

Hornell City School District

School Safety Plan

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Hornell City School District Comprehensive Safety Plan

Policy Statement

The Hornell City School District **Comprehensive School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies which may occur in the school district and its component school buildings.

The Hornell City School District Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. After at least one public meeting, this plan has been adopted by the School Board on August 5, 2008. This Plan incorporates all **School Building Emergency Response Plans** that have been developed by the **Building Level School Safety Teams** appointed by the **Building Administrators**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the **School Building Emergency Response Team**. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies.

The Plan was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the Plan was **filed with the Commissioner of Education in January 2021** and will be reviewed annually by the District-Wide School Safety Team **before July 1** of each school year. Building-Level Emergency Response Plans were filed with the **Local, County and State Police within 30 days of adoption**.

The Hornell City School District will not tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide Plan is available upon request and is available at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Plan will remain confidential and not be subject to**

disclosure. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the Comprehensive School Safety Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, lockdowns, sheltering in place and evacuation.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Emergency Response Plan including review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.

Hornell City School District School Safety Team

The Hornell City School District-Wide School Safety Team will always include the following representation at a minimum:

- School Board Member(s)
- District Administrators
- School Safety Personnel
- Building Administrator who also sits on the Building Level Team
- Others Community Members (including but not limited to: Fire Departments, Police Agencies, Community Support Agencies, etc.)

For a complete list of the Hornell City School District Safety Team - See [Appendix #1](#)

Responsibilities of the District-Wide School Safety Team

The Hornell City School District-Wide Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the teams primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Safety Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building-Level Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Risk Reduction/Prevention and Intervention Strategies

□ Program Initiatives in the Hornell City School District include:

1. Non-Violent Conflict Resolution Training Programs. (Department of Juvenile Justice Video Training, Second Step Violence Prevention Program, G.S.T. BOCES Video Library, Steuben Catholic Charities Video Library)
2. Peer mediation (Intermediate School Peer Mediation Program)
3. Extended day and school safety programs (Hornell Intermediate School and Junior High School After School Program).
4. Youth-run programs (National Honor Society, National Junior Honor Society, Community Service through Government Classes, and Interact Club for High School).
5. Mentors for students concerned with bullying/violence (Hornell High School Mentoring Program, Hornell Intermediate School after School Program).
6. We have established an anonymous reporting process for school violence. Students know that they can report potential or actual acts of school violence to counselors, teachers or administrators in confidence.

7. Social Workers, Guidance Counselors, School Psychologists work with students who are having social or emotional difficulties.
8. As part of the process of exercising emergency plans (lockdowns, sheltering in place, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
9. An IST team at each building discusses potentially violent students and develops a plan to address the concerns.
10. Areas of Refuge Stations have been established throughout all school buildings.
11. The Fire Department and Local Police Department conducts annual training in all school buildings.
12. The School Resource Officer serves as a liaison with safety and education programs between school administration, school staff, student population and the local Police Department.

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Teams, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drills including sheltering in place, lockdowns and evacuation.
- Table top exercises
- N.I.M.S. and I.C.S. Training for administrators and staff
- Annual Hazard Communication Standard / Right to know training
- A.E.D. and C.P.R. Training
- Emergency Response Team exercises

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management, Educational Specialists and the local BOCES Health & Safety Office. At least one exercise will occur quarterly in each school building each school year in addition to the Early Go-home Drill.

Implementation of School Security

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Teams after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- The School District has had a security audit/assessment of all school buildings conducted by the Hornell Police Department in conjunction with our District and Building Safety Teams.
- Visitor buzz-in/sign-in/badge procedures are in place into the building. Upon entry into the building the visitor must buzz to identify self and purpose to enter. Anyone in the building without a badge or with a red badge would be immediately questioned by building staff and Administration would be informed.
- Random searches may be considered if deemed necessary.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

| SCHOOLS | # Students | # Staff |
|---------------------------------|--------------|---------|
| Hornell Jr./Sr. High School | 646 | 126 |
| Hornell Intermediate School | 508 | 110 |
| North Hornell Elementary School | 328 | 57 |
| Columbian School | Rented Space | 0 |

District Wide Safety Team - See [Appendix #1](#)

Administrative Telephone Numbers – See [Appendix #2](#)

District Wide Transportation/Inventory/Drivers – See [Appendix #3](#)

Other Area Transportation Numbers – See [Appendix #4](#)

District Wide Cafeteria Capacity/Inventory – See [Appendix #5](#)

Post Incident Referral, Counseling and Medical Follow-up – See [Appendix #6](#)

Early Detection of Potentially Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct is conducted at the beginning of each school year by individual building administrators. A summary of school rules, code of conduct and emergency reporting information is provided to each high school student and a written receipt is required.
- A description of the school district's "Code of Conduct" is available on the District website.
- Information on how to report incidents of violence including threats and verbal abuse are provided by building administrators to students and staff.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students include:

- Concern for youth programs
- School social worker outreach.
- School counselor involvement.
- Second Step programs.
- Anger Management programs.
- Periodic mailings to parents on violence prevention and early recognition.
- Peer mediation programs
- Conflict resolution programs.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

Specifically defined areas of current concern for each building are included in **Appendix #7**

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Building Level School Safety Teams will compile and evaluate data for the purpose of improving building safety.

Relationships have been established with the Hornell Police Department, Hornell Fire Department and North Hornell Fire Department and other emergency response agencies at the building level. Representatives from these agencies participate on both the District Wide Safety Team and individual Building Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain.
- If necessary, evacuation, lockdown or shelter in place as per each building plans.
- Provide incident debriefing to students/staff as needed.
- Notify parents.

Investigation:

After the incident has occurred the Building Administrator and/or representatives from the Building Safety Team will conduct a detailed investigation. It is the purpose of the investigation to focus on facts that may prevent recurrence, not find fault. The staff conducting the investigation will

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.

- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss. See [Appendix #6](#)

Evaluation:

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated by each building safety team. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents. Professionals will be utilized from local public safety agencies.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members in each building office and on the Hornell City School District website at www.hornellcityschools.com.

Emergency Response Protocols

Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Plans.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom/PA system, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the Building Administrator and/or the Incident Commander. See **Appendix #2**.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and will contact the district administrators per **Appendix #2**.

In general, parent/guardian notification will be conducted by means of the district mass notification system. However, in some cases it may be necessary to use other means such as local media. See **Appendix #4**.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Plan. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building administrator.
- Determine level of threat with Superintendent.
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and utilize Building Emergency Safety Team if necessary.
- The building administrator, incident commander or designee will turn over authority to the police upon their arrival and assist as requested

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- Inform building administrator and superintendent

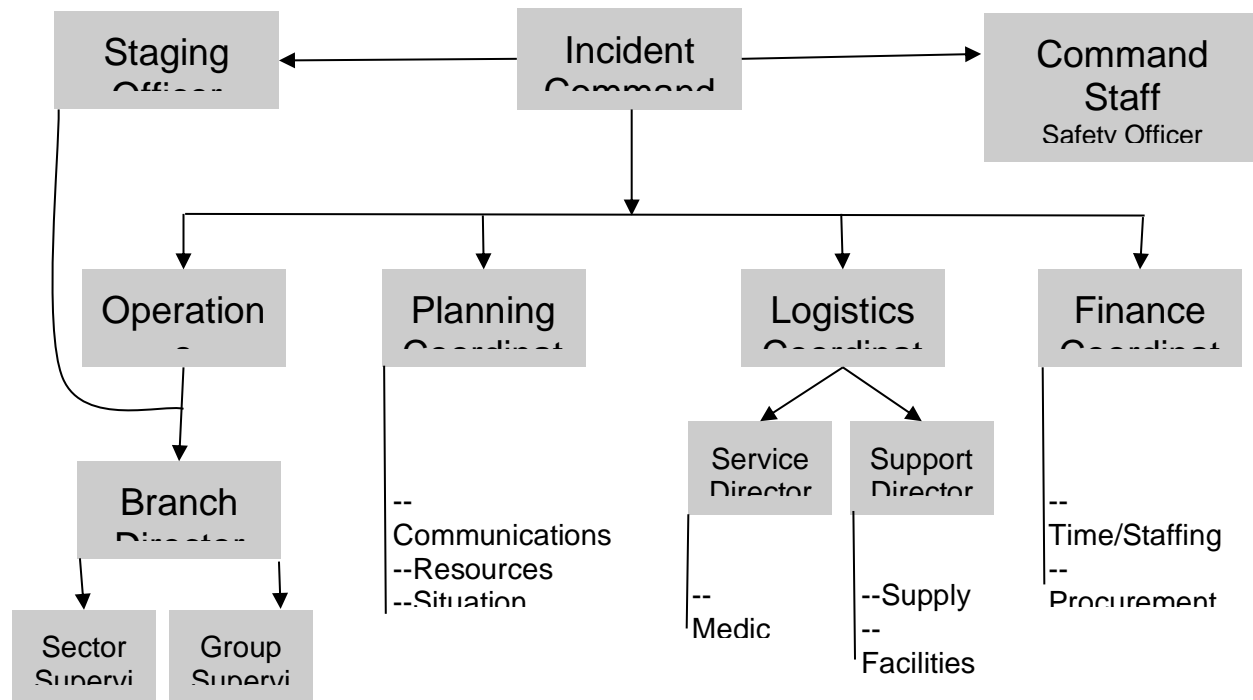
- ☐ If necessary, shelter in place, lockdown the building or evacuate.
- ☐ Contact appropriate law enforcement agency if necessary
- ☐ The building administrator, incident commander or designee will turn over authority to the police upon their arrival and assist as requested.

Response Protocols

Response protocols to specific emergencies will follow the Incident Command System:

IMS Organization

Organization emanates from the IC downward with responsibility for command placed initially on the first arriving administrator. The five main functions of the school district IMS are Command, Operations, Planning, Logistics and Finance. The command structure is as follows:



- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Individual School Building Chain-of-Command

- See Appendix #2

Bomb Threats:

The paramount concern shall be for the safety of the pupils and personnel in the district.

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, lockdown, sheltering in place, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

IF YOU RECEIVE A BOMB THREAT

- If you have a display phone, record the incoming phone number.
- Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.
- Listen carefully to call.
- You will be interviewed by a school Administrator and/or Police to ascertain the degree of threat.
- Ask the following questions which have been developed by the FBI to evaluate threat.
- Write down the answers as soon as you can.

DISTRICT ADMINISTRATOR

- The school district administrator makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make their decision (joint decision making / unified command).
- The school building administrator (incident commander) has the duty to instruct and train pupils by means of drills, so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

QUESTIONS TO ASK for BOMB THREATS (F.B.I. BOMB THREAT CHECKLIST)

1. When is bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____

8. What is your address? _____
9. What is your name? _____

EXACT WORDING OF THE THREAT OR ABUSE:

INFORMATION ABOUT CALLER:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received: _____

Time: _____ Date: _____

CALLER'S VOICE:

| | |
|-------------------|-----------------|
| _____ Loud | _____ Soft |
| _____ High | _____ Deep |
| _____ Intoxicated | _____ Disguised |
| _____ Calm | _____ Angry |
| _____ Fast | _____ Slow |
| _____ Stutter | _____ Nasal |
| _____ Distinct | _____ Slurred |
| _____ Accent | (Type: _____) |

Other Characteristics: _____

If voice familiar, who did it sound like? _____

BACKGROUND SOUNDS:

| | | | |
|-------|------------------|-------|-----------|
| _____ | Voices | _____ | Airplanes |
| _____ | Quiet | _____ | Trains |
| _____ | Animals | _____ | Music |
| _____ | Street Traffic | _____ | Factory |
| _____ | Machinery | | |
| _____ | Office Machinery | | |

Other: _____

THREAT LANGUAGE:

| | | | |
|-------|-------------|-------|--------------|
| _____ | Well Spoken | _____ | Incoherent |
| _____ | Foul | _____ | Taped |
| _____ | Irrational | _____ | Message read |

by threat maker

Remarks: _____

Name: _____

Position: _____

Hostage Taking:

The School Building Emergency Response Plan *Hazard Specific Response Guide* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the building administrator and notify the local police at 324-2860 or 911.
- The building administrator, incident commander or designee will issue the appropriate alert if necessary and isolate the area.
- The building administrator, incident commander or designee will notify the School Superintendent. No response to the media will be given at this time.
- The building administrator, incident commander or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the building administrator's office.
- The building administrator or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The building administrator or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify the school resource officer if available and Dial 324-2860 or 911 and notify local police agency of situation.
- If the situation escalates, plain language** will be utilized to notify all teachers to shelter in place or lockdown the building. Students attending classes outside of the building will be evacuated to a safe area designated by the building emergency response plan.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building administrator, incident commander or designee will turn over authority to the police upon their arrival and assist as requested.

Kidnapping:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the building administrator's office who will obtain student information and photo I.D. School building staff will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The building administrator will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The building administrator will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. Building Administrator or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

OTHER SPECIFIC SITUATIONS

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of any of the below situations:

Civil Disturbance

Fire

Allergic Reaction

Bleeding

Broken Bones

Choking

Drowning

Epidemic

Food Poisoning

Heart Attack

School Bus Accident

Toxic Exposure

Flood

Thunderstorm/Lightning

Winter Storm

Explosion

Fire Alarm System Activation

Animal Bite

Blow to the Head

Burns

Diabetic Shock

Electric Shock

Epileptic Convulsions

Head Lice

Respiratory Arrest

Shock

Earthquake

Hurricane

Tornado

Building Structural Failure

| | |
|-------------------------------------|------------------------------------|
| Electrical Systems Failure | Heating System Failure |
| Loss of Building | Loss of Transportation Fleet |
| Roof Failure/Leak | Sewage System Failure |
| Air Pollution | Airplane Crash |
| Energy Supply Loss | Gas Leak |
| Hazardous Materials Leak (Off-Site) | Hazardous Materials Leak (On-Site) |
| Radiological Incident | Water Emergency |

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact the local Hornell Police at 607-324-2860 or directly dial 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Hornell Fire Department, North Hornell Fire Department, State Police Department, Steuben County Sheriff's Department, Steuben County Office of Emergency Management, Steuben County Department of Mental Health, G.S.T. BOCES District Superintendent, Private Industry Groups, Religious Organizations, Local Hospitals among others (**See Appendix #4**). These contacts are clearly identified in the School Building-Level Plans.

District Resources Use and Coordination

School Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command. The below information will be included in all Building Level Emergency Response Plans.

The Incident Commander will refer to the Incident Command System and identified on page #13 of this document. The incident commander will authorize activation for resources and personnel appropriate to the incident. The building administrator, incident commander or designee will turn over authority to the police upon their arrival and assist as requested.

For Chain of Command (within the district) – **See Appendix #2**

For Transportation/Inventory and Drivers – **See Appendix #3**

For Building Capacity and Inventories – **See Appendix #5**

Other communication resources include – Two Way Radios, School Building Public Address Intercom System, Individual Classroom Phones, Cell Phones, Fax Machines, Computer E-Mail, etc.

Protective Action Options

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

- School Cancellation/ 2 Hour Delay**

- The District Superintendent or his/her designee will monitor any situation that may warrant a school cancellation or the delay of the beginning of the school day.
- The District Superintendent or his/her designee will make the determination for school cancellations or the delay of the start of school.
- The use of the global phone connect system will be activated. The use of local cable channel 9 will be utilized. The School District web-site will be updated with the latest information regarding school cancellations or delays. The District Superintendent or his/her designee will contact the local media and/or use any additional notification systems that are available. **(See Appendix #4)**
- The District Superintendent or his/her designee will notify local police agencies of a school cancellation or delays for the purposes of student safety. **(See Appendix #4)**

- Early Dismissal**
 - The District Superintendent or his/her designee will monitor situation.
 - If conditions warrant, close school and implement building level early dismissal plan.
 - Contact Transportation Supervisor to arrange for transportation. **(See Appendix #3)**
 - The use of the global phone connect system will be activated. The use of local cable channel 9 will be utilized. The School District web-site will be updated with the latest information regarding school cancellations or delays. The District Superintendent or his/her designee will contact the local media and/or use any additional notification systems that are available. **(See Appendix #4)**
 - Retain appropriate district personnel until all students have been returned home.

- Evacuation**
 - The Building Administrator or designee will determine the level of threat
 - The Building Administrator or designee will contact the District Superintendent.
 - The Building Administrator or designee will contact the Transportation Supervisor to arrange transportation
 - The Building Administrator or designee will contact the local emergency service for assistance in evacuation of the building. **(See Appendix #4)**
 - The Building Administrator or designee will clear all evacuation routes and sites prior to evacuation
 - Evacuate all staff and students to pre-arranged evacuation sites as defined in the Building Emergency response Plans.
 - Account for all student/staff population with classroom attendance records; report any missing students/staff to the Building Administrator or designee.
 - The Building Administrator or designee will make determination regarding early dismissal
 - If dismissing early, contact local media/use notification systems as identified in the early dismissal procedures to inform parents.
 - Ensure adult supervision or continued school supervision/security.
 - Set up information center for parent inquiries as per Building Level Response Plans.
 - Retain appropriate district personnel until all students have been returned home.

- Sheltering in Place**
 - The Building Administrator, designee or Incident Commander will determine the level of threat.
 - The Building Administrator, designee or Incident Commander will assign personnel to lock all exterior doors to the building.
 - The Building Administrator, designee or Incident Commander will assign personnel to monitor one main entrance and allow only authorized personnel into the building.

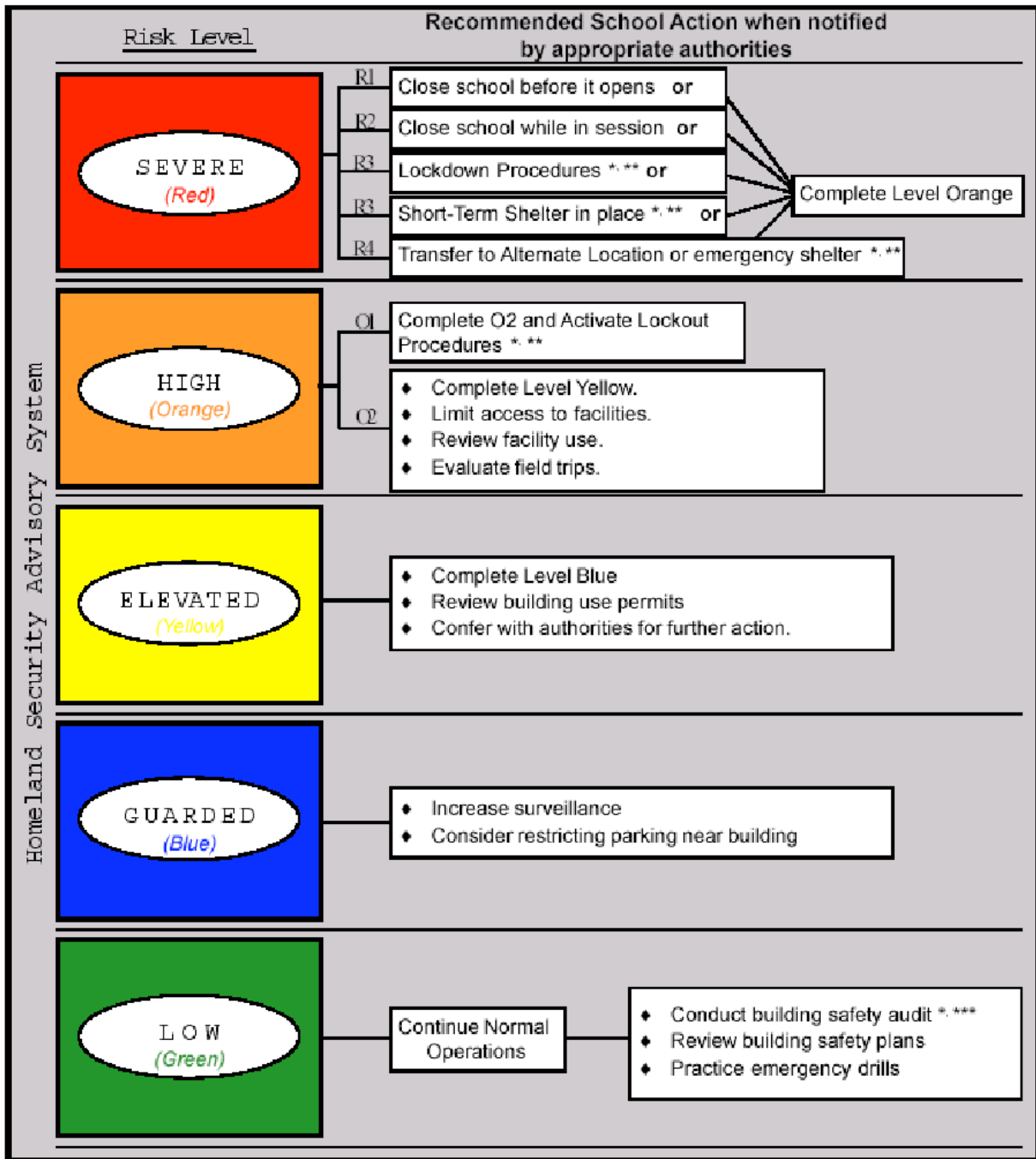
- The Building Administrator, designee or Incident Commander will contact local emergency agencies. (See Appendix #9)
 - The Building Administrator, designee or Incident Commander will determine the location of sheltering depending on the nature of the incident and will communicate this to students and staff through the public address system.
 - Teachers and staff will refer to the Emergency Procedures for Shelter in Place, Lockdown and evacuations for individual responsibilities.
 - The Building Administrator, designee or Incident Commander will activate Building Level Safety Teams.
 - The Building Administrator, designee or Incident Commander will determine other occupants in building.
 - The Building Administrator, designee or Incident Commander will make appropriate arrangements for human needs
 - The Building Administrator, designee or Incident Commander will take appropriate safety precautions.
 - The Building Administrator, designee or Incident Commander will establish public information personnel to respond to inquiries
 - The Building Administrator, designee or Incident Commander will retain appropriate district personnel until all students have been returned home if necessary.
- Shelter-In-Place (Generic/Non-specific Bomb Threat)**
- The Building Administrator, designee or Incident Commander will determine the level of threat.
 - The Building Administrator or designee will contact local emergency agencies for assistance in searching the building. (See Appendix #4)
 - Shelter-In-Place should be determined and announced by the Incident Commander.
 - The Building Administrator, designee or Incident Commander will instruct everyone to remain where they are and scan their respective area for anything out of the ordinary.
 - Activate School Building-Level Safety Team and instruct them to scan common areas for anything unusual.
 - If no device is found, decide whether to continue school or evacuate. School district administration may consult with Police to make their decision.
- Shelter-In-Place (Specific Bomb Threat)**
- The Building Administrator, designee or Incident Commander will determine the level of threat.
 - The Building Administrator or designee will contact local emergency agencies for assistance with incident. (See Appendix #4)
 - Shelter-In-Place or Evacuation will be determined and announced by the Incident Commander.
 - Activate School Building-Level Safety Team to assist with Shelter in Place or Evacuation procedures.
 - Assist emergency responders as necessary.
 - The school district administration along with the local Police will make the decision regarding continuation, or early dismissal of school.
- Lockdown**
- Lockdown is announced by the Incident Commander or designee.
 - The Building Administrator, designee or Incident Commander will contact local emergency agencies for assistance with incident. (See Appendix #4)

- Administrators, Custodians, Assigned Staff – Lock and secure all exterior doors and windows.
- Teachers and Staff will immediately gather students from hallways into classrooms or offices (include common areas and restrooms).
- Teachers/Staff follow pre-established Emergency Procedures to secure classroom doors. Leave the exterior windows, blinds, as they are. Turn off classroom lights and move students out of line-of-sight of hallway windows.
- Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
- Teachers are not allowed to open doors for anyone under any circumstances.
- All activities cease. No talking or response to telephones, intercoms, public address systems or other announcements.
- Students/Staff outside building must evacuate to a predetermined, off-campus location as described in the Building Emergency Response Plans. This includes bus runs and field trips.
- Lockdown will end when you are physically released from your room by emergency responders or other authority.

Lockout

- Listen for instructions from principal or designee
- Lock all exterior windows
- Leave blinds, lights as they are
- Take attendance
- Classroom instruction continues
- All outdoor activities are terminated
- Listen for updates

Homeland Security Advisory System For Schools



These are all actions to be taken by school districts upon direction from the County Executive, State Education Department, State Police, and/or State Emergency Management Office through the District Superintendent.

Recovery – School District Support for Buildings

The School Building Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

The Building Level Safety Teams will be available when necessary to assist all school buildings in their response effort. This Team will be composed of all people in **Appendix #2**.

The Hornell City School District Safety Team (**Appendix #1**) will be used as necessary in all Recovery Efforts.

Disaster Mental Health Services

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined by the District's Crisis Response Plan. Support personnel include School Psychologists, School Counselors, School Social Workers, County Mental Health Agencies, Area Hospitals and Various Other Service Agencies.

District Crisis Plan

The Hornell City School District has a crisis plan which would be followed at the recommendation of the Superintendent or designee. Administrators and school counselors are provided with updates to this plan yearly.

APPENDIX #1

HORNELL CITY SCHOOL DISTRICT SAFETY TEAM

| NAME | TITLE | CONTACT # |
|-------------------|---|--------------------|
| Jeremy Palotti | Superintendent | 607-324-1302 x1450 |
| Patrick Flaitz | Business Administrator/Disaster Coordinator | 607-324-1302 x1455 |
| Amy Feeley | Director of Pupil Services | 306-324-1302 x1109 |
| Steve Sleight | Director of Transportation | 607-324-1302 x1745 |
| Shannon Davis | Director of Facilities | 607-324-1302 x1174 |
| Morgan Allison | High School Principal | 607-324-1303 x1500 |
| Julie Smith | Intermediate Acting Principal | 607-324-1304 x1100 |
| Charles Infurna | North Hornell Principal | 607-324-0014 x1701 |
| Chris Clark | Board President | 607-324-1302 |
| Frank Brzowski | Hornell Fire Department Chief | 607-324-6161 |
| Theodore Murray | Hornell City Police Chief | 607-324-2860 |
| Michael Robbins | North Hornell Fire Department Chief | 607-324-1033 |
| Mike Losecco | School Resource Officer | 607-324-1302 x1577 |
| Mike Hoyt | School Resource Officer | 607-324-1302 x1106 |
| Nicole Cowdrick | School Resource Officer | 607-324-1302 x1759 |
| Michael Buchinger | State Troopers | 607-776-2136 |
| Ryan Bently | State Troopers | 607-776-2136 |
| John McNelis | Steuben County Undersheriff | 607-622-3901 |
| | | |
| | | |
| | | |

APPENDIX #2**BUILDING ADMINISTRATION CONTACT LIST****DISTRICT OFFICE – 607 324-1302**

| Name | Title | Extension | E-mail |
|----------------|---------------------------|-----------|-------------------------------|
| Jeremy Palotti | Superintendent of Schools | 1450 | jeremy.palotti@hornellcsd.org |
| Patrick Flaitz | Business Administrator | 1455 | patrick.flaitz@hornellcsd.org |
| Carol Eaton | District Clerk | 1450 | carol.eaton@hornellcsd.org |

HORNELL HIGH SCHOOL - 607 324-1303

| Name | Title | Extension | E-mail |
|----------------|------------------|-----------|-------------------------------|
| Morgan Allison | H.H.S. Principal | 1500 | Morgan.allison@hornellcsd.org |
| Wendy Wachtel | Asst Principal | 1576 | Wendy.wachtel@hornellcsd.org |
| Kate Wall | Asst Principal | 1579 | Kate.wall@hornellcsd.org |

HORNELL INTERMEDIATE SCHOOL – 607 324-1304

| Name | Title | Extension | E-mail |
|---------------|------------------|-----------|------------------------------|
| Julie Smith | Principal | 1108 | julie.smith@hornellcsd.org |
| Eileen Marino | Dean of Students | 1113 | Eileen.marino@hornellcsd.org |

NORTH HORNELL ELEMENTARY SCHOOL – 607 324-0014

| Name | Title | Extension | E-mail |
|-----------------|-----------|-----------|--------------------------------|
| Charles Infurna | Principal | 1701 | Charles.infurna@hornellcsd.org |

OTHER DISTRICT WIDE ADMINISTRATORS – 607 324-1302

| Name | Title | Extension | E-mail |
|-----------------|-----------------------------|-----------|-------------------------------|
| Amy Feeley | Director of Pupil Personnel | 1480 | amy.feeley@hornellcsd.org |
| Shannon Davis | Director of Facilities | 1453 | shannon.davis@hornellcsd.org |
| Tracie McCarthy | Director of Food Service | 1570 | tmccarthy@gstbooces.org |
| Steve Sleight | Director of Transportation | 1745 | steve.sleight@hornellcsd.org |
| Ted Illi | Director of 712 Curriculum | 1552 | ted.illi@hornellcsd.org |
| Erica Siebert | Director of PK-6 Curriculum | 1504 | erica.siebert@hornellcsd.org |
| John Cardamone | Athletic Director/CSE | 1483 | John.cardamone@hornellcsd.org |

APPENDIX #3
DISTRICT WIDE TRANSPORTATION/INVENTORY/CONTACTS

| YEAR | MAKE | VEHICLE # | CAPACITY |
|-------------|----------------|------------------|-----------------|
| 2016 | Dodge Van | 14 | 6 |
| 2018 | Chevy Tahoe | 15 | 7 |
| 2019 | Chevy Suburban | 16 | 7 |
| 2014 | Thomas | 76 | 30 |
| 2015 | Thomas | 77 | 42 |
| 2015 | Thomas | 78 | 66 |
| 2015 | Thomas | 79 | 66 |
| 2014 | Thomas | 80 | 66 |
| 2017 | Thomas | 81 | 66 |
| 2018 | Thomas | 82 | 66 |
| 2018 | Thomas | 83 | 66 |
| 2019 | Thomas | 84 | 35 |
| 2019 | Thomas | 85 | 66 |
| 2019 | Thomas | 86 | 66 |
| 2019 | Thomas | 87 | 66 |
| 2019 | Thomas | 88 | 60 + WC |
| 2020 | Thomas | 89 | 60 |
| 2020 | Thomas | 90 | 66 |
| 2020 | Thomas | 91 | 66 |
| 2020 | Minotour | 92 | 30 |
| 2022 | Thomas | 93 | 66 |
| 2022 | Thomas | 94 | 42 + WC |

DISTRICT TRANSPORTATION CONTACTS

| | |
|---|------------------------------------|
| Steve Sleight – Transportation Supervisor – x1745 | Steve Smith – Bus Mechanic – x1746 |
|---|------------------------------------|

OTHER AREA TRANSPORTATION CONTACTS

| COMPANY/DISTRICT | CONTACT NAME | PHONE NUMBER |
|--|---------------------|---------------------|
| Hornell Area Transit (Bus Service) | Seth Corwin | 607 324-7910 |
| Arkport Central School District | Jesse Harper | 607 295-7471 |
| Canisteo-Greenwood Central School District | Tom Crook | 607 698-4223 |
| Alfred-Almond Central School District | Brett Dusinberre | 607 276-2563 |
| Jasper-Troupsburg Central School District | LeeAnne Jordan | 607 792-3675 |
| Wayland-Cohocton Central School District | Eileen Feinman | 585 728-2211 |
| Bath Central School District | Kelly Houck | 607 776-4107 |
| Addison Central School District | Joe Dioguardi | 607 359-2241 |

APPENDIX #4**AREA EMERGENCY CONTACTS**

| AGENCY NAME | CONTACT NUMBER |
|--|--|
| Hornell Police Department | 607 324-2860 or 911 |
| Hornell Fire Department | 607 324-6161 or 911 |
| Hornell Ambulance | 607 324-1233 or 911 |
| North Hornell Fire Department | 911 |
| City of Hornell Department of Public Works | 607 324-7421 or 607 324-0700 |
| New York State Police | 911 or (800)-252-0820 |
| Steuben County Sheriffs Department | 911 or (800)-724-7777 |
| Steuben County Emergency Management | 607 776-3333 or 607 664-2700 |
| HOSPITALS | |
| St. James Mercy Hospital | 607 324-8000 |
| Steuben County Mental Health | 607 324-2483 or 607 776-6577 or (800)-346-2211 |
| Arnot-Ogden Medical Center | 607 767-4100 |
| Corning Hospital | 607 937-7200 |
| Elmira Psychiatric Center | 607 737-4711 |
| Ira Davenport Memorial Hospital | 607 776-8500 |
| Nicholas H. Noyes Memorial Hospital | (585) 335-6001 |
| St. Josephs Hospital | 607 733-6541 |
| Poison Control | 1-800-333-0542 |

MEDIA CONTACTS

| NAME | CONTACT NUMBER |
|--|------------------------------|
| (Radio) WLEA/WCKR (Channel 6 – Television) | 607 324-1480 or 607 324-4141 |
| (Radio) WKPQ/WHHO | 607 654-0322 |
| (Radio) WDNY (Dansville) | (585) 335-9369 |
| (Television) WETM (Elmira, NY) | 607 733-5518 |
| (Television) WROC (Rochester, NY) | (585) 288-8400 |
| (Newspaper) Evening Tribune | 607 324-1425 |
| (Newspaper) Star – Gazette (Elmira, NY) | 607 734-5151 |
| (Newspaper) Democrat and Chronicle (Rochester, NY) | (585) 232-7100 |
| (Newspaper) The Buffalo News (Buffalo, NY) | (716) 849-4444 |

APPENDIX #5

DISTRICT WIDE CAFETERIA/GYMNASIUM CAPACITY/INVENTORY

| HORNELL JUNIOR/SENIOR HIGH SCHOOL | |
|---|---|
| CAFETERIA CAPACITY – <u>415</u> | |
| GYMNASIUM – “A” - <u>605</u> “B”- <u>480</u> - MULTI-PURPOSE ROOM – <u>400</u> | |
| 1 - Walk-in Refrigerator and Walk-in Freezer | 1 – Slicer w/ Stand |
| 2 – Convection Combination Ovens - Gas | 1 – 60 Quart Mixer |
| 1 – Steam Combination Convection Oven - Gas | 2 – Dual Door Roll in Coolers |
| 1 – 40 Gal. Steam Kettle - Gas | 2 – Commercial Food Processors |
| 1 – 40 Gal. Skillet - Gas | 1 – Refrigerated Pizza Prep Unit |
| 1 – Commercial Ice Machine | 3 – Dutch Door Warming Units |
| 4 – Commercial Upright Hot Carts (Transport Units) | 2 – Reach –in Refrigerated Units |
| 3 – Horizontal Milk Cooler / Refrigerator Units | 1 – Heated Sandwich Slide |
| 2 – Heated Serving Counter | 1 – Cold Station Serving Counter |
| 1 – Combination Hot/Cold Serving Counter | 1 – Open Face Refrigerated Display Case |
| 3 – Ice Cream Freezers | 1 – Blast Chiller |
| 1 – Commercial Dish Washer Unit | 1 – Conveyor Style Pizza Oven |
| 2 – Commercial Garbage Disposal Units | |

| HORNELL INTERMEDIATE SCHOOL | |
|---|--|
| CAFETERIA CAPACITY – <u>263</u> - GYMNASIUM – <u>249</u> | |
| 2 – Dutch Door Warming Units | 1 - Walk-in Refrigerator and Walk-in Freezer |
| 2 – Convection Combination Ovens - Gas | 1 – 20 Quart Mixer w/stand |
| 1 – Commercial Ice Machine | 2 - Ice Cream Freezers |
| 1 – 30 Gal. Skillet - Gas | 1-Microwave Oven |
| 1 – Slicer w/ Stand | 1 – 2 Burner Stove Top |
| 2 – Dual Door Roll in Coolers | |
| 1 – Commercial Dish Washer Unit | |

| NORTH HORNELL ELEMENTARY SCHOOL | |
|---|--|
| CAFETERIA CAPACITY - <u>180</u> | |
| GYMNASIUM – <u>288</u> - MULTI-PURPOSE ROOM - <u>139</u> | |
| 1 – 2 Burner Stove Top | 1 – Walk-In Refrigerator Unit |
| 1 – Convection Combination Ovens - Gas | 1 – Walk-In Freezer Unit |
| 1 – Commercial Hobart Dish Washing Unit | 1 – Commercial Upright Electric Warming Unit |
| 1 – Horizontal Milk Cooler / Refrigerator Units | 1 – Ice Cream Freezer |
| 1 - Upright Two Door Commercial Refrigerator | 1 – Refrigerated Serving Unit |
| 2 – Commercial Three Opening Sink Units | 2 – Commercial Garbage Disposal Units |
| 1 – Commercial Steamer Unit | 1 – Steam Table Serving Unit with Four Trays |
| 1 – 30 Gal. Skillet - Gas | |

| COLUMBIAN SCHOOL | |
|---|--|
| MULTI-PURPOSE ROOM CAPACITY - <u>150</u> | |
| 1 – Four Burner Home Style Range & Oven | 1 – Home Style Refrigerator / Freezer Unit |

APPENDIX #6

OTHER POST INCIDENT REFERRAL, COUNSELING AND
MEDICAL FOLLOW-UP

| AGENCY | CONTACT # | CONTACT NAME |
|--|--|--|
| Canisteo-Greenwood Schools | 607 698-4225 | |
| Alfred Almond Schools | 607 276-2961 | |
| Arkport Schools | 607 295-6412 | |
| Bath Schools | 607 776-0189 | |
| G.S.T. BOCES | 607 324-7880 | |
| St. James Mercy Hospital | 607 324-8000 607 324-8890 607 324-8825 607 324-8836 | General Reception Emergency Room Adult Psychiatric Children Psychiatric |
| Steuben Co. Mental Health | 607 324-2483 (800) 346-2211 | |
| Nicholas H. Noyes Memorial Hospital | (585) 335-6001 | |
| Elmira Psychiatric Hospital | 607 737-4711 | |
| Ira Davenport Memorial Hospital | 607 776-8500 | |
| Arnot-Ogden Medical Center | 607 767-4100 | |
| Corning Hospital | 607 937-7200 | |
| St. Joseph's Hospital | 607 733-6541 | |
| Jones Memorial Hospital | (585) 593-1100 | |
| Alfred University Counseling Services | 607 871-2300 | |
| Alfred State College Counseling Center | 607 587-4500 | |
| Helpline (Crisis Hotline) | (800) 346-2211 | |
| Rape Crisis of the Southern Tier | (888) 810-0093 | |
| Child Abuse Hotline | (800) 342-3720 | |
| Poison Control | (800) 333-0542 | |
| Steuben County Probation | 607 281-3626 | |
| Steuben County Child Protective Services | 607 281-3610 | |

APPENDIX #7

SPECIFIC AREAS OF CONCERN FOR EACH BUILDING

| HORNELL JUNIOR/SENIOR HIGH SCHOOL | |
|--|-----------------|
| State Route #36 (Maple City Drive) | Canisteo River |
| Seneca Road, State Street, Adsit Street | Almond Dam |
| Red Raider Road | Hornell Airport |
| Alstom Worksites | N.Y.S. Armory |

| HORNELL INTERMEDIATE SCHOOL | |
|---|------------------------------------|
| State Route #36 (Maple City Drive) | Rail Road Tracks (Buffalo Street) |
| Main Street, Allen Street, Buffalo Street | N.Y.S. Department Region 6 Offices |
| Alstom Worksites | Canisteo River |
| N.Y.S. Armory | Almond Dam |

| NORTH HORNELL ELEMENTARY SCHOOL | |
|--|-----------------------------------|
| State Route #36 (Maple City Drive) | Hornell Airport |
| Avondale Avenue, Cleveland Avenue, Seneca Road | Canisteo River, Smaller Creeks |
| Silk Road Transport Storage Facility | Walmart & Wegmans Shopping Center |