately with large amounts of clean water for at least fifteen minutes and summon the nurse immediately.

MINOR SPILLS (Cont'd)

- d. In the case of chemical contamination of clothing, take off the item(s) of clothing immediately to avoid soaking through to the skin and if contact has occurred, follow Item (c) on Page 58.
 - e. If possible, determine the chemical involved and its concentration, to assist medical personnel in treatment.
2. Alert classroom occupants to the spill and its location.
 3. If the spilled material is flammable, instruct all students to turn off ignition and heat sources i.e., Bunsen burners and alcohol lamps.
 4. If there are toxic fumes, danger of fire or explosion, evacuate the classroom immediately and close the door behind the last person out. Sound building fire alarm, notify the Building Principal and summon Fire Department. If gas leak, do not use the building fire alarm system unless it is explosion-proof.
 5. If safe to do so, the instructor should open windows and turn on exhaust fans.
 6. Notify the Chemical Hygiene Officer (CHO) and/or the District Safety Officer.
 7. Put on chemical resistant gloves, splash goggles and apron.
 8. Spill clean-up (Lab instructor familiar with chemical spilled and the hazards involved).
 - a. Non-Corrosive, Low Toxicity Materials:

Use absorbents, vermiculite, paper towels or sponge to clean up. Discard materials in the trash in double or triple bags. Remove trash to exterior receptacle.
 - b. Corrosive Materials:

Spread neutralizers such as sodium carbonate over spill and/or flush with large amounts of water. Sweep or mop up as required by the neutralizer used.
 - c. Heavy Metals and High Toxicity Materials:

Place absorbent materials over the spill. Place used absorbent materials in a plastic pail with lid (or other leakproof non-breakable container). Label the container as to contents of spill and dispose according to applicable regulations. Store container in a well ventilated and unoccupied area until disposal arrangements can be made.

MINOR SPILLS (Cont'd)

d. Mercury:

Evacuate all staff and students from the area of the spill. Wear barrier-providing gloves, glasses and establish proper ventilation. Utilize mercury spill kit to catch all liquid beads. Inspect a large area around the spill including under desks and tables.

1. Using Hg Absorb or Mercury Sponges, amalgamate the powder and mercury.
2. Amalgam and work materials should be placed in a disposal bag.
3. Place the disposal bag in a sturdy container for disposal through a certified hazardous waste disposal company.
4. Generally mercury spill kits are designed for up to 25 ml spills. For larger spills, use additional kits.

H-2.b. MAJOR SPILLS

If a major spill (approximately one liter or more of material) occurs within the laboratory, do the following:

1. Evacuate classroom/laboratory immediately. Notify the Building Principals and Chief Operations Officer .
2. If there are toxic fumes or danger of fire, sound the building fire alarm and summon the Fire Department. In the event of a gas leak, do not sound the building fire alarm unless it is an explosion-proof alarm system.
3. The Chief Operations Officer, District Safety Officer and Building Principal will determine if 911 should be called.

I. SUSPECTED TERRORIST ACTIVITY

Through the safety training programs and Administrator meetings, make everyone aware of the proper methods for reporting suspicious activity.

Situational Awareness: When you see something you think is “out of place”; ask yourself, “**Does this person belong at this place at this time?**” If the answer is “**No, or I don’t think so**”, report the suspicious activity to 911.

Activities such as surveillance of school buildings and grounds, questions related to bus routes of travel, school hours, Emergency Management Plans, building populations, utility locations, emergency response agencies, etc. by persons not involved in these areas, individuals from outside of the community, or suspicious individuals should be reported to the local authorities.

APPENDIX A

BALDWINSVILLE CENTRAL SCHOOL DISTRICT ADMINISTRATOR'S TELEPHONE NUMBER

<u>Name/Department/Building</u>	<u>Office Phone</u>
Joseph DeBarbieri, Superintendent of Schools	638- 6043
Renee Burnett, Assistant Superintendent for Curriculum, Instruction & Assessment	638-6044
Kimberly Vile, Assistant Superintendent for Mgmt. Services	638- 6055
Tiffany Turner, School Business Official	638-6060
David Kilcourse, Assistant Superintendent for Human Resources	638-6047
Karrie LaMacchia, Assistant Superintendent of Student Services	638-6052
Richard DeLisle, Director of Technology	638-6190
Christopher Campolieta, Director of Athletics, PE & Health	638-6053
Donna Rice, Food Service Director	638-6063
Michael Tierney, School Transportation Director	638-6097
Richard Foederer, Chief Operations Officer	638-6100
Kris Denton, Principal, Baker High School	638-6008
T.J. Fraher, Principal, Durgee Jr. High	638-6079
Michael Pope, Principal, Ray Middle School	638-6106
Thomas Coughlin, Principal, Elden Elementary	638-6118
Melinda Howard, Principal, McNamara Elementary	638-6130
Alexander Ewing, Principal, Palmer Elementary	638-6127
Melissa Chiodo, Principal, Reynolds Elementary	638-6124
Cindy Cronin, Principal, Van Buren Elementary	638-6121

APPENDIX B

EMERGENCY/AGENCY TELEPHONE NUMBERS

<u>Agency</u>	<u>Telephone Numbers</u>
AMBULANCE	911
COUNTY FIRE CONTROL	911
COUNTY HEALTH DEPT	315-435-3252
COUNTY OFFICE OF EMERGENCY MGMT.	315-435-2525
COUNTY SHERIFF'S DEPT	911
DEPT. OF ENVIRONMENTAL CONSERVATION	315-426-7400
DISTRICT PHYSICIAN (DR. M.J. SHAW)	315-638-6043
FIRE DEPT. - BALDWINSVILLE	911, 315-635-8787
- BELGIUM-COLD SPRING	911, 635-5136 OR 638-4990
- LAKESIDE	911 or 468-0072
HIGHWAY DEPT	315-635-6141
LOCAL POLICE – BALDWINSVILLE	911 or 315-635-3131
NATIONAL GRID	1-800-867-5222
- POWER OUTAGE	1-800-892-2345
- GAS EMERGENCY.	
POISON CONTROL CENTER	1-800-222-1222
RED CROSS	315-234-2200
STATE POLICE	911 or 315-638-8200
COUNTY DEPT. OF MENTAL HEALTH	315-435-3355
SUICIDE & CRISIS COUNSELING	988 or 315-251-1400
WATER DEPT. – BALDWINSVILLE	315-635-3631

APPENDIX C

DISTRICT SITE MAP

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to protect the safety of District Students and Staff**

APPENDIX D

BALDWINSVILLE CENTRAL SCHOOL DISTRICT PROFILE

Superintendent of Schools: Joseph DeBarbieri

Phone: (315)-638-6043

Organization

Grade Range: Pre-K – 12 Student Enrollment: 5465 Teachers: 454 Total Staff: 913

Student Enrollment: as of March 15, 2023

Pre-K: 180

Kindergarten: 349

Grade 1: 391

Grade 2: 394

Grade 3: 387

Grade 4: 412

Grade 5: 409

Grade 6: 421

Grade 7: 426

Grade 8: 411

Grade 9: 417

Grade 10: 441

Grade 11: 416

Grade 12: 410

Total: 5465

District Profile

Building Nurses: Baker- Anthony Mastracco and Heather Awwad; Durgee-Kim Way and Jill St. John; Ray-Veronica Penoyer and Amanda Thompson; Elden- Katie Davis; McNamara- Marjorie Duger; Palmer-Sarah Isbell; Reynolds-Judy Tack; Van Buren- Stephanie Torortelli

Building Head Custodians: Baker-Dave Wentworth; Durgee-Jeffrey Santmeyer; Elden-Bob Monterville; McNamara-Scott Pellett; Palmer- Mark Harrison; Reynolds-Todd Kaestle; Ray-William Getman; VanBuren-Craig Loucks

Building Psychologists: Baker-Lara Lang
Durgee-Sally Aitchison
Ray-Joelle Traub
Elden-Brooke Baston
McNamara-Marilyn Sindone
Palmer-Mary Hickey
Reynolds-Sheryl Quinn
Van Buren-Alex Rusin

District Social Liaison:

Karrie LaMacchia, Assistant Superintendent of Student Services

APPENDIX E

BALDWINSVILLE CENTRAL SCHOOL DISTRICT Day Care Centers Registered with District Transportation As of 03/10/2023

<u>School/Day Care Center</u>	<u>Location</u>	<u>Telephone</u>
Vicki Aldridge	130 E Genesee St	315-723-2123
Linda Barnes	30 McHarrie St	315-635-5174
Cindy Bartlett	94 Cross Country Dr	315-561-8637
Childtime	8439 Loop Road	315-635-1693
Margarite Geno	126 Christopher Dr	315-635-4865
Marlene Greenwood	11 Commodore Cir	315-635-0110
Jessica Hunt	8292 Oswego Rd	315-751-0604
Koala Kare	3476 Belguim Rd	315-652-8021
Little Lukes	8282 Silverwood Ln.	315-857-0800
Nancy Lundy	3019 Peony Farm Ln.	315-720-1906
Joan McQuade	1883 Church Rd	315-678-2816
Jennifer Siedlicki	6 Wood St.	315-857-4656
Candy Stables	8841 Oswego St.	315-635-3525
Gina Stacconi	8111 Dexter Parkway	607-591-5954
Sue Tessier	3737 Patchett Rd	315-638-4160
YMCA	8040 River Rd	315-303-5966

APPENDIX F

SURVEY OF VULNERABILITY SITES OF POTENTIAL EMERGENCIES

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to protect the safety of District Students and Staff**

APPENDIX G

DISTRICT EMERGENCY RESPONSE TEAM

<u>Name/Department/Building</u>	School Number
Joseph DeBarbieri, Superintendent of Schools	6043
Renee Burnett, Assistant Superintendent for Curriculum, Instruction and Assessment	6044
Kimberly Vile, Assistant Superintendent for Mgmt. Services	6055
Tiffany Tuner, School Business Official	6060
Karrie LaMacchia, Assistant Superintendent for Student Services	6052
Christopher Campolieta, Director of Athletics PE and Health	6053
Jenna Wolcken Director of Pupil and Personnel Services	6052
Donna Rice, Food Service Director	6063
Mike Tierney, School Transportation Director	6097
Richard Foederer, Chief Operations Officer	6100
Tammi Corrente, Facilities Secretary	6100
Allan Burt, Grounds Supervisor	6102
Linda Virginia, Dispatcher	6097
Cory Duthoy, Dispatcher	6097
Janine Musumeci, Dispatcher	6097
Lori Forbes, Pupil Transportation Analyst	6097
Mike Lefancheck, Baldwinsville Chief of Police	Office: 635-6808

APPENDIX G (Cont'd)

BUILDING EMERGENCY RESPONSE TEAM

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to protect the safety of District Students and Staff**

APPENDIX H

BALDWINSVILLE CENTRAL SCHOOL DISTRICT EVACUATION SITES

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to protect the safety of District Students and Staff**

APPENDIX I

BALDWINSVILLE CENTRAL SCHOOL DISTRICT ASSISTED EVACUATION PLANS FOR NON-AMBULATORY/SPECIAL NEEDS STUDENTS

PROCEDURAL GUIDELINES

When notified to evacuate, all building occupants will use the primary evacuation route to the nearest exit as identified on the floor plan or instructions posted in each classroom. When the emergency prevents the use of the nearest exit, a secondary route to an alternate exit or through a designated rescue window shall be used as directed. Each Building Administrator, before the start of the school year, establishes these routes for Assisted Non-Ambulatory/Special Needs Students.

In the case of building evacuation, the Special Education Staff Member assisting each Non-Ambulatory/Special Needs Student shall be responsible for and remain with that student during the evacuation procedure. *The following building, evacuation procedures are to be used whenever the fire alarm is sounded or in any emergency, that requires the evacuation of the building:*

1. Building Evacuation Procedures

IN CASE OF FIRE: Activate the nearest fire alarm pull station. This will automatically alert the Fire Department to respond. *Do not attempt to extinguish a fire!*

- a. All occupants must evacuate the building, regardless of the time of day, according to the posted emergency evacuation route for their room/area or as listed below unless otherwise directed by the Building Administrator of designee. **IF YOUR EXIT IS BLOCKED - USE THE NEAREST OPEN EXIT.**
- b. At the sound of the fire alarm or notice to evacuate, Special Education Staff Members will lead their students out of the building per **Building Appendix C. Elevators are not to be used. Areas of Safe Refuge for upper floors should be utilized.**
- c. If it is possible, close all windows and doors upon exiting and turn the lights off.
- d. The **Building Administrator or Fire Department** (upon arrival) shall check lavatories and other unsupervised areas to ensure that all occupants have evacuated. Notify the Command Post upon completion.
- e. **Doors:** The first class to arrive at any outside door is to make sure that the door remains open for the rest of the classes. Upon completion of the evacuation, faculty shall return the doors to the closed position.
- f. Teachers will direct groups to assembly areas on the school grounds as follows: **at least 200 feet away from the building as per assigned exit unless notified otherwise.**

APPENDIX I (Cont'd)

- g. Teachers shall check attendance to be sure everyone in their class is accounted for. Therefore, it is important that the Special Education Staff Member ensure that the Teacher responsible for the room is aware of the Special Education Students' location during and after evacuation. Missing students are to be reported to the staff member at the assigned exits.
 - h. Horseplay is not permitted during the evacuation procedure.
 - i. **Re-entry to the Building Is Prohibited Until the All Clear Has Been Given by the Fire Chief, the Department Supervisor, or Designee.**
 - j. The Building Administrator or designee will verify that all employees have exited the building. Missing persons will be reported to the Fire or Police Official upon their arrival.
2. Evacuation to Another Location
- a. As in the case of Building Evacuation, it is the key responsibility of the Special Education Staff Member to ensure that the student they are working with is evacuated safely, and that during the process that student's needs are met. This includes the safety and needs of the student at the "staging area" and while the student is being transported to the off-site relocation area.

APPENDIX J
DISTRICT RESOURCES

<u>Equipment Type</u>	<u>Locations</u>
2-Way Radios	Durgee, Palmer, Reynolds, Ray, Van Buren, Grounds, Baker, Facilities, Trans.
911 Emergency Radios	All Building Administrators, SRO's, All Superintendents
AED's	At least 1 in each occupied Building
Portable Generators	New Transportation
Portable Pumps	Grounds Department
Dump Trucks	Grounds Department
Backhoe Attachments	Grounds Department
Front-end Loader	Grounds Department
Chainsaws	Grounds Department
Portable Lifts	Maintenance Center/ Food Service
Portable Welder	Maintenance Center
Fire Extinguishers	Baker, Durgee, Ray, Elden, McNamara, Palmer, Reynolds, Van Buren, Facilities & Trans., Throughout District
Flashlights	
Wheel Chairs	Nurse's Offices
Portable Stretcher	Elden Nurse's Office
Backboard & Neckbrace	Baker Pool Area
Gasoline	Each School Building, Grounds, Transportation Department
Diesel Fuel	Transportation Department, Grounds
Cell Phones	Throughout the District
Food	Food Supply at each School Building

APPENDIX K

STAFF QUALIFIED to ADMINISTER CPR/FIRST AID

Nurses

Name	Certification type	Expiration date	District Building
Bano Michelle	Nurse	3/1/2024	N/A
Awwad Heather	Nurse	3/1/2024	Baker
Thompson Amanda	Nurse	11/1/2023	Ray
Katie Cazzolli	Nurse	3/1/2024	District Office
Davis Kathy	Nurse	3/1/2024	Elden
Duger Marjorie	Nurse	3/1/2024	McNamara
	Nurse	3/1/2024	St. Mary/WoL
Isbell Sarah	Nurse	10/1/2023	Palmer
Mastracco Anthony	Nurse	3/1/2024	Baker
Penoyer Veronica	Nurse	2/1/2024	Ray
St. John Jill	Nurse	7/1/2024	Durgee
Tack Judy	Nurse	3/1/2024	Reynolds
Tortorelli Stephanie	Nurse	3/1/2024	Van Buren
Way Kim	Nurse	8/1/2023	Durgee

In District Coaches

Name	Certification type	Expiration date	District Building
Abbott Jeffery	CPR (2)	10/24/2024	Ray
Abbott Nicole	CPR (2)	08/03/2023	McNamara
Beilein Patrick	CPR (2)	11/7/2024	Non-District
Borkowski Dylan	CPR (2)	3/2/2024	McNamara
Boyle Elizabeth	CPR (2)	3/2/2024	Ray
Brennan Matt	CPR (2)	3/2/2024	Ray
Brown Scott	CPR (2)	3/13/2025	Durgee
Brown Thomas	CPR (2)	11/7/2024	Non-District
Bruce Melanie	CPR-LG (1)	11/8/2023	Durgee
Byrnes Nolan	CPR (2)	6/14/2024	Non-District
Cataldi Brett	CPR (2)	3/6/2025	Ray
Chetney Patrick	CPR (2)	3/6/2025	Durgee
Christensen Cassidy	CPR (2)	11/7/2024	McNamara
Condon Amy	CPR (2)	8/17/2024	Non-District
Cuyler Jamie	CPR (2)	3/6/2025	Baker
D'Agostino Gennaro	CPR-LG (1)	11/8/2023	Baker
Dahm Jennifer	CPR-LG (1)	8/4/2023	Van Buren
Dailey Sasha	CPR-LG (1)	7/11/2023	Baker
Dias Gerald	CPR (2)	11/2/2023	Ray
Diglio Michael	CPR (2)	6/22/2024	Non-District

STAFF QUALIFIED to ADMINISTER CPR/FIRST AID

Name	Certification type	Expiration date	District Building
Dolan Katie	CPR (2)	6/14/2024	Baker
Dottolo Joe	CPR (2)	11/7/2024	Ray
Doyle Chelsea	CPR (2)	3/6/2025	Non-District
Dudzinski Jason	CPR (2)	11/7/2024	Non-District
Earle Sierra	CPR (2)	8/3/2023	Non-District
Fiorini Peter	CPR (2)	3/6/2025	Non-District
Francis Alaura	CPR (2)	3/2/2024	Non-District
Galliher Kelly	CPR (2)	11/2/2023	Durgee
Gates Jeanna	CPR (2)	8/18/2024	Baker
Gesek Glenn	CPR (2)	6/14/2024	Non-District
Goldsmith Mariah	CPR (2)	8/18/2024	Non-District
Grabowski Raymond	CPR (2)	3/6/2025	Non-District
Harrison Sarah	CPR (2)	3/2/2024	Van Buren
Hiltbrand Ryan	CPR (2)	10/16/2023	Non-District
Hughes Lauren	CPR (2)	3/6/2025	Palmer
Hyland Dan	CPR (2)	7/18/2024	Elden
Hysick Ronald	CPR-LG (1)	11/8/2023	Baker
Johnstone Lori	CPR (2)	11/7/2024	McNamara
Kruger Kathleen	CPR (2)	3/6/2025	Ray
Lamb Andrew	CPR (2)	3/2/2024	Non-District
Lewis Michael	CPR-LG (1)	11/8/2023	Baker
Lloyd Mark	CPR (2)	11/7/2024	Non-District
Ludden Christopher	CPR-LG (1)	11/8/2023	Baker
Maestri Paul	CPR (2)	3/2/2024	Non-District
Malecki Mike	CPR (2)	3/6/2025	Baker
Manning Emma	CPR (2)	3/6/2025	Reynolds
Manning Thomas	CPR (2)	6/14/2024	Durgee
McCaffrey Glenn	CPR (2)	11/7/2024	Durgee
McGlynn Andy	CPR (2)	11/7/2024	Baker
Metcalf Meghan	CPR (2)	11/7/2024	Non-District
Mizer Paul	CPR (2)	3/2/2024	Non-District
Morse Kathy	CPR (2)	11/3/2024	Non-District
Muscatello James	CPR (2)	6/7/2024	Non-District
Nicholson Kassie	CPR (2)	3/6/2025	Non-District

APPENDIX K (Continued)
STAFF QUALIFIED to ADMINISTER CPR/FIRST AID

Name	Certification type	Expiration date	District Building
Ordway Tessa	CPR (2)	6/14/2024	Ray
Pallotta John	CPR (2)	11/2/2023	Ray
Penafeather David	CPR (2)	10/24/2024	Durgee
Peterson Gary	CPR (2)	11/7/2024	Non-District
Polky Mark	CPR (2)	6/8/2024	Non-District
Ross Barbara	CPR (2)	10/11/2024	Non-District
Ross Christopher	CPR (2)	6/8/2024	Non-District
Salamone Joseph	CPR (2)	3/14/2024	Durgee
Sanfilippo Carl	CPR (2)	6/14/2024	Non-District
Savacool Christopher	CPR (2)	3/2/2024	Non-District
Scheemaker Timothy	CPR (2)	6/14/2024	Non-District
Schrader David	CPR (2)	3/6/2025	Non-District
Searly Cassidy	CPR (2)	3/6/2025	Palmer
Slemmer Kristin	CPR (2)	3/6/2025	Durgee
Solomon Timothy	CPR (2)	3/6/2025	Baker
Spicer William	CPR-LG (1)	11/8/2023	Baker
Stagnitta David	CPR (2)	6/14/2024	Durgee
Stubbmann Tiffany	CPR (2)	6/14/2024	Ray
Sweeney Candace	CPR-LG (1)	10/7/2023	Baker
Tabor Megan	CPR (2)	3/6/2025	Durgee
Titus Megan	CPR (2)	8/23/2023	Baker
Vannatta Daniel	CPR (2)	3/2/2024	Ray
Webb Todd	CPR (2)	11/7/2024	Non-District
Wellman Dennis	CPR (2)	3/6/2025	Palmer et al
Wilcox Matthew	CPR (2)	10/24/2024	Durgee
Wisely Elizabeth	CPR (2)	3/6/2025	Non-District
Young Jennifer	CPR (2)	11/7/2024	DO/Palmer

APPENDIX L

THREAT INCIDENT INFORMATION REPORT

USE THIS FORM WHEN COLLECTING BOMB OR OTHER TYPE OF THREAT INFORMATION

QUESTIONS TO ASK:

1. When will bomb explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? _____
7. Why?
8. What is your address?
9. What is your name?
10. Sex: _____ Race: _____
11. Age: _____ Call length: _____
12. Phone # at which call is received: _____

EXACT WORDING OF THE THREAT:

Time: _____ Date: _____

CALLER'S VOICE

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------|--|------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Angry | <input type="checkbox"/> Calm | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Familiar | <input type="checkbox"/> Lisp | <input type="checkbox"/> Laughter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Normal | | <input type="checkbox"/> Raspy | |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Rapid | | <input type="checkbox"/> Whispered | |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Slow | | | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | | | |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS

- | | | | | |
|--|--|------------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Crockery | <input type="checkbox"/> Static | <input type="checkbox"/> Clear |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Office machinery | <input type="checkbox"/> PA system | <input type="checkbox"/> Local | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Long distance | <input type="checkbox"/> Voices | <input type="checkbox"/> Motor | <input type="checkbox"/> Music |
| <input type="checkbox"/> Other _____ | | | | |

THREAT LANGUAGE

- | | | | | |
|---|-------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Message read by threat maker | | | | |
| Remarks: _____ | | | | |

REPORT CALL IMMEDIATELY TO YOUR SUPERVISOR

Name: _____ Position: _____ Phone #: _____

APPENDIX M

THREAT ASSESSMENT REPORT

Date: _____

Time: _____ a.m. p.m.

Location / Building: _____

Name of Threat-maker:

Relationship to School / Recipient:

Exact words of Threat:

How the threat-maker appeared (physically / emotionally):

Names Actions of others directly involved:

When incident occurred:

Where incident occurred:

Name(s) of potential victims:

Physical conduct that would substantiate intent to follow through on the threat (tone of voice, actions):

Events prior to incident:

Any history leading up to the incident:

What event(s) triggered the incident:

Names / Positions of responding staff:

THREAT ASSESSMENT REPORT (Cont'd)

Consequences or impact of incident:

Witnesses:

Conclusion of incident:

Status of threat-maker:

Steps taken to ensure the threat will not be carried out:

Suggestions:

Person Completing Form:

Forward Completed Form to Building Administrator Immediately.

APPENDIX N

Vandalism, Burglary, Theft or Illegal Entrance (Report to the Chief Operations Officer Immediately)

Date: _____

- 1) School Building _____
- 2) Principal _____
- 3) Name of Employee who reported the incident _____
Title _____
- 4) Date incident occurred _____
- 5) Approximate time of incident _____
- 6) Remarks (Include a complete description of the event; damage to equipment, floors, windows, etc. State when event or damage was discovered & to whom it was reported)

(Use back of form for additional comments.)

- 7) Estimated Cost _____
- 8) Final Disposition

Copies to: Chief Operations Officer
Superintendent
Assistant Superintendent for Mgmt. Services
Principal

APPENDIX O

**BALDWINSVILLE CENTRAL SCHOOL DISTRICT
THREAT ASSESSMENT FLOW CHART**

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to protect the safety of District Students and Staff**

APPENDIX P

**STANDARD OPERATING
PROCEDURES FOR BLOOD/BODY
FLUID INCIDENTS GENERAL
INFORMATION**

If an incident involving blood and/or body fluid should occur, staff is instructed to follow standard operating procedures. Whenever possible, the injured person should be encouraged to care for his/her own minor bleeding or injury once he/she is stabilized. However, there may be situations involving blood/body fluid when a staff person will need to intervene and provide assistance that requires contact. Therefore, staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials or latex gloves. However, the absence of barrier equipment should not preclude assisting a person with a bleeding injury. Whenever possible, take individual to health office for appropriate care.

In most instances, the staff member should not clean up the blood/body fluid spill or the environment, but should instead notify appropriate custodial staff for clean up.

When a staff member needs to intervene and implement “Universal Precautions”, he/she does so from an informed voluntary response under the “Good Samaritan Act” and use of prudent public health protective procedures.

I. Clean Up Materials and Procedures

The following clean-up materials should be readily accessible to any employee who may be faced with a situation that would involve handling or clean up of blood/body fluid spills. These materials should be provided to each staff member or placed in each classroom, office, gym, locker room, and other areas where a spill may occur.

Materials may include:

- a. Disposable latex gloves (vinyl gloves as an alternate).
- b. Disposable paper towels.
- c. Sanitary absorbent material (optional).
- d. Plastic bags with twist seals.
- e. Liquid soap packet or alcohol towelettes.
- f. Gauze pads.
- g. Band-Aids (assorted sizes).

Instructions for Use:

1. Wear disposable gloves when handling blood/body fluids.
2. Provide first aid treatment.
3. Soak up spilled blood/body fluid with disposable towels or sanitary absorbent material.
4. Vigorously clean with soap and water.
5. Disinfect with EPA approved disinfectant (Clorox 1:10, etc.).
6. Place all soiled materials in a plastic bag.
7. Remove gloves, turning inside out during removal, and place in plastic bag for soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.

APPENDIX P (Cont'd)

Instructions for Use (cont'd):

8. Wash hands thoroughly with soap and water using handwashing procedures.
9. **Refer larger blood/body fluid spills to appropriate custodial personnel; keep students/staff away from the area.**

II. Reporting an Incident

1. Report incident as soon as possible and call for appropriate personnel to clean up (custodial staff) or send someone to do so.
2. Keep students/other unneeded personnel (or ask someone to do so) away from incident area (cover with paper towels, if available).

III. Handling a Blood/Body Fluid Incident

1. School personnel should have on hand the spill clean up materials designated above (or as provided by the District).
2. Wear safety glasses, goggles or face mask prior to any situation where splashes of blood/body fluids may occur. Examples of such situations include:
 - a. Extreme medical emergencies.
 - b. Occupational/technical programs, i.e., dental assistant.
3. Wear disposable latex gloves and if necessary, eye and/or face protection, when responding to an incident involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, wash hands and all other affected areas with soap and water immediately after contact.
4. If an accident involving blood or body fluids occurs, encourage the individual to tend to his/her own injury. For example, if a student has a bloody nose, hand him/her the tissues and instruct to pinch nose. If a student has a bleeding injury (cut or abrasion) hand he/she clean paper towels to hold over the injury. If this is not possible, provide assistance using a barrier between yourself and the individual and observe the following:
 - a. When the skin is intact, have the person wash using a disposable soap or alcohol towelette or dispenser soap under running water. Discard towels and/or towelette in a sealable plastic bag. Wash hands using proper hand washing procedures.
 - b. If open lesions or wounds have come into contact with blood/body fluid from another person, scrub with soap and running water. Apply a skin disinfectant (e.g., 70% alcohol, Betadine, Hibiclens) after washing. Discard any used towelettes in a sealable plastic bag.

APPENDIX P (Cont'd)

III. Handling a Blood/Body Fluid Incident (cont'd)

- c. If an Exposure Incident occurs, the individual exposed should go to the Nurse's office to complete an Exposure Incident Report Form, and take the steps established in the Exposure Control Plan.
 - d. If an individual gets blood in the eyes, flood exposed area with running water at room temperature for 2-3 minutes. Take the individual to an eyewash station if one is available. If blood gets into the mouth, rinse with water for 2-3 minutes and spit out.
 - e. In the absence of soap and running water, wipe contaminated skin with soap towelette or alcohol wipe or spray skin with diluted bleach (1:10) solution and wipe off. Dispose of all cleaning items in sealable plastic bag.
5. Place personal clothing soaked with blood/body fluids in a sealable plastic bag using gloves. These will be sent home with the individual for laundering. Place other non-disposable items (i.e., towelettes, etc.) soaked with blood/body fluids in a sealable bag and take to designated area for medical waste. Any skin exposed through contact with the contaminated items should be washed as indicated above.
 6. Do not continue daily activities while wearing blood-contaminated clothing or protective equipment.
 7. Remove disposable gloves and any other protective equipment and place in a sealable plastic bag. Avoid touching skin with soiled gloves.
 8. Wash hands thoroughly with soap and water using the handwashing procedures.
 9. Ensure that all contaminated items have been picked up and placed in sealable plastic bag.
 10. Advise custodian of all areas (including rugs, carpets, furniture, etc.) requiring decontamination.

IV. Clean Up

Clean up blood/body fluid spills observing the following procedures:

1. Clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying disinfectant:
 - a. Use paper towels or tissues to wipe up small soiled areas. After the spill is removed, use clean paper towels, soap, and water to clean area.
 - b. Apply a sanitary absorbent agent for larger soiled areas. After the spill is absorbed, vacuum or sweep up material. Discard material in a sealable plastic bag.
 - c. Disinfect area with an EPA-approved disinfectant according to manufacturer's instructions.
2. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately.
 - a. Apply sanitary absorbent agent, let dry, and vacuum. Discard material in a sealable plastic bag.

APPENDIX P (Cont'd)

- b. Apply a sanitary shampoo with a brush or an extractor and re-vacuum. Discard material in a sealable plastic bag.
 - c. Spray with an EPA-approved disinfectant according to manufacturer's instructions.
3. Clean equipment and dispose of all disposable materials:
- a. Soiled tissues and flushable waste can be flushed in a toilet. Discard paper towels and vacuum bag or sweep into a plastic bag, seal, and dispose of according to procedure.
 - b. Rinse broom and dustpan in disinfectant solution after removing debris.
 - c. Soak mop in disinfectant solution for a minimum of 20 minutes and rinse thoroughly.
 - d. Used disinfectant solution should be promptly poured down a drain.
4. Personal clothing soaked with blood/body fluids should be rinsed wearing gloves, placed in a sealable bag, and sent home for laundering. Other non-disposable items (i.e., sheets, towels, etc.) soaked with blood/body fluids should be rinsed wearing gloves and placed in a sealable plastic bag. Then wash in the hottest water available (160°F) with laundry soap; bleach may be added if water doesn't reach 160°F. Dry in hot dryer or dispose of as regulated medical waste. The skin in contact with the contaminated garment should be washed as indicated above.
5. Store all disinfectants in safe areas inaccessible to students.
6. Ensure that dumpsters are located in a safe area away from the playground or other areas used by students.



APPENDIX Q



BALDWINSVILLE CENTRAL SCHOOL DISTRICT DISTRICT SAFETY COMMITTEE 2023-2024

MEMBER	REPRESENTING	POSITION
Peter Moore	Reynolds Elementary	Teacher
Jeff Santmyer	Durgee Jr. High	Head Custodian
Katie Cazzolli	Health	Nurse Practitioner
Kevin Berler	Baker High School	Science Teacher
Bill Allan	Ray Middle School	Asst. Principal
Brandon Meyers	District Safety	Safety Officer
Krystin Salmonsens	Palmer Elementary	Social Worker
Emma Manning	Elden Elementary	5 th Grade Special Education Teacher
Mark Harrison	Palmer Elementary	Head Custodian, Fire Department
Officer Jered Zeppetello	Baldwinsville Village PD	School Resource Officer
Shannon Palmer	McNamara/Ray Middle	Parent
Scott Pellett	McNamara Elementary	Head Custodian
Chris Campolieta	Athletic Department	Athletic Director
Dr. Michael Shaw	Medical Advisor	District Physician
Kimberly Vile	District Office	Ass't Supt. for Mgt. Serv.
Rick Foederer	Facilities	Chief Operations Officer
Mike Tierney	Transportation	Director of Transportation
Nigel Furlong	Transportation	Bus Driver
Ohla Symoni	Transportation	Bus Attendant
Donna Rice	Food Service	Food Service Director
Tiffany Turner	District Office	School Business Official
Officer Jenna Quattrini	Baldwinsville Village PD	School Resource Officer
Jeff Pierce	Utica National	Risk Management Representative
Deputy Katie Kruger	Onondaga County Sheriff's Dept	School Resource Officer
Cindy Cronin	VanBuren Elementary	Principal, BAPIS
Karrie LaMacchia	Student Services	Ass't Supt. for Student Services
Luke Gasowski	Board of Education	Board Member
Victor Jenkins	Board of Education	Board President
Deputy Carl Kruger	Onondaga County Sheriff's Dept	Special Patrol Resource Officer
Officer Martin Knaul	Baldwinsville Village PD	Special Patrol Resource Officer
Officer James Cerankowski	Baldwinsville Village PD	Special Patrol Resource Officer
Deputy Keith Lawrence	Onondaga County Sheriff's Dept	Special Patrol Resource Officer
Deputy Sean Guerrina	Onondaga County Sheriff's Dept	Special Patrol Resource Officer

APPENDIX R

ANNUAL WRITTEN INSTRUCTIONS TO STUDENTS AND STAFF

The Superintendent of Schools, together with each Building Administrator of an educational agency located within the School District, shall provide written instructions on emergency procedures in their respective schools for all students and staff. The written instructions shall be distributed by October 1 of each school year to students and staff by any of the following methods:

1. School district newsletter mailed to all district residents.
2. Special mailing to students' homes.
3. Handout for students to carry home.

At a minimum, written instructions shall include the following information:

1. Identify alarm warning system.
2. Various response actions which may be required, such as early dismissal and sheltering, and a description of each.
3. Name of District Emergency Coordinator and the names and roles of the members of the Emergency Response Team.
4. Methods for disseminating information during an emergency.
5. A source for additional information.

APPENDIX S

DRILL NOTIFICATION

The following notice will be issued by Building Administrators one week prior to the scheduled drill. Such notices will be mailed to the students' last address of record. Where possible, enrolled siblings will be included on one notice.

TO: Parent or Guardian of: _____

ADDRESS:

SUBJECT: Early Dismissal

The Baldwinsville Central School District has scheduled its annual test of the Early Dismissal Plan for _____(date).

Students will be released 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the District's Emergency Plan.

Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.

Principal

APPENDIX T

BALDWINVILLE CENTRAL SCHOOL DISTRICT RED CROSS AGREEMENT

MAIN OFFICE

Onondaga - Oswego Chapter
220 Herald Place
Syracuse, New York 13202
Phone: 315 234-2200
Fax: 315 234-2234



American Red Cross

BRANCH OFFICE

Onondaga - Oswego Chapter
129 West Second Street
Oswego, New York 13126
Phone: 315 343-0967
Fax: 315 343-0909

This Agreement is made and entered into between the governing board of Baldwinsville CSD of Onondaga County, state of New York, and the Onondaga Oswego County Chapter of the American National Red Cross.

RECITALS

Pursuant to the terms of federal statutes, the Red Cross provides emergency services in behalf of individuals and families who are victims of disaster. Baldwinsville CSD is authorized to permit the Red Cross to use the Baldwinsville CSD buildings, grounds, and equipment for mass care shelters required in the conduct of Red Cross Disaster Services activities, and wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of Baldwinsville CSD available to the Red Cross for the aforesaid use. Now, therefore, it is mutually agreed between the parties as follows:

Baldwinsville CSD, agrees that, after meeting its responsibilities to members/clients, it will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross as mass shelters for the victims of disasters.

2. The American Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse Baldwinsville CSD, for any foods or supplies that may be used by the Red Cross in the conduct of its relief activities in said mass shelters.

In witness thereof, the governing board of the Baldwinsville CSD, has caused this agreement to be executed by the President of its governing board, and the American Red Cross has caused this agreement to be executed by the Onondaga-Oswego County Chapter, said agreement to become effective and operative upon the fixing of the last signature hereto.

Signatures to the Agreement:


DISASTER COMMITTEE CHAIR/DIRECTOR

ONONDAGA-OSWEGO CHAPTER
CHAPTER

2/28/2002
Date


PRESIDENT, Board of Education

Baldwinsville CSD
ORGANIZATION

3/18/02
Date

APPENDIX U

PETROLEUM SPILL REPORTING

(Gasoline, Diesel or Waste Oil)

**IN THE EVENT OF A SPILL, IMMEDIATELY REPORT
THE SPILL TO:**

	Phone Number
Chief Operations Officer	315 - 638 - 6100
Asst. Superintendent for Mgmt. Services	315 - 638 - 6055

**IF QUALITY OF SPILLED MATERIAL IS
GREATER THAN 5 GALLONS (on site) YOU SHALL
NOTIFY THE NEW YORK STATE DEPARTMENT OF
ENVIRONMENTAL CONSERVATION WITHIN 2 HOURS:**

**New York State Department of Environmental
Conservation Spill Hotline 1 – 800 – 457 – 7362**

****IF SPILL IS NEAR AND/OR HAS ENTERED A BODY OF WATER,
INVOLVES A HIGHWAY ACCIDENT, DEATH OR INJURY****

The agency shown below must be contacted:

NATIONAL RESPONSE CENTER: 1 – 800 – 424 – 8802

SPILL CLEAN-UP CONTRACTORS:

SUN Environmental Liverpool (315) - 218 - 6995

Paragon Environmental Brewerton (315) - 699 - 0840

Appendix V: Emergency Remote Instruction Plan

INTRODUCTION

The Baldwinsville CSD developed the following **Emergency Remote Instruction Plan** to address the instruction of students if extraordinary circumstances prevent students and staff from physically attending school. The **Emergency Remote Instruction Plan** meets the requirements of New York State Education Commissioner's Regulations for inclusion in the 2023-2024 District-Wide School Safety Plan. Additionally, the plan adheres to guidance set forth in the following Board of Education policies:

- Comprehensive Student Attendance Policy - 7110
- Education of Students in Foster Care - 7134
- Education of Students in Temporary Housing - 7170
- Student Acceptable Use Policy (AUP) - 7315
- Students with Disabilities - 7611
- Instructional Technology - 8260
- Student Access to District System Resources (Computers) - 8261
- Internet Safety/Internet Content Filtering - 8263
- Instruction for English Language Learners - 8270
- Instructional Materials - 8340

BACKGROUND INFORMATION

The NYS Education Department (NYSED) authorized a "snow day pilot" program during the Covid-19 pandemic 2020-2021 and 2021-2022 school years. This program allowed school districts to deliver instruction remotely on days in which they would otherwise have closed due to an emergency.

To give districts greater predictability, in September 2022, the NYSED Board of Regents amended section 175.5(e) of the Commissioner's regulations to codify this flexibility. Districts that would otherwise close due to an emergency may, **but are not required to**, remain in session and provide instruction through remote learning and count these instructional days towards the annual hours requirement for State Aid purposes. Instruction must be provided to all students and be consistent with the definition of remote instruction, as explained below. In addition, beginning with the 2023-2024 school year, such instruction must be consistent with the school district's Emergency Remote Instruction Plan.

NYSED also amended section 155.17 of the Commissioner's regulations to require public schools, BOCES, and county vocational education and extension boards amend their District-wide School Safety Plans to include plans for remote instruction beginning with the 2023-2024 school year. This gives the public an opportunity to provide feedback on such plans for remote instruction prior to their adoption. The Emergency Remote Instruction Plan must include the methods that the school district will ensure the availability of: devices; internet access; provision of special education and related services for students with disabilities; the expectations for time spent in different remote modalities.

Such plans also require that each chief executive officer of each educational agency located within a public school district report information on student access to computing devices and access to the internet each year.

NYSED additions to section 100.1 of the Commissioner's regulations define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, but which must include, in all situations, regular and substantive teacher-student interaction with an appropriately certified teacher.

The NYS Board Regents adopted the amendments noted above that became effective as a permanent rule on September 28, 2022.

Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education were amended, and became effective September 13, 2022, and December 12, 2022, as an emergency action for the preservation of the general welfare to permit approved special education providers to provide remote instruction in the 2022-2023 school year on days they would otherwise close due to an emergency and to count such instructional days towards 14 minimum requirements and to identify the ways in which such remote instruction may be delivered. These amendments relate to remote instruction and its delivery under emergency conditions for students in approved private schools for the education of students with disabilities, state-supported schools, state-operated schools, and approved preschool special education programs. These updated regulations now provide the same flexibility for remote instruction under emergency conditions that was given to school districts. The effective date of the final rule was January 25, 2023.

REMOTE INSTRUCTION

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

UNSCHEDULED SCHOOL DELAYS AND EARLY RELEASES

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day ([NYSED Part 175.5](#)).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

ENSURING ACCESSIBILITY AND AVAILABILITY (INTERNET, COMPUTERS/DEVICES)

The Baldwinsville CSD shall survey families to find out who has a reliable high-speed internet connection. A survey conducted in 2020 identified families who live in the district that do not have access, therefore remote learning is a challenge, if not impossible, for these students. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility. All survey information is stored and available in the database. When students do not have internet access, the district works with the families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district works with the community to provide locations where internet access could be used if they are able to use these locations.

Commissioner's regulation 115.17(f) outlines the annual data collection that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. The chief executive officer (School Superintendent) shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity.

District policy #8261 and procedures are followed to ensure computing devices are made available to students or other means by which students will participate in synchronous instruction.

Baldwinsville CSD EMERGENCY CLOSURE REMOTE LEARNING PLAN

<p align="center">POLICIES</p>	<p>The plan adheres to guidance set forth in the following Board of Education policies:</p> <ul style="list-style-type: none"> ● Comprehensive Student Attendance Policy - 7110 ● Education of Students in Foster Care - 7134 ● Education of Students in Temporary Housing - 7170 ● Student Acceptable Use Policy (AUP) - 7315 ● Students with Disabilities - 7611 ● Instructional Technology - 8260 ● Student Access to District System Resources (Computers) - 8261 ● Internet Safety/Internet Content Filtering - 8263 ● Instruction for English Language Learners - 8270 ● Instructional Materials - 8340 ● Code of Conduct - Section 8A Dress Code
<p align="center">INTERNET AND DIGITAL DEVICE ACCESS</p>	<p>The school district provides all students in grades K-12 access to a personal computing device. In the event of an emergency closing, provisions will be made to the greatest extent possible to ensure that all students have their device at home for instruction.</p> <p>The school district participates fully in the SED Digital Access Survey along with locally developed surveys to assess how many students have internet access at home. The district provides hotspots to all families that indicate a need for reliable internet to facilitate access to learning at home.</p> <p>All faculty should have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.</p>
<p align="center">PEDAGOGY</p>	<p>All teachers in grades K-12 will use Google Meet as their primary instructional platform.</p> <p>Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty. Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course,</p>

	<p>grade level, and teaching style. The instructional approach may include a combination of:</p> <p><u>Synchronous “Live” Instruction</u> - Using Google Meet along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project-based opportunities within this model.</p> <p>Teachers will make personal connections with all students during scheduled class times via Google Meet. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning.</p> <p><u>Asynchronous “Flipped” Instruction</u> - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students participation and assignment completion in Google Classroom. These activities may include teacher/student synchronous interactions for a portion of the lesson.</p> <p><u>Authentic Independent Instruction</u> - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p>
<p style="text-align: center;">STUDENT EXPECTATIONS</p>	<p>All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations.</p> <ul style="list-style-type: none"> ● All students are expected to practice appropriate digital etiquette and responsible behavior during assigned Google Meets: <ul style="list-style-type: none"> ○ Mute yourself on meets as directed by your teacher ○ Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise. ● Students, to the best of their abilities, are expected to work in an appropriate setting when participating remotely / on-line. Examples include a desk, table, kitchen counter, etc.

	<ul style="list-style-type: none"> • Student dress must be appropriate in all platforms - the Student Dress Code section of the Student Handbook / Code of Conduct applies to students in all platforms. <p>If there are any circumstances preventing full and appropriate participation, the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p>
DAILY SCHEDULE	The virtual day will follow the same schedule framework as the HS, MS and Elementary School to which the student is assigned. Teachers will provide the schedule and communicate this information with students and families. As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters.
COMMUNICATION PROTOCOL: INTERVENTION	Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies should be accessed to maintain effective communication.
SPECIAL SERVICES	School districts are required to implement supports, services and accommodations, as indicated in students' IEPs or 504 Accommodation Plans, to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. Please see this document for specific guidelines.
NON- INSTRUCTIONAL SERVICES <ul style="list-style-type: none"> • TRANSPORTATION • FOOD SERVICE • MAINTENANCE • CUSTODIAL • CLERICAL/ ADMINISTRATIVE SUPPORT 	When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions regarding whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.

NYSED Plan Requirements

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction;
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity;
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS

Pursuant to Section 175.5 of Education Law the school district may decide to transition to remote instruction in the event emergency conditions dictate the closure of the PreK through Grade 12 facilities. Under the provisions of New York State Education Law and the District Emergency Remote Instruction Plan any instruction sessions provided during the closure of the school facilities are counted towards annual hour requirements for meeting 180 days required for State financial aid.

Annual Hourly Requirements for the purpose of apportionment of State Aid (for districts receiving foundation aid) are noted below:

- 450 instructional hours for pupils in half-day kindergarten
- 900 instructional hours for pupils in full-day kindergarten and grades one through six
- 990 instructional hours for pupils in grades seven through twelve

The district estimates the number of instructional hours it intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions from a minimum of 1 remote instruction day due to emergency conditions, up to the full year's annual hourly

requirement. A district remote instructional day is the same number of hours as an in-person instructional day.

TRANSPORTATION

When a school district is in remote session, pupil transportation must be provided to students attending religious and independent schools, charter schools or students whose individualized education program (IEP) have placed them out of district. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation for students attending school outside of the district. Decisions not to transport need to be based on real-time information relevant to the safety of students, staff and vehicles. School districts and religious and independent schools, charter schools and other programs are encouraged to work together to ensure continuity of education while ensuring that transportation can be provided in a safe and efficient manner.

REPORTING

IMMEDIATELY

Whenever a school building must close to instruction due to the activation of its District-wide School Safety Plan or Building-level Emergency Response Plan, a *Report of School Closure* must be submitted to the Commissioner of Education by the School Superintendent as required under CR 155.17(f) via the NYSED Report of School Closure portal. Even when remote instruction is provided during an emergency closure, a *Report of School Closure* must be submitted. This also applies when instruction can be delivered in an interim location or via another instructional modality.

When it is determined that it is safe to re-open a school building after an emergency closure, the School Superintendent must notify the Commissioner by completing a corresponding *Report of School Re-Opening*, via the NYSED Report of School Re-Opening portal.

The *Report of School Closure* is intended to provide immediate notification to the Commissioner regarding an emergency closure. The *Report of School Re-Opening* notifies the Commissioner of the re-opening and also collects the actual duration of the closure, the location and modality of instruction, and detailed information that may not have been available at the time of the closure.

Reasons for building closures may include, but are not limited to, natural disasters, power outages, instances of infectious disease, extraordinary adverse weather conditions and threats of violence. It is no longer required to submit a *Report of School Closure* for routine snow days.

ANNUALLY BY JUNE 30TH

The School Superintendent shall notify the NYSED Commissioner the results of the survey on student access to computing devices and access to internet connectivity through the Student Information Repository System (SIRS) every year by June 30th.

END OF THE SCHOOL YEAR

The school district shall report Emergency Remote Instruction through the State Aid Management System at the end of the school year. After the close of the school year starting with the ending of 2023-2024, the School Superintendent reports remote instructional days under emergency conditions through the State Aid Management System, and certifies this at the time NYSED's *Form A* is submitted as part of other required certifications. Using the NYSED prescribed form, the School Superintendent certifies to NYSED:

- That an emergency condition existed on a previously scheduled session day and that the school district was in session and provided remote instruction on that day;
- How many instructional hours were provided on such session day; and
- Beginning with the 2023- 2024 school year, that remote instruction was provided in accordance with the district's Emergency Remote Instruction Plan.

BOARD OF EDUCATION APPROVAL

As part of the District-wide School Safety Plan, the school district's Board of Education shall make the Emergency Remote Instruction Plan available for public comment and public hearing for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.

APP. W: Village/Sheriff SRO/SPRO Agreement

AGREEMENT

AGREEMENT made this ^{4th} 26 day of June, 2023, by and between the Baldwinsville Central School District (the "District"), a municipal corporation organized under the laws of New York State with offices at 29 East Oneida Street, Baldwinsville, New York 13027 (the "District") and the Village of Baldwinsville, a municipal corporation organized under the laws of New York State with offices at 16 West Genesee Street, Baldwinsville, New York, 13027 (the "Village").

RECITALS

WHEREAS, Article 5-G of the General Municipal Law authorizes school districts, villages, and other municipal corporations to enter into agreements to perform their respective functions, powers and duties among themselves, or one for the other, on a cooperative contract basis; and

WHEREAS, the District and the Village have decided to enter into a cooperative agreement regarding their responsibilities for enforcement of the public order on District property; and

WHEREAS, the District wishes to implement School Resource Officers to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the District and the Village desire to establish the terms and scope of duties in this School Resource Officer (hereinafter referred to as "SRO") Agreement the specific terms and conditions of the services to be provided by the said SROs in the District:

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Village responsibilities.

The Village will provide two police officers to provide on-site services as SROs to the school campus during the days that school is in session. The Village will provide the SROs with any required equipment, including cars, which equipment will come from the Village Police

Department budget. The SROs' use of the cars will be solely at the discretion of the Chief of Police.

SRO's shall not enforce school rules or policies; matters of school discipline shall be referred to the appropriate building principal. The SRO's shall not detain or question students about their immigration status. The SRO's shall abide by School District policies except to the extent that such policies conflict with the officer's responsibilities as a law enforcement officer or in a situation where life or property is in danger. All of the obligations of the Village as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation or membership in any other protected class.

2. Duties of SRO's

The Village shall provide the District with an officer(s) capable of providing the following SRO services:

- i. Report directly to the Village Chief of Police or his/her designee.
- ii. Provide for the security and safety of all students, staff and visitors, protect school property and maintain order in and around the school site.
- iii. Attend Superintendent's hearings with students as requested by the District.
- iv. Provide intervention between students and/or staff using appropriate techniques to calm and control situations.
- v. Under supervision of the Village Chief of Police or his/her designee, and in coordination with the District's administration, investigate all crimes and incidents occurring on and in the vicinity of school grounds. Provide the appropriate documentation for such investigations. SRO's will follow the rules and procedures of the Baldwinsville Police Department for the usage of Body Camera's, their operation, care, storage and retention/release of video.

- vi. Report all violations of law, school rules, regulations or policies to District's administration.
- vii. Enforce all governing New York State and federal laws, rules and regulations and assist schools in meeting requirements mandated by New York State law.
- viii. Act as a liaison with police and other emergency personnel.
- ix. Build relationships by being a liaison between the Village Police Department and the District.
- x. Advise the District's administration of any circumstances or situation that may create any potential harm to persons, or damage to, or loss of property.
- xi. When feasible and requested to do so by District's officials, and in a manner which does not infringe upon individuals' Constitutional rights, screen persons entering the building or school grounds.
- xii. Question any individual not having appropriate identification to ascertain his/her status.
- xiii. Educate potential school-age victims in crime prevention and safety.
- xiv. Develop or expand crime prevention efforts for students.

3. District's Responsibilities

The District shall reimburse the Village the costs of salary, retirement, Social Security, health insurance premium, and workers' compensation insurance premium for the replacement officers (i.e., the additional police officers hired to address non-school community service needs resulting from the assigned police officers' time commitment to the schools) for the time period consisting of September 1 through June 30 of the school year. The District shall also reimburse the Village for 5/6 of the cost of the additional vehicle necessary to increase the number of SROs to two officers. The actual and only costs for the 2023-2024 school year, including the costs for the additional vehicle are listed on Exhibits attached. The cost of the vehicle is amortized over a

four-year period and the portion of the costs attributable to the District shall be billed annually to the District on June 1st. Other costs for each school year or portion thereof shall be invoiced by the Village and paid by the District monthly, in equal installments. The District shall reimburse the Village for overtime costs of any SRO who attends school events outside their assigned SRO work hours, with the advanced approval of the Superintendent of Schools and the Chief of Police. It is understood and agreed that time spent by an SRO attending court juvenile and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement. All payments owed by the District to the Village under the terms of this Agreement shall be made within thirty (30) days following the District's receipt of an invoice from the Village.

4. Injury or Absence

If the assigned police officer is injured while performing services for the District under this Agreement and is unable to work, and if in the Village's sole discretion it is able to provide another officer, and if the Board in its sole discretion so desires, the District shall pay any additional expenses incurred by the Village to place another officer on campus. If an assigned police officer is injured while performing non-school police duties for the Village and is unable to work, the Village shall provide another police officer to the District at no additional cost to the District. In the event an SRO is absent from work for any reason other than injury, the SRO shall notify both the Department and the principal of the school to which the SRO is assigned on that particular day. To the extent possible, the Department shall provide an interim replacement.

5. Period Covered

This Agreement will commence on July 1, 2023 and terminate on June 30, 2024. The Agreement may be extended annually by mutual written consent of the parties. Any such extension shall include a listing of costs for the subsequent year of the Agreement. This Agreement may be terminated upon thirty (30) days' written notice to the other party at said

party's designated address.

6. Independent Contractors

The relationship of the parties is that of independent contractors. The police officers assigned to the District as SROs shall at all times be an employee of the Village and shall be subject to the control and supervision of the Baldwinsville Village Police Department. This Agreement is not intended, and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the parties, and the rights and obligations of the parties shall only be those expressly set forth in the Agreement. No assigned or unassigned police officer or other Village employee is an employee of the District, nor shall any such officer or Village employee be entitled to any medical, health, pension, retirement, disability, unemployment, workers' compensation or other insurance or coverage, or any other benefit, similar or dissimilar, from the District. The Village further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including attorneys' fees) related to either parties nonpayment and/or underpayment of any such taxes or payments.

7. Compliance with Law and Access to Records

Notwithstanding any other provision of this Agreement, any assigned officers shall comply with all applicable federal, state and local law, rule and regulation, including, without limitation, those relating to the confidentiality of student records; and shall comply with all applicable District policies, rules and regulations.

At the District's discretion, School officials shall allow SROs to inspect and copy any public records maintained by the school that is permissible by law.

If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to

the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence, provided such disclosure does not violate the New York Education Law 2-d, the Family and Educational Rights and Privacy Act (FERPA), or other applicable law.

If confidential student records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records, or as may otherwise comply with the Family Educational Rights and Privacy Act (FERPA).

Pursuant to FERPA, the District hereby designates each SRO as the District's "law enforcement unit" for the purpose of enforcing any Federal, State or local law and maintaining the physical security and safety of the schools to which they are assigned, and as such shall have access to student education records as appropriate in order to carry out their SRO duties.

The Village will comply with all applicable provisions of state and federal law pertaining to the storage, maintenance, dissemination and administration of information governed by this Agreement, including but not limited to the requirements regarding the confidentiality of student/teacher/principal data/records (hereinafter such data and records are referred to as, "Confidential Educational Information") that may be received from the District.

The following Addendums are attached hereto and incorporated herein:

- Addendum A: Parents' Bill of Rights for Data Privacy and Security
- Addendum B: Parents' Bill of Rights – Supplemental Information Addendum
- (k) ● Addendum C: Village Data Security and Privacy Plan

8. Liability

Village Liability. The Village agrees to defend, indemnify and hold harmless the District,

its agents and employees, against claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of, and resulting from, the acts or omissions of the Village and its employees and officers. Nothing herein shall be construed as creating a "special relationship," for purposes of modifying the general duty of Village to provide police protection.

District Liability. The District agrees to defend, indemnify and hold harmless the Village, its agents and employees, against claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of, and resulting from, the acts or omissions of the District and its employees and officers.

9. Expenses, Attorneys Fees and Costs

In the event either party, in enforcing any part of this Agreement, incurs necessary expenses, or becomes obligated to pay attorneys fees or court costs, the prevailing party shall be reimbursed by the other party for such expenses, reasonable attorneys' fees and court costs within 30 days after receiving written notice from such party with proof of amount.

10. Qualifications of SRO.

All individuals performing SRO services under this Agreement shall be and remain at all times properly licensed and/or credentialed in accordance with applicable law to perform services in accordance with this Agreement. The SRO shall meet the following qualifications:

- a. Be a full time, certified police officer of the State of New York with prior law enforcement experience;
- b. Have excellent communication skills;
- c. Be able to relate well to children of all ages; and
- d. Possess good coordinating and planning skills.

11. Insurance.

The Village shall maintain Excess General Liability and Automobile Liability Insurance at a limit of \$5,000,000 in excess of underlying General Liability (\$1,000,000/\$3,000,000) and Automobile Liability policies with limits of \$1,000,000 per occurrence. The School District and its officers, employees, and agents shall be named as Additional Insureds on a direct primary basis under the policy issued for these coverages. The Village shall provide proof of statutory coverage in compliance with New York State Workers' Compensation Law and a copy of the applicable Additional Insured endorsement form evidencing the coverage outlined herein.

12. Governing Law.

The Agreement shall be construed and interpreted in accordance with the laws of New York State.

13. Assignment.

This Agreement may not be assigned by either party.

14. Interpretation.

The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.

15. Waiver.

The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.

16. Applicability.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

17. Severability.

If any provision of this Agreement is invalid, illegal or incapable of being enforced, by reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

The parties' consent to this Agreement is indicated by their signatures below.

BALDWINVILLE CENTRAL SCHOOL DISTRICT

By: *Jessica P. Mancini* Date: *6/26/2023*
President, Board of Education

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this *26* day of *June*, 2023, before me, the undersigned, personally appeared *Jessica Mancini* personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument; she resides in Baldwinsville, New York; that she is the President of the **Baldwinsville Central School District Board of Education**, the School District described in, and which executed the above instrument; she acknowledged to me that she executed the same in his capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that she signed her name thereto by like order.

Beth L. Ewanck
Notary Public

Beth L. Ewanck
Notary Public, State of New York
No. 01-EP024004
Qualified in Onondaga County
My Commission Expires Oct. 10, 20*23*

VILLAGE OF BALDWINSVILLE

By: Richard A Clarke
Richard Clarke, Mayor

Date: 7/6/23

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this 6 day of July, 2023, before me, the undersigned, personally appeared Richard Clarke, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, he resides in Baldwinsville, New York; that he is the Mayor of the **Village of Baldwinsville**, the Village described in, and which executed the above instrument; he acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that he signed his name thereto by like order.

Jody Ann DePaulis
Notary Public

JODY ANN DEPAULIS
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01DEs402027
Qualified in Onondaga County
Commission Expires December 23, 2023

APPENDIX A

September 2023 through June 2024

9/01/2023 - 2/28/2024

P.B.A. Contract Salaries

Annual Salary & Benefits:

Ofc. Zachary McCaleb (Replacement Officer for SRO
Zeppetello)

Salary	\$82,680.
FICA	\$ 6,325.
Health Insurance	\$29,835.
Workmens' Comp Insurance	\$ 1654.
NYS Retirement	\$16,701.
Sub-Total	\$137,195.
Monthly Rate	<u>\$11,433.</u>
6 Month Total	<u>\$68,598.</u>

3/01/2024 - 6/30/2024

Projected 3% increase in salary.

Salary	\$85,160.
FICA	\$ 6,515.
Health Insurance (5% projected increase)	\$31,327.
Health Insurance (5% projected increase)	\$31,327.
Workmen's Comp Insurance	\$ 1703.
NYS Retirement	\$17,202.
Sub Total	\$141,907.
Monthly Rate	<u>\$11,826.</u>
4 Month Total	<u>\$47,304.</u>

9/01/2023 - 2/28/2024

Ofc. Joseph Serra (Replacement Officer for SRO
Quattrini)

Salary	\$74,047.
FICA	\$ 5,665.
Health Insurance	\$ 2500.
Workmens' Comp Insurance	\$ 1481.
NYS Retirement	\$14,957.
Sub-Total	\$98,650.
Monthly Rate	<u>\$ 8,221.</u>
6 Month Total	<u>\$49,326.</u>

3/01/2024 - 6/30/2024

Projected 3% increase in salary.

Salary	\$76,268.
FICA	\$ 5,835.
Health Insurance	\$ 2,500.
Workmen's Comp Insurance	\$ 1525.
NYS Retirement	\$15,406.
Sub Total	\$101,534.
Monthly Rate	<u>\$ 8,461.</u>
4 Month Total	<u>\$33,844.</u>
2 Laptop Computers @ \$750 each	\$1500.00
2 Aircards for Laptops @ \$35 each per month	\$ 700.00

Total for both SRO's \$201,272.

Addendum A

DISTRICT'S PARENTS' BILL OF RIGHTS

BCSD Ed Law 2d Supplemental Information

3rd Party Vendor Information

School districts and BOCES are required to publish an "Education Law §2-d Bill of Rights for Data Privacy and Security".

Parents and eligible students¹ can expect the following:

1. A student's personally identifiable information (PII)² cannot be sold or released for any commercial purpose.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency.
3. State and federal laws,³ such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act (FERPA), that protect the confidentiality of a student's PII, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the New York State Education Department (NYSED) is available for public review at www.nysed.gov/data-privacy-security, and by writing to Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
5. The right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints may be submitted to NYSED online at www.nysed.gov/data-privacy-security, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, by email to privacy@nysed.gov, or by telephone at 518-474-0937. Complaints may also be directed to:
RJ DeLisle, Data Protection Officer
Baldwinsville Central School District
29 East Oneida St
Baldwinsville, NY. 13027
Phone: 315-638-6190
Email: rdelisle@bville.org
6. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
7. Educational agency workers that handle PII will receive training on applicable state and federal laws, the educational agency's policies, and safeguards associated with industry standards and best practices that protect PII.
8. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

¹ "Parent" means a parent, legal guardian, or person in parental relation to a student. These rights may not apply to parents of eligible students defined as a student eighteen years or older.

² "Eligible Student" means a student 18 years and older.

³ "Personally identifiable information," as applied to student data, means personally identifiable information as defined in section 99.3 of title thirty-four of the code of federal regulations implementing the family educational rights and privacy act, section twelve hundred thirty-two-g of title twenty of the United States code, and, as applied to teacher or principal data, means "personally identifying information" as such term is used in subdivision ten of section three thousand twelve-c of this chapter.

⁴ Information about other state and federal laws that protect student data such as the Children's Online Privacy Protection Act, the Protection of Pupil Rights Amendment, and NY's Personal Privacy Protection Law can be found at <http://www.nysed.gov/student-data-privacy/federal-laws-protect-student-data>.

Addendum B

PARENTS' BILL OF RIGHTS – SUPPLEMENTAL INFORMATION ADDENDUM

1. **EXCLUSIVE PURPOSES FOR DATA USE:** The exclusive purposes for which “student data” or “teacher or principal data” (as those terms are defined in Education Law Section 2-d and collectively referred to as the “Confidential Data”) will be used by the Village (the “Contractor”) are limited to the purposes authorized in the contract between the Contractor and District commencing and expiring on the dates set forth above (the “Contract”).
2. **SUBCONTRACTOR OVERSIGHT DETAILS:** The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act (“FERPA”); Education Law §2-d; 8 NYCRR §121).
3. **CONTRACT PRACTICES:** The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. On or before the date the Contract expires, protected data will be exported to the District in machine-readable format and/or destroyed by the Contractor as directed by the District.
4. **DATA ACCURACY/CORRECTION PRACTICES:** A parent or eligible student can challenge the accuracy of any “education record”, as that term is defined in the FERPA, stored by the District in a Contractor’s product and/or service by following the District’s procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by District in Contractor’s product and/or service by following the appeal procedure in the District’s APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES:** Confidential Data provided to Contractor by the District will be stored in Google Cloud Central Region in the United States. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.
6. **ENCRYPTION PRACTICES:** The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.

SPECIAL PATROL OFFICER AGREEMENT

SPECIAL PATROL OFFICER AGREEMENT made this 26th day of June, 2023, by and between the Baldwinsville Central School District (the "District"), a municipal corporation organized under the laws of New York State with offices at 29 East Oneida Street, Baldwinsville, New York 13027 (the "District") and the Village of Baldwinsville, a municipal corporation organized under the laws of New York State with offices at 16 West Genesee Street, Baldwinsville, New York, 13027 (the "Village").

RECITALS

WHEREAS, Article 5-G of the General Municipal Law authorizes school districts, villages, and other municipal corporations to enter into agreements to perform their respective functions, powers and duties among themselves, or one for the other, on a cooperative contract basis; and

WHEREAS, the District and the Village have decided to enter into a cooperative agreement regarding their responsibilities for enforcement of the public order on District property through provision of Special Patrol Resource Officer Services; and

WHEREAS, the District wishes to implement Special Patrol Resource Officers to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the District and the Village desire to establish the terms and scope of duties in this Special Patrol Resource Officer (hereinafter referred to as "SPRO") Agreement the specific terms and conditions of the services to be provided by the said SPROs in the District:

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

I. GENERAL CONDITIONS

- 1) The Baldwinsville Police Department will be supplementing SROs assigned to the District with (2) Two SPROs. SPROs are defined as Special Patrol Resource Officers.

- 2) SPROs are designated as Peace Officers which will have the following duties and restrictions.
 1. Provide law enforcement services for the assigned school district, in those designated schools as assigned and areas adjacent to the school. Investigate allegations of criminal incidents and act appropriately to situations that may impact the health, safety, and welfare to all those within the school community. Enforce state and local laws and ordinances.

 2. Make appropriate referrals to other governmental agencies to include criminal justice diversion programs, mental health service providers, and other appropriate criminal justice programs.

 3. Work to prevent juvenile delinquency through close contact and positive relationships with students.

 4. Establish and maintain a close partnership with school administrators and SRO's in order to provide for a safe school environment. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator.

 5. Assist SRO's and school administrators in emergency crisis planning and building security matters.

 6. Provide visibility within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.

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

8. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.

9. Coordinate any additional outside public safety resources to include investigative assets that the school itself or any situation may require.

B. Restrictions:

1. The SPRO shall not be responsible for, or have authority to enforce school rules, except to the extent reasonably necessary to perform the specific functions as described in applicable agreements. Matters of school discipline shall be referred to the appropriate school principal or school district administrator for further review and action. The SPRO's shall not detain or question students about their immigration status. The SPRO's shall abide by School District policies except to the extent that such policies conflict with the officer's responsibilities as a law enforcement officer or in a situation where life or property is in danger. All of the obligations of the Village as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation or membership in any other protected class.
2. In accordance with NYS Criminal Procedure Law (CPL) section 690.25 a Peace Officer may not execute a search warrant.
3. In accordance with NYS CPL section 140.25 a Peace Officer may only arrest a person for a violation when such person has committed such violation in his/her presence.
4. In accordance with NYS CPL section 120.60 a Peace Officer may not execute an arrest warrant or summons.
5. In accordance with NYS CPL section 140.50 a Peace Officer may not conduct a temporary stop of a person or search for weapons (i.e. DeBour Levels).
6. SPROs will not be provided with Department vehicle.
7. SPRO's shall follow all rules and procedures of the Baldwinsville Police Department for usage of Body Camera's, their operation, care, storage and retention/release of video.

C. Term

This Agreement will commence on July 1, 2023 and terminate on June 30, 2024. The Agreement may be extended annually by mutual written consent of the parties. Any such extension shall include a listing of costs for the subsequent year of the Agreement. This Agreement may be terminated upon thirty (30) days' written notice to the other party at said party's designated address.

D. Independent Contractor.

The relationship of the parties is that of independent contractors. The police officers assigned to the District as SPROs shall at all times be an employee of the Village and shall be subject to the control and supervision of the Baldwinsville Village Police Department. This Agreement is not intended, and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the parties, and the rights and obligations of the parties shall only be those expressly set forth in the Agreement. No assigned or unassigned police officer or other Village employee is an employee of the District, nor shall any such officer or Village employee be entitled to any medical, health, pension, retirement, disability, unemployment, workers' compensation or other insurance or coverage, or any other benefit, similar or dissimilar, from the District. The Village further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including attorneys' fees) related to either parties nonpayment and/or underpayment of any such taxes or payments.

E. Education Law 2-d Compliance.

The Village will comply with all applicable provisions of state and federal law pertaining to the storage, maintenance, dissemination and administration or information governed by this Agreement, including but not limited to the requirements regarding the confidentiality of student/teacher/principal data/records that may be received from the District. The following Addendums are attached hereto and incorporated herein:

- Addendum A: Parents' Bill of Rights for Data Privacy and Security
- Addendum B: Parents' Bill of Rights – Supplemental Information Addendum
- Addendum C: Village Data Security and Privacy Plan

F. Liability

Village Liability. The Village agrees to defend, indemnify and hold harmless the District, its agents and employees, against claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of, and resulting from, the acts or omissions of the Village and its employees and officers. Nothing herein shall be construed as creating a "special relationship," for purposes of modifying the general duty of Village to provide police protection.

District Liability. The District agrees to defend, indemnify and hold harmless the Village, its agents and employees, against claims, damages, losses and expenses, including, but not limited to, attorney's fees arising out of, and resulting from, the acts or omissions of the District and its employees and officers.

G. Insurance

The Village shall maintain Excess General Liability and Automobile Liability Insurance at a limit of \$5,000,000 in excess of underlying General Liability (\$1,000,000/\$3,000,000) and Automobile Liability policies with limits of \$1,000,000 per occurrence. The School District and its officers, employees, and agents shall be named as Additional Insureds on a direct primary basis under the policy issued for these coverages. The Village shall provide proof of statutory coverage in compliance with New York State Workers' Compensation Law and a copy of the applicable Additional Insured endorsement form evidencing the coverage outlined herein.

H. Governing Law.

The Agreement shall be construed and interpreted in accordance with the laws of New York State.

I. Assignment.

This Agreement may not be assigned by either party.

J. Interpretation.

The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.

K. Waiver.

The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.

L. Applicability.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

M. Severability.

If any provision of this Agreement is invalid, illegal or incapable of being enforced, by reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

N. Governing Law.

The Agreement shall be construed and interpreted in accordance with the laws of New York State.

O. Assignment.

This Agreement may not be assigned by either party.

P. Interpretation.

The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.

Q. Waiver.

The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.

R. Applicability.

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

S. Severability.

If any provision of this Agreement is invalid, illegal or incapable of being enforced, by reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions of this Agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

II. MINIMUM REQUIREMENTS

1. The Special Patrol Resource Officer must:
 - a. Must be a retired member of a Police or Sheriff's Office in New York State who had a permanent competitive class status and held a DCJS Police Officer Certificate.
 - b. Must currently hold a valid NYS Police or Peace officer certificate.
 - c. Must hold a valid NYS driver's license.
 - d. Must possess a valid NYS pistol permit.

III. COST GUIDE:

The District shall reimburse the Village the costs for providing the SPROs as set forth below. All payments owed by the District to the Village under the terms of this Agreement shall be made in ten (10) equal monthly installments within thirty (30) days following the District's receipt of an invoice from the Village.

Salary based on 190 days at 8 hours per day x \$40.00 per hour	(60,800.00)
190 days includes SRO annual training X 2 SPROs	121,600.00
Worker's Compensation x 2 SPRO's (\$1216. ea)	2432.00
FICA x 2 SRPO's (\$4651. ea)	9302.00
Cellphone Reimbursement \$30.00 per month X 10 months X 2 SPRO	600.00
Laptop Computers x 2 SRPO's (\$750 ea)	1500.00
Air-Cards for laptops (\$35 ea per month)	700.00
Total 8/29/22 to 6/24/23	<u>\$136,134</u>

The parties' consent to this Agreement is indicated by their signatures below.

BALDWINSVILLE CENTRAL SCHOOL DISTRICT

By: *Jeffrey P. Jones* Date: 6/26/2023
 President, Board of Education

STATE OF NEW YORK)
 COUNTY OF ONONDAGA) ss.:

On this 26 day of June, 2023, before me, the undersigned, personally appeared

Jeffrey Jones personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument; she resides in Baldwinsville, New York; that she is the President of the **Baldwinsville Central School District Board of Education**, the School District described in, and which executed the above instrument;

she acknowledged to me that she executed the same in his capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that she signed her name thereto by like order.

Beth L. Evancink
Notary Public, State of New York
No. 01-EY9994084
Qualified in Onondaga County
My Commission Expires Oct. 16, 2023

Beth L. Evancink
Notary Public

VILLAGE OF BALDWINSVILLE

By: Richard A. Clarke
Richard Clarke, Mayor

Date: 7/6/23

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

On this 6th day of July, 2023, before me, the undersigned, personally appeared

Richard Clarke, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, he resides in Baldwinsville, New York; that he is the Mayor of the Village of Baldwinsville, the Village described in, and which executed the above instrument; he acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument and that he signed his name thereto by like order.

Jody Ann DePaulis
Notary Public

JODY ANN DEPAULIS
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01DE640207
Qualified in Onondaga County
Commission Expires December 23, 2023

Addendum A

DISTRICT'S PARENTS' BILL OF RIGHTS

BCSD Ed Law 2d Supplemental Information

3rd Party Vendor Information

School districts and BOCES are required to publish an "Education Law §2-d Bill of Rights for Data Privacy and Security".

Parents and eligible students¹ can expect the following:

1. A student's personally identifiable information (PII)² cannot be sold or released for any commercial purpose.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency.
3. State and federal laws,³ such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act (FERPA), that protect the confidentiality of a student's PII, and safeguards associated with industry standards and best practices, including but not limited to; encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the New York State Education Department (NYSED) is available for public review at www.nysed.gov/data-privacy-security, and by writing to Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.
5. The right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints may be submitted to NYSED online at www.nysed.gov/data-privacy-security, by mail to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, by email to privacy@nysed.gov, or by telephone at 518-474-0937. Complaints may also be directed to:
RJ DeLisle, Data Protection Officer
Baldwinsville Central School District
29 East Oneida St
Baldwinsville, NY. 13027
Phone: 315-638-6190
Email: rdelisle@bville.org
6. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.
7. Educational agency workers that handle PII will receive training on applicable state and federal laws, the educational agency's policies, and safeguards associated with industry standards and best practices that protect PII.
8. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

¹ "Parent" means a parent, legal guardian, or person in parental relation to a student. These rights may not apply to parents of eligible students defined as a student eighteen years or older.

² "Eligible Student" means a student 18 years and older.

³ "Personally identifiable information," as applied to student data, means personally identifiable information as defined in section 99.3 of title thirty-four of the code of federal regulations implementing the family educational rights and privacy act, section twelve hundred thirty two-g of title twenty of the United States code, and, as applied to teacher or principal data, means "personally identifying information" as such term is used in subdivision ten of section three thousand twelve-c of this chapter.

⁴ Information about other state and federal laws that protect student data such as the Children's Online Privacy Protection Act, the Protection of Pupil Rights Amendment, and NY's Personal Privacy Protection Law can be found at <http://www.nysed.gov/student-data-privacy/federal-laws-protect-student-data>.

Addendum B

PARENTS' BILL OF RIGHTS – SUPPLEMENTAL INFORMATION ADDENDUM

1. **EXCLUSIVE PURPOSES FOR DATA USE:** The exclusive purposes for which “student data” or “teacher or principal data” (as those terms are defined in Education Law Section 2-d and collectively referred to as the “Confidential Data”) will be used by the Village (the “Contractor”) are limited to the purposes authorized in the contract between the Contractor and District commencing and expiring on the dates set forth above (the “Contract”).
2. **SUBCONTRACTOR OVERSIGHT DETAILS:** The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act (“FERPA”); Education Law §2-d; 8 NYCRR §121).
3. **CONTRACT PRACTICES:** The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. On or before the date the Contract expires, protected data will be exported to the District in machine-readable format and/or destroyed by the Contractor as directed by the District.
4. **DATA ACCURACY/CORRECTION PRACTICES:** A parent or eligible student can challenge the accuracy of any “education record”, as that term is defined in the FERPA, stored by the District in a Contractor’s product and/or service by following the District’s procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by District in Contractor’s product and/or service by following the appeal procedure in the District’s APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES:** Confidential Data provided to Contractor by the District will be stored in Google Cloud Central Region in the United States. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.
6. **ENCRYPTION PRACTICES:** The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.

APPENDIX X

PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

**Public Employer Health Emergency
Plan for the
Baldwinsville Central School District**

This plan is an addendum to the Baldwinsville Central School District Safety Plan

Monday, March 15, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832

Promulgation

This appendix W to our Safety Plan has been developed in accordance with the amended New York State Labor Law Section 27-c and New York State Education Law Paragraphs k and l of Subdivision 2 of Section 2801-a (as amended by Section 1 of Part B of Chapter 56 of the laws of 2016), as applicable.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, Baldwinsville Central School District (the "District") has prepared the instant Public Health Emergency Communicable Disease Plan (the "Plan") to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This plan has been developed with the input of:

Baldwinsville Teachers Association (BTA), Baldwinsville Association of Principals and Instructional Supervisors (BAPIS), Baldwinsville Educational Support Professional Association (BESPA), CSEA - Local 1000 AFSCME, AL-CIO, Baldwinsville CSD Unit #7813 - Onondaga County Educational Local 874, Baldwinsville Transportation Support Staff Association (BTSSA), and Baldwinsville Substitute Teachers' Association, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in The District Safety Plan.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the "Authority"). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

Date of Change	Description of Change	Implemented by

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Planning Assumptions

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practicing social distancing, when possible
- If you are feeling ill or have a fever, notify your supervisor immediately
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”) and/or local public health departments.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

In executing this plan, all employees and contractors of the Baldwinsville Central School District shall be notified by emails and/or texts with additional information and updates as they become available. The Superintendent and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or

email as necessary. The Superintendent of School and/or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Baldwinsville Central School District, or their designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon the conclusion of the public health emergency, as determined by the applicable governmental agency, the Superintendent of the Baldwinsville Central School District, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the Baldwinsville Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency;
2. Provide vital services and applicable supervision of those services;
3. Provide services required by law;
4. Sustain quality critical operations and maintenance; and
5. Uphold the core values and mission of the Baldwinsville Central School District

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of the district.

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The essential functions for the Baldwinsville Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the school district. Maintains the school district’s network and phone system.	1
Upkeep of Buildings and Grounds	Maintain proper functioning of all systems and infrastructure.	1
Cleaning and Disinfection	Removal of dirt and impurities so that germs can be destroyed.	1
Payroll	Ensure staff / employees are paid while policies and procedures are being adhered to.	1
Food Service	Prepare meals for distribution for families	1
Instruction	Provide teaching and learning to students of the school district including specialized and support services.	1
Business Operations	Ensure vendors are paid while policies and procedures are being adhered to.	2
Administration	Lead all district instructional and non- instructional operations	1

Health Services	Provide onsite health services and monitoring of essential staff	1
Transportation	Delivery of meals is essential and as well ensuring our fleet remains compliant with DOT regulations	2

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely, as determined by the Superintendent or their designee, and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> ● LAN Technicians ● Director of Technology ● Network Administrator 	<p>The Director of Technology establishes all priorities for IT tasks and organizes staff.</p> <p>IT staff members provide support in setting up hardware and software, network management, and help desk support.</p>
Upkeep of Buildings and Grounds	<ul style="list-style-type: none"> ● Maintenance Crew Leader ● Chief Operations Officers ● Grounds Crew Leader ● Crew Members 	<p>Crew leaders establish all priorities for tasks and organize crew members.</p> <p>Maintenance Crew members conduct preventative maintenance and repairs to systems associated with the buildings.</p> <p>Grounds Crew members</p>
Cleaning and Disinfection	<ul style="list-style-type: none"> ● Head Custodians ● Custodial Staff 	<p>The Head Custodians coordinate with building and district level leadership, are responsible for monitoring and procuring cleaning and disinfecting resources, and organizing staff.</p> <p>Custodial Staff members conduct all cleaning and disinfecting across the district.</p>
Food Service	<ul style="list-style-type: none"> ● Food Service Director ● Cook Managers / Food Service Helpers 	<p>The Food Service Director ensures that all items are ordered and processes and procedures are being followed to ensure proper handling and distribution occurs. Staff prepare the meals and distribute.</p>

Administration	<ul style="list-style-type: none"> • Principals / Asst. Principals • Directors • Cabinet Leadership (Superintendent, Asst. Supts., etc.) 	<p>Evaluate, monitor, and enforce health and safety protocols and procedures for all essential staff members assigned to each building / department</p> <p>Implement, monitor, and adjust the oversight of all essential operations within each building / department</p> <p>Coordinate with the Chief Operations Officer the use of each building for essential staff and emergency shelters</p> <p>Coordinate communications, as well as technology hardware distribution to essential employees and all non-essential staff and students working or engaging in learning remotely</p> <p>Coordinate, adjust, and repurpose staff based on needs</p>
Instruction	<ul style="list-style-type: none"> • Teachers • Teaching Assistants • Teacher Aides 	<p>Provide instruction to all students, whether specialized services or regular instruction on a daily basis</p>
Health Services	<ul style="list-style-type: none"> • Nurses 	<p>Provide onsite health services and monitoring of essential staff reporting to the buildings / departments</p>
Business office	<ul style="list-style-type: none"> • Payroll • Accounts Payables • Banking/Accounts Receivables 	<p>Process payroll in compliance with policies and procedures in a timely manner, including processing of paper checks.</p> <p>Ensure vendors are paid including processing of invoices and paper checks.</p> <p>Ensure checks/cash are deposited and ACH transactions occur in a timely manner.</p>
Transportation	<ul style="list-style-type: none"> • Fleet Maintenance • Delivery of meals 	<p>Ensure fleet is maintained to DOT standards</p> <p>Ensure meals are delivered to students</p>

Reducing Risk Through Remote Work and Staggered Shifts

By assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

In executing this plan, those employees identified by the Superintendent, or their designee, as non-essential will be notified and authorized to work remotely, as needed. Working remotely requires:

1. Identification by the Superintendent, or their designee, of the staff who will be authorized to work remotely;
2. Approval and assignment of remote work and related schedules;
3. Remote work logs to track work progress and troubleshoot issues that arise;
4. Equipping staff for remote work, which may include but is not limited to:
 - a. Internet capable laptop;
 - b. Necessary peripherals;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of school district operations may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Baldwinsville Central School District employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with Onondaga County and New York State Health Department, and/or CDC guidelines and requirements.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Baldwinsville Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours; and
3. Communication with applicable parties.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to support the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks;
- Face shields;

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- Gloves; and/or
 - Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months
 - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation.
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
 - c. The supply of PPE will be monitored and stored by the District's Chief Operations Officer who will ensure integrity and track usage rates
 - d. Requests for PPE from building administrators and department heads will be directed to the Facilities Department for approval and processing
4. PPE Suppliers
 - a. Personal Protective Equipment is procured from various vendors as products are available and in accordance with guidelines we are provided.
5. Cleaning Supplies
 - a. Cleaning and disinfecting supplies will be evaluated to ensure products meet EPA criteria for use against the virus in question and are appropriate for use on that particular surface.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a "close contact" with someone who is confirmed infected and it is determined the "close contact" isolate/quarantine, as determined by the local public health department):
 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
 - a. As determined by the Superintendent, or their designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
 2. As authorized by law and applicable governmental agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional

precautions are taken to protect them, other employees and contractors, and our constituency/public.

- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current NYSDOH/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Superintendent or his/her designee shall ensure these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the disease that is the subject of the public health emergency, the Superintendent, or their designee:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/public health department guidance and/or have consulted with a healthcare provider of applicable.
 4. The Baldwinsville Central School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the NYSDOH/public health officials to do so.
 5. Persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or in accordance with other NYSDOH/local public health department guidance.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/Local public health department guidance.
 - a. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent of Schools or their designee should inform all contacts of their possible

exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow NYSDOH public health department for additional guidance and support as needed.

Cleaning and Disinfecting

NYSDOH/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Custodians and cleaners are responsible for cleaning common areas daily.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Baldwinsville Central School District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. The policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Baldwinsville Central School District, and as such are not provided with paid leave time by the Baldwinsville Central School District, unless required by law.

Documentation of Work Hours and 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 the Baldwinsville Central School District to support contact tracing within the organization and may be shared with local public health officials.

Employee hours and locations will be tracked in the District's attendance software which will be updated and maintained by building clerical personnel. There are also sign in sheets in the main offices for all entering the building who are not assigned to that location.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which 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 Baldwinsville Central School District's essential operations.

If such a need arises, the school buildings are expected to be the most viable option. If the school buildings are for some reason deemed not practical or ideal, the Baldwinsville Central School District Superintendent of Schools/designee will coordinate with the Onondaga County Health Department to help identify and arrange for these housing needs.