

INTRODUCTION

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

The Glens Falls City School District supports the SAVE legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

OVERVIEW

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

The Glens Falls City School District has appointed a District wide School Safety Team consisting of the Board of Education, students, teachers, administrators, parent organizations, and other school personnel. Members of the team and their positions are as follows: Paul Jenkins, Superintendent of Schools, Stephen Meier, Director of Business, Gene Figler, Director of Facilities & Transportation, Anne Sheehan, Food Service Director, Chris Reed, Middle School Principal, Robert Dano, Custodial Supervisor, Elizabeth Strader – High School, Kathy Callaghan, R.N., Nursing Dept. Chairperson – Kensington Road School, Robin Rose-Jenkins, Speech Pathologist – Jackson Heights School, Cody Conley, Teacher – Kensington School, Joe Desourdy, Head Custodian – Big Cross School, Velvet Ward, Typist – Warehouse,.

The District-wide plan will be used as building block from which each school in the district will work from to aid in the development of the building level plans.

The District-wide plan was developed to include emergencies, which can be anticipated, taking into account the physical, economical and sociological nature of the community. In the event of an emergency or violent incident, the initial response will be by the individual School Emergency Response Team, at which time a designee of that team will notify the Superintendent of Schools and the Director of Facilities & Transportation, of the situation. A member of the individual School Emergency Response Team will notify local and county agencies via calling (911) when outside help is needed.

EDUCATIONAL AGENCY INFORMATION

ADMINISTRATION BUILDING

**15 Quade St.
Glens Falls, NY 12801**

Superintendent of Schools

Paul Jenkins
Work # 792-1212
Home # 743-0980

Director for Business

Steve Meier
Work # 792-1451
Home # 792-4253

POPULATION

11 Staff 0 Students

BUS GARAGE/WAREHOUSE

**31 Glenwood Ave.
Glens Falls, NY 12801**

Director of Facilities & Transportation

Gene Figler
Work # 761-6104
Home # 683-1401

POPULATION

3 Full Time Staff 22 Part-time Staff 8 District-wide Staff
0 Students

KENSINGTON ROAD ELEMENTARY SCHOOL

**Kensington Rd.
Glens Falls, NY 12801**

Principal: Jennifer Hayes
Work # 793-5151
Home # 798-8112

POPULATION

32 Staff 231 Students 14 Special Needs Students Requiring Transportation

EDUCATIONAL AGENCY INFORMATION

BIG CROSS ELEMENTARY SCHOOL

**15 Big Cross Street
Glens Falls, NY 12801**

Principal; Hall Deborah
Work # 792-2619
Home # 792-5574

POPULATION

57 Staff 309 Students 4 Special Needs Students Requiring Transportation

JACKSON HEIGHTS ELEMENTARY SCHOOL

**24 Jackson Avenue
Glens Falls, NY 12801**

Principal: Carrie Mauro
Work # 792-1071
Home # 793-8270

POPULATION

51 Staff 216 Students 10 Special Needs Students Requiring
Transportation

GLENS FALLS MIDDLE SCHOOL

**20 Quade Street
Glens Falls, NY 12801**

Principal: Christopher Reed
Work # 793-3418
Home # 798-1831

Vice Principal: Laurie Parker
Work # 793-3418
Home # 792-8155

POPULATION

65 Staff 610 Students 8 Special Needs Students Requiring Transportation

GLENS FALLS HIGH SCHOOL
10 Quade Street
Glens Falls, NY 12801

Principal: Mark Stratton
Work # 792-6564
Home # 289-5334

Vice Principal: Arthur Corlew
Work # 792-6564
Home # 793-8626

Vice Principal: Elizabeth Collins
Work # 792-6564
Home # 792-5559

POPULATION

136 Staff 804 Students 12 Special Needs Students Requiring Transportation

NOTIFICATION AND ACTIVATION

In the event of a violent incident school staff has been instructed to contact the Principal or building secretary if the Principal is not in the building. They in turn will contact the appropriate law enforcement officials and the Superintendent of Schools. The Superintendent's office will notify all other buildings of incident, via telephone or courier if systems are not operational.

Parents and guardians will be contacted of a violent incident or early dismissal by telephone tree, set up in Building Level Plans, or by radio and television

Superintendent of Schools

Paul Jenkins
Work # 792-1212
Home # 743-0980

Glens Falls Police Dept.

Chief William Valenza
Work # 761-3840

Glens Falls Fire Dept.

Chief James Schrammel
Work # 761-3822

Warren County Sheriff Dept.

Sheriff Nathan H. "Bud" York
Work # 761-6477

OR DIAL "911"

MEDIA NOTIFICATION

To be handled by the Superintendent of Schools or their designee.

Radio Stations:

WCKM
Phone: 761-9890

WENU
Phone: 793-7733

WFLY
Phone: 786-6600

WGY
Phone: 452-4800

Television Stations:

Channel 6, WRGB
Phone: 346-6666

Channel 10, WTEN
Phone: 436-4822

Channel 13, WNYT
Phone: 436-8477

Channel 23, WXXA
Phone: 862-2323

TRAINING, DRILLS & EXERCISES

Every school within the Glens Falls City School District will conduct on an annual basis drills and instruction in accordance with Glens Falls City School District Board of Education Policies; 8210 Instruction of Safety Conditions and Programs, as it relates to safety in hazardous locations within the schools. 8211 Prevention Instruction, as it pertains to AIDS prevention, substance abuse-prevention, fire and arson, student safety and child abduction. 8212 Fire Drills, Bomb Threats, and Bus Emergency Drills.

In addition the District will conduct intruder drills and school lock-down drills.

Building level response teams will be the first responders to any situation, which arises that compromise the safety of students and staff. All staff in the buildings has been trained to report any and all incidents to the main offices.

SECURITY

All staff is required to wear district issued picture ID Badges when on school property.

All visitors must report to main offices for visitor passes.

All doors except the main entrance of each building are locked at the beginning of school.

In compliance with Project SAVE, all new employees hired after July 1, 2001 will be required to be fingerprinted for a criminal history background check.

All elementary Schools are locked-down at the end of the school day.

All elementary schools are protected by intrusion alarms, monitored 24 hours a day 7 days a week, when buildings are unmanned.

The High School/Middle School is staffed 24 hours a day 7 days a week.

All doors are locked at the end of the school day and opened as required for building usage. Staff manning these buildings after hours, are required to perform building checks, logging their findings.

The district has trained 7 of its facilities personnel to engage in bomb searches under the direction of the Director of Facilities and Transportation.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

The Glens Falls City School District conducts district wide surveys of its staff in an attempt to identify problematic students involved in bullying and other types of violence.

Weekly meetings are conducted with the local probation department to discuss issues of students and families of at risk students.

Psychiatric assessments are done District-wide, by the District's 4 social workers and 5 school psychologists.

Close liaisons are kept with the Glens Falls Police Department, Probation Department and Family Courts.

PREVENTION/INTERVENTION

In an attempt to prevent school violence is done through several measures, peer mediation is conducted on an as needed basis. A program titled Minute Mentoring is being used, in this program each staff member selects one student considered to be at risk. Each day the staff member makes a point of speaking to their student, anything from a simple good morning to a short conversation. By doing this on a daily basis the student starts to believe the staff member is a friend and will come to them if they have or foresee a problem.

The District has a group of full time social workers and Psychologists that operate an anger management program for students.

The school districts PTSA meets regularly regarding “0” tolerance of bullying, vandalism and violence in schools, this group often brings guest speakers to the community to discuss these issues.

The District works in conjunction with the Y.M.C.A. in 2 extended day programs, the CASPER program for middle school students, which is both academic and recreational in nature and a program in the elementary schools. An outings club has been established which takes elementary students on hiking, camping, and other outdoor excursions.

A program entitled Girls On The Run has been formed for girls at risk. A special drama club meets to put on skits concerning violence, bullying, and other related topics. A tutorship program using students from the local community college work with high school and middle school students as tutors and mentors, twice a week.

Evening programs are run on a continuing basis by outside agencies for which cover a multitude of school violence issues.

HAZARD IDENTIFICATION

Explosion or Fire Potential

Big Cross School:

Basement Level

Gas and Electrical Services

Boiler Room

Kensington School:

North Entrance

Gas and Electrical Services

Boiler Room

Sanford St. School:

Basement Level

Gas and Electrical Services

Boiler Room

Jackson Heights School:

Basement Level

Gas and Electrical Services

Boiler Room

Glens Falls High School:

Third Floor

Science rooms

Chemical Storage

East Side

Gas and Electrical Service

Boiler Room

Glens Falls Middle School:

Second Floor

Science rooms

Third Floor

Science Rooms

BOMB THREAT

No bomb threat is to be treated as a hoax when first received.

- Announce "Shelter in place" **DO NOT SAY BOMB SCARE**; all staff remain in place and scan their respective areas for anything out of the ordinary. No one is allowed to leave their room. Scanning does not involve touching or handling a suspect object.
- Call 911
- Notify the Superintendent of Schools and Director of Facilities and Transportation
- Contact building custodian to scan common areas for anything unusual, Scanning does not involve touching or handling a suspect object.
- Consult with first responders to determine the course of action, regarding evacuation, continuation or dismissal of school. It is up to the Administrator to make the decision with the assistance of the law enforcement, law enforcement do not make the decision.
- Telephone threats the following should be asked of the caller
 - Where is the bomb located
 - When will the bomb go off
 - What does the bomb look like
 - What kind of explosive is involved
 - Why was the bomb placed
 - What is your name

Also note: time of call; language used by caller; gender; approximate age; speech characteristic (slow, fast, soft, disguised, intoxicated); noticeable background noise (music, motors running, street traffic).

The NYSP Bomb Threat Instruction Card should be placed next to telephones most likely to receive outside calls.

- Written threats should be handled as little as possible; fingerprints may be taken from the paper for evidence. Threats written on walls should not be removed until it is viewed or documented by law enforcement.

LOCKOUT

A “Lockout” is the response to an actual or potential threat from outside the building.

Example of this is would be an escaped fugitive, a disgruntled employee or spouse, or a parental custody issue. Where the situation warrants, the school faculty, staff and students are made aware of – but not disrupted by such a response being activated. The school day continues as normal except the termination of outside activities.

- Objective is to keep any threat of violence or dangerous incident out of the school and to promote minimal disruption to the education process.
- Announce lockout via the intercom, use the work lockout.
- Notify the police AND Superintendent of schools of the local situation or potential situation.
- Lock all exterior doors and windows.
- Terminate all outside activities.
- Entry to the building may be gained only on a one-on-one basis, through a locked and monitored entrance.
- Continue inside activities as usual.
- Communicate potential threat with neighboring schools.

LOCKDOWN

Lockdown is a response to an internal threat, not including a bomb threat.

- Announce lockdown via the intercom.
- Call 911 report your situation immediately
- Notify the Superintendent of Schools and Director of Facilities and Transportation
- Immediately gather students and staff from the hallways into classrooms and offices. This includes gathering people from the restrooms and adjacent common areas.
- Lock classroom and office doors and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight.
- Do Not cover any windows on doors or windows.
- Leave window shades and lights as they are.
- Attend to any injuries as well as possible.
- **No one should be allowed to enter or leave the room under any circumstances.**
- **Do not answer or communicate through the locked door.**
- **Do not allow anyone into your secured space.**
- **Do not answer classroom phone.**
- **No not respond to fire alarm unless immanent signs of fire are observed**
- **Do not talk while in the secured area.**
- **Do not respond to the public address system or other announcements.**
- Take attendance include additional people in the room. Missing students last known locations should be noted. Keep this record for when you are released from lockdown.

**Lockdown will only end when you are physically released by
emergency responders
KIDNAPPING**

This response is to be used when a student or staff member is missing and there are strong indicators the person was taken against their will.

- Notify building administrator
- Call 911
- Notify the Superintendent of Schools
- Consider institution of building lockout depending on circumstances

CIVIL DISTURBANCE

Civil Disturbance is the result of actions take by a group of people inside or outside the building

- Determine if the disturbance is in side or outside.
- IF the disturbance is outside the building immediately follow directions for a **LOCKOUT**
- IF the disturbance is inside the building immediately follow the directions for a **LOCKDOWN.**

EARTHQUAKE

IF YOU ARE INDOORS

- Avoid large open areas
- Have students sit under the desks or heavy tables
- Do Not try to leave the building
- Commence Shelter In Place.
- Report damage or injuries to main office

IF YOU ARE OUT DOORS

- Get away from buildings, trees, power poles and lines
- If in moving vehicle, stop and remain inside the vehicle until shaking is over.
- Report damage or injuries to main office

FLOOD

- During periods of flood watches or warnings, monitor radio or television for updated information.
- Plan for school closing, notify parents and media.
- Transportation Department will plan alternate routes around flooded areas

HURRICANE/TROPICAL STORM

- During periods of hurricane or tropical storm watches or warnings, monitor radio of television for updated information.
- Plan for school closing, notify parents and media.
- Take action to protect school buildings and grounds.
- After the storm passes assess damage to school property

THUNDER/LIGHTNING STORM

- During periods of thunder or lightning storm watches or warnings, monitor radio of television for updated information.
- Curtail all outdoor activities if thunder is heard, lightning seen or sky is threatening.
- Summon all persons into the building.
- Activate DUCK & COVER as specified in the building level plan
- If damage is sustained, inform building Administrator, Superintendent or Facilities Director
- Resume normal activities when conditions warrant and weather watches or warnings expire.

TORNADO

- During periods of tornado watches or warnings, monitor radio or television for updated information.
- Inform building custodian and request that they monitor outside conditions.
- Curtail all outdoor activities.
- Summon all persons into the building.
- Activate DUCK & COVER as specified in the building level plan
- If damage is sustained, inform building Administrator, Superintendent or Facilities Director
- Resume normal activities when conditions warrant and weather watches or warnings expire.

WINTER STORM

- If school is in session monitor weather and road conditions
- If storm develops during the school day consider the following.
 - Cancel School
 - Go home early
 - Provide shelter
- Notify parents and media if school is closing early
- Cancel after school activities

AIR POLLUTION

- After notification, follow recommendations, or directions of the health department or the state department of environmental conservation.
- Implement school cancellation or “Go Home Plan” as advised.
- Notify parents and media.
- Monitor the situation with the Superintendent, and state, and county officials.
- Resume classes once health and environmental officials recommend so.
- Notify parents and media school will resume.

AIRPLANE CRASH

- Determine area of school property impacted
- Evacuate school occupants away from crash area.
- Summon on site medical staff.
- Call “911”
- Advise Superintendent of Schools of situation and actions taken.
- With concurrence of Superintendent of Schools and local emergency services officials, make decisions regarding closing of school.
- Notify parents and media if school is to close.
- Once emergency operations have concluded, make determination on reopening of the facility.
- Notify parents and media of reopening.

ENERGY SUPPLY LOSS

- Investigate cause of energy loss.
- Notify superintendent of schools and facilities director
- Determine the extent to which school should operate.
- Contact supplier to determine when supply will be restored.
- Implement plan for alternate school day or alternate building use.
- Close school if conditions dictate.
- Resume normal activities when energy is restored.

GAS LEAK

- Evacuate Building
- Call “911”
- Notify supplier
- Notify the Superintendent of Schools and facilities director
- Turn off gas supply to the building.
- Evaluate the problem insofar as possible while waiting for emergency officials.
- Take remedial action once the problem is identified.
- When assurances are given by the supplier and fire department resume normal activities.

HAZARDOUS MATERIALS INCIDENT (ON SITE)

Upon discovery or detection of any spill of a hazardous substance or petroleum product

- Notify the fire department
- Notify the Superintendent of Schools and facilities director
- Communicate with fire department, curtail or cease building operations as if advised to do so.
- Notify staff and students
- Notify parents through media
- Determine cause of spill
- Notify D.E.C. SPILL HOT LINE (623-1238)
- Develop a plan for cleanup and decontamination of the area
- Clean and decontaminate the area
- Resume normal activities after consulting with D.E.C. and fire officials.

HAZARDOUS MATERIALS INCIDENT (OFF SITE)

**Upon being notified of a problem, follow directions of the Fire and Police
Departments**

- In the event of shelter recommendations, close off all outside air intakes
- Notify the Superintendent of Schools and facilities director
- Curtail all outside activities
- Shut off all outside air supplies
- Notify parents and media
- If evacuation is recommended, institute “GO HOME” procedure
- Monitor situation through Fire and Police Departments
- When so advised reopen school

RADIOLOGICAL INCEDENT

Upon being notified of a problem, follow directions of the Health Department, and Fire and Police Departments

- In the event of shelter recommendations, close off all outside air intakes
- Notify the Superintendent of Schools and facilities director
- Curtail all outside activities
- Shut off all outside air supplies
- Notify parents and media
- If evacuation is recommended, institute “GO HOME” procedure
- Monitor situation through Fire and Police Departments
- When so advised reopen school

WATER EMERGENCY

- Notify building principal, superintendent of schools and facilities director
- Evaluate problem and commence remedial response
- Contact local water department if appropriate
- Curtail or cease building operation, as appropriate
- Advise staff students and parents
- Complete corrective actions
- Resume normal building activities

EXPLOSION

- Immediately sound the building fire alarm
- Evacuate building in accordance with the building level plan
- Call “911”
- Apply first aid to any injured people
- Notify superintendent of schools and facilities director
- Notify parents and media
- Investigate source and contain fire if possible and practical
- When fire department arrives advise them of the situation and follow their instructions
- Prepare statement for the media
- Resume, curtail or cease building operation, as advised by fire officials.

FIRE/FIRE ALARM ACTIVATION

- Upon discovery or detection of smoke, fire, or evidence there of, sound the fire alarm immediately
- If alarm is activated from an unknown source, proceed as if there is a fire.
- Evacuate building
- Call “911”
- Notify superintendent of schools and facilities director
- Investigate source of fire alarm activation
- Upon their arrival, advise fire officials of the situation and follow their instructions
- Prepare public information release to the media, if actual fire
- Resume, curtail or cease building operation, as advised by fire officials.

BUILDING STRUCTURAL FAILURE

- Upon detection or discovery of an actual or potential structural failure, notify the head custodian and the director of facilities
- Evaluate the problem insofar as possible
- Notify the superintendent of schools
- Commence remedial response
- Curtail or cease building operation, as appropriate
- Notify staff, parents and students
- Once certified by a qualified source (e.g., engineer) resume normal activity
- Advise staff, parents and students

ELECTRICAL SYSTEM FAILURE

- Once discovery or detection of electrical system failure, sound the fire alarm if there is any question as to the safety of the building occupants
- Notify building custodian, principal, and director of facilities
- Evaluate the problem insofar as possible
- Notify superintendent of schools
- Curtail or cease building operation, as appropriate
- Notify staff, parents and students
- Evaluate problem and commence appropriate remedial action
- Coordinate with fire, emergency services and utility officials, as appropriate
- Resume normal activity when problem is cleared
- Notify staff, parents and students

HEATING SYSTEM FAILURE

- Upon detection or discovery or detection of loss of heat, notify the head custodian, building principal and the director of facilities
- Evaluate the problem insofar as possible commence normal response
- Notify superintendent of schools
- Curtail or cease building operation, as appropriate
- Notify staff, parents and students
- Resume normal activity when problem is cleared
- Notify staff, parents and students

LOSS OF BUILDING USE

- Determine extent of loss and project duration of building loss
- Explore possible sites to conduct classes while building is out of use
- Consult State Education Department on potential relocation of school program
- Plan relocation of educational programs to alternate site(s)
- Revise pupil transportation system
- Notify staff, parents and students of relocation measures
- Once problem is resolved, resume normal activities

LOSS OF TRANSPORTATION FLEET

- If school is not in session, assess loss and make decision on restoring fleet
- If school is in session arrange for alternate transportation through lease or contract

ROOF FAILURE/LEAK

- Upon discovery or detection of roof leak notify director of facilities and transportation
- Evaluate problem insofar as possible, commence established remedial response
- Notify superintendent of schools
- Curtail or cease building operation, as appropriate
- Notify staff, parents and students
- Resume normal activity when problem is cleared

SEWAGE SYSTEM FAILURE

- Upon detection or discovery or detection of sewage problem, notify the head custodian, building principal and the director of facilities
- Evaluate the problem insofar as possible commence established remedial response
- If municipal system is suspected, notify the water and sewer department
- Commence appropriate remedial action
- Notify the superintendent of schools
- Curtail or cease building operation, as appropriate
- Notify staff, parents and students
- Resume normal activity when problem is cleared
- Notify staff, parents and students

MEDICAL EMERGENCIES

- Identify the affected individual
- Summon school nurse or individual trained in first aid, if appropriate
- Insure safety of other students and staff
- Notify building principal
- Notify emergency medical services if required
- Assist and follow advice of individual giving medical assistance

TOXIC EXPOSURE

- Identify stricken person
- Summon emergency assistance
- Comfort the person and administer appropriate first aid
- Summon school nurse or individual trained in first aid, if appropriate
- Notify emergency medical services
- Call fire department and local health department

SCHOOL BUS ACCIDENT

- Relocate students away from danger
- Render first aid to injured persons
- Request emergency assistance if necessary
- Call bus garage by telephone or radio
- Do not leave the scene until contacting the director of transportation, or other school district administrator
- Request spare vehicle to transport uninjured students
- Transport uninjured students away from scene.
- Notify staff, parents and students

INFECTION CONTROL

- Identify stricken person
- Summon emergency assistance
- Comfort and isolate stricken person
- Call emergency medical services
- Call local health department
- Isolate any other persons exhibiting symptoms
- In the event of death cover the body, **DO NOT MOVE THE BODY**
- When person or body is removed spray entire area with disinfectant cleaner