



Elmira City School District
WIDE SCHOOL SAFETY PLAN
2023-2024

**SUBJECT: DISTRICT-WIDE SCHOOL SAFETY PLAN-- PROJECT SAVE (SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)
 Commissioner’s Regulation 155.17**

Introduction

Emergencies and violent incidents in school districts are critical issues that require comprehensive planning and training. The New York State Safe Schools Against Violence in Education (SAVE) law requires school districts to develop a District-Wide School Safety Plan to prevent or minimize the effects of serious violent incidents and natural/manmade disasters and to facilitate the coordination of state, local and county resources in the event of such incidents or emergencies. The District-Wide School Safety Plan is responsive to the needs of all schools within the District and is consistent with the more detailed Emergency Response Plans required at the building level. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

District Chief Emergency Officer

This plan designates the **Superintendent of Schools**, as the Elmira City School District’s Chief Emergency Officer (CEO). The CEO is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring that staff understands of the District-Wide School Safety Plan. Among other responsibilities the CEO also ensures that Building-Level Emergency Response Plans are annually updated.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Elmira City School’s District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. The Board of Education appoints a District-Wide School Safety Team and charges it with making recommendations regarding the development, maintenance, and implementation of the District-Wide School Safety Team. The Board of Education appoints the District-Wide School Safety Team which reviews this comprehensive District-Wide School Safety Plan on an annual basis. A reviewed and updated District-Wide School Safety Plan is adopted by the Board by September 1st of each school year.

B. Identification of Emergency Response Teams

Elmira City School District has established a District-Wide School Safety Team (listed below) and Building-Level Emergency Response Teams. Both consist of, but are not limited to, teachers, staff, administrators, school safety personnel, law enforcement and other first responders.

Title	Agency	Contact Information
Superintendent of Schools/ Chief Emergency Officer	ECSD (Appointed 08/2022)	607-735-3014
President- Board of Education	ECSD	607-735-3010
Director of Operations	ECSD	607-735-3986
Director of Facilities III	ECSD	607-735-3980
HSE Compliance Specialist	GST BOCES	607-735-3992

Director of Technology	ECSD	607-735-5424
District Business Official	ECSD	607-735-3054
District Clerk/Executive Secretary to Superintendent	ECSD	607-735-3010
District Legal Counsel	Frank W. Miller ESQ., Law Firm of Hancock Estabrook	315-234-9900
Family and Community Outreach Coordinator	ECSD	607-735-3041
Food Service Manager	GST BOCES	607-735-3236
Law Enforcement Personnel	Chemung County Sheriff's Office	607-737-2987
Parent	Community Member	N/A
Public Information Coordinator	ECSD	607-735-3091
Teacher	ECSD	607-735-3000
Teacher	ECSD	607-735-3000
Transportation Supervisor	ECSD	607-735-3950

C. Coordination of District and School Plans and Teams

The provisions in the District-Wide School Safety Plan serves to guide the development and implementation of each Building-Level School Safety Plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school’s Building-Level Emergency Response Team. Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools, or his/her designee, will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols when needed.

D. Plan Review and Public Comment

Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was originally prepared in 2001. Each school year, the District-Wide School Safety Plan must be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department (NYSED) within 30 days of adoption.

Important Dates:

- July 13, 2023 – Beginning of 30-day window for public review
- August 15, 2023 – Board Approval of District-Wide School Safety Team (2023-2024)
- August 24, 2023 – Final Approval at District-Wide School Safety Team Meeting
- August 30, 2023 – Board Approval of District-Wide School Safety Plan

The commissioner’s regulation also requires that this plan shall be reviewed by the District-Wide School Safety Team on an annual basis on or before September 1st of each year, and recommendations for updates provided to the Superintendent. Hereinafter, all updates made by the District-Wide School Safety Team shall be presented to the Board of Education for first reading then a second reading for adoption pursuant to the aforementioned regulations. In most cases, recommendations are specific and included in Building-Level Emergency Response Plans. A copy of the District-Wide School Safety Plan is available at the Elmira City School District Office located at 430 W. Washington Ave., Elmira, NY and online at the District’s website (www.elmiracityschools.com). While linked to the District-Wide School Safety Plan, the Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with New York State Education Law Section 2801-a. Building-Level Emergency Response Plans and all updates are given to the New York State Police and Chemung County Sheriff’s Office within 30 days of adoption.

Section II: General Emergency Response Planning

The District-Wide School Safety Plan provides the framework for the Building-Level Emergency Response Plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will provide one consistent response system that will be used by all school employees, students, parents and emergency responders. This is particularly beneficial as students move from primary elementary to intermediate elementary to middle school and then to high school, and as full-time, part-time and substitute employees travel among the schools.

The District-Wide School Safety Team has identified many factors that could cause an emergency in our schools and facilities within the District as well as factors that need to be considered when responding to an emergency. The detailed list of potential internal and external hazards or emergency situations is included in the confidential Building-Level Emergency Response Plan. (See below)

A. Identification of Potential Emergency Situations (on and off school property):

Lists of areas on school property that have the potential to create an emergency situation have been identified. This list and color-coded floor plans have been created for reference and awareness. This list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on District facilities or District boundaries should they have or create an emergency, such as gas lines, fuel tanks and chemical storage. The detailed list and floor plans are included in the confidential Building-Level Emergency Response Plans and are updated on an annual basis.

The District- Wide School Safety Team in conjunction with Chemung County Emergency Management Office, New York State Police, Chemung County Sheriff's Office, Elmira Heights Fire Department, West Elmira Fire Department, Southport Fire Department, Pine City Fire Department and town officials from Town of Elmira, City of Elmira, Elmira Heights, Town of Southport has identified potential emergency situations off of school property that could have an impact on the District (Appendix D & E). Factors that were considered include population, presence of hazardous materials, potential for emergency based on geographical potential and/or national trends and proximity to District property, such as airports, bridges, dams, major intersections, primary routes of hazardous cartage and SARA Title III locations of hazardous materials. The detailed list is included in the confidential Building-Level Emergency Response Plans and is updated on an annual basis.

B. Multi-Hazard Response Guidelines

a. Actions - Included in the Building-Level Emergency Response Plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). These guidelines include but are not limited to:

- Initial actions
- Command post location (primary and secondary)
- Before, during and after school evacuation including evacuation routes and relocations sites (internal and external)
- Shelter in place
- Hold in place
- Evacuations
- Lockout
- Lockdown
- Emergency school cancellations, closing, early dismissal and delays including after-school, evening activities, weekend and athletics/club activities.

b. Emergencies- These include, but are not limited to the following multi-hazard response guidelines:

Active Shooter	Earthquake	Loss of Buses
Air Pollution	Electric System Failure	Mass Casualty
Anthrax/Biological	Energy Supply Loss	Medical Emergency
Aviation Crash	Epidemic/Pandemic	Natural Gas Leak
Bomb Threats	Explosion	Radiological Bomb
Building Structural	Fire Alarm Activation	Threat
Failure	Flood	School Bus Accident
Civil Disturbance	HazMat on and off-site	Severe Weather
Crimes Against People	Heating System Failure	Emergency
Communicable Diseases	Hostage Situation	Threats of Violence
(ie. State Disaster	Intruder Situation	Toxic Exposure
Emergencies)	Loss of Building	Water Emergency

- c. Resources** - The District has identified various resources that may be available for use during an emergency, including: The Guide to Responding to an Emergency (posted in every classroom, library, cafeteria, common space), the identification of personnel via Building-level Emergency Response Teams; use of Incident Command System (ICS); a list of volunteer faculty/staff trained in first aid, CPR and AED use; equipment; master list of all vehicles in the Transportation Department; building floor plans/maps and potential hazards noted; generators at each school, portable generators available, air compressors, video cameras, all buildings connected to EMS, various ladders, shop tools (ie. Saws, drills, power tools appropriate for emergencies) and designated shelter sites with backup shelter sites. The District has agreements with any shelters that are used within the community. The specific, detailed information is included in the confidential Building-Level Emergency Response Plans upon the advice of the New York State Police.
- d. Incident Command System (ICS)** - The District has identified school personnel authorized to make decisions during an emergency. Through ICS the procedures to coordinate the use of District resources and manpower during emergencies are clearly defined. ICS identifies the staff members and their backups assigned to provide assistance during emergencies. Each school has a Building-level Emergency Response Team that works under the Incident Command System. Each team is documented in detail. This document is given only to Building-Level Emergency Response Team members, the School Emergency Coordinator, the New York State Police and the Chemung County Sheriff's Office. Each Building-Level Emergency Response Team has been given an overview of the ICS, an ICS flow chart (Appendix A), ICS training and specific ICS roles and responsibilities.
- e. Policies and Procedures for Training** - The District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. Procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, fire drills, evacuation drills, lockdown drills, mock exercises, New York State Police Safe Schools Training and ICS/NIMS training (an internal, confidential Guide for Safety & Emergency Planning has been created and references specific requirements for training and drill frequency). Individual schools use various faculty/staff surveys and forms, in order to obtain feedback on the drill practiced. School administrators then address any concerns or questions noted and share them either in written form or in faculty/staff meetings. The discussions are the key to debriefing as a District. Actions and procedures that are carried out successfully are verified and areas in need of improvement are noted as needed. This level of District awareness assists each principal and administrator in responding to

future training, actual emergency responses and implied threat, direct threats and/or actual acts of violence.

The District will conduct table top exercises, drills and other training exercises to test components of the Emergency Response Plan, including the use of tabletop exercises, in coordination with local, county, state, and federal emergency responders and preparedness officials. Debriefing is conducted after each drill and/or exercise to determine if changes to the plan are necessary and to assist in returning to routine school activities. Schools that have multiple floor levels also prepare and practice a non-ambulatory emergency evacuation plan.

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures - Schools will activate their Building-Level Emergency Response Teams and will refer to their crisis intervention plans and the multi-hazard response guides. The multi-hazard response guides are reviewed by the District- Wide School Safety Team and the BOCES Risk Management Specialist on an annual basis to ensure content and consistency throughout the District. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the confidential Building-Level Emergency Response Plan.

- Contacting the appropriate law enforcement agency, if necessary.
- Inform the building principal and superintendent.
- The use of staff trained in de-escalation or other strategies to diffuse the situation. Informing the building principal of implied or direct threats.
- Determine the level of threat with principal and superintendent/designee.
- Monitoring the situation, adjusting the District's response as appropriate to include possible implementation of the Emergency Response Team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure and contact the appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.
- Communication with parent/legal guardian, and general public, as needed.

NOTE: The Elmira City School District Code of Conduct Policy 7310 also describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The District's Code of Conduct also supports school safety and security. The Code of Conduct is pursuant to the District's safe and drug-free schools policy and the no weapons policy.

B. Response Protocols – These are identified in the District-Wide School Safety Plan, along with definitions of ICS roles and responsibilities. The Quick Emergency Response Guides address specific procedures and protocols for responding to bomb threats, intruders, hostage takings and kidnapping including:

- Identification of decision-makers (See Appendix A – Flow Chart)
- Notification of Administrators/Agencies - All District Administrators, Principals, their Secretaries and Building Custodians have a confidential Emergency Reference Card. This card specifically outlines which agency and which administrator(s) need to be contacted under which

emergency circumstances. This two-sided document is updated on an annual basis and designed to be kept near the phones at work.

- Plans to safeguard students and staff.
- System for student release (reunification)
- Procedures to provide transportation, if necessary.
- Debriefing procedures.

Upon the advice of the New York State Police, Chemung County Sheriff's Office and local fire department, the specific response details are located in the confidential Building-Level Emergency Response Plans.

C. Communications Protocols - The District has established policies and procedures to contact parents, legal guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the Elmira City School District, the following communication methods will be taken (while using Auto-dialer in SchoolTool, Schoology, Class Dojo; website posts):

- For small-scale incidents, the Building-Level Emergency Response Teams and Building-Level Emergency Response Plan may be activated. Depending on the incident, school personnel may directly call the parents/legal guardians of all students directly impacted. All other parents/legal guardians will receive an informational notification via the website or Student Information System. Meetings may be scheduled in a timely manner for further discussion if necessary.
- For any major incident, Building-Level Emergency Response Plan and Building-Level Emergency Response Teams will be activated. The District will be working with the media (TV, radio, newspaper), website, social media and SIS system to relay pertinent school related information (i.e. how and where parents can be reunited with children, etc.). Community meetings and/or press conferences may be scheduled in a timely manner to discuss the particulars of the incidents and the District's response.

Section IV: Communication with Other Agencies

The District-Wide School Safety Plan provides the framework for the Building-Level Emergency Response Teams with regard to communication with other agencies.

A. The Elmira City School District is fortunate to have substantial ties to the community of Town of Elmira, City of Elmira, Elmira Heights, Town of Southport, Pine City, Webb Mills, Town of Baldwin, Town of Wellsburg and Chemung County. In case of an emergency within any one of our facilities, that facility would dial 911 for emergency assistance. If involvement were needed from other local government agencies, then the superintendent or their designee would act as that contact person. Additional procedures for communications can be found in the Building-Level Emergency Response Plans and the Greater Southern Tier (GST) BOCES Emergency Communications Network Flowchart. The following examples are the types of arrangements that could be used by the District:

- Principal (building-level IC or backup IC) or Superintendent or designee (District-Wide IC or backup IC) in an emergency would contact the county dispatch center for fire, EMS, or police by calling 911.
- Principal (building-level IC or backup IC) or Superintendent or designee (District-Wide IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.

B. Arrangements for obtaining advice and assistance from local government officials including the county or town officials responsible for implementation of Article 2-B of the Executive Law will be carried out

through the protocols established in the GST BOCES Communication Flowchart. The following are examples of the types of arrangements that could be used by the District during county-wide emergencies:

- Superintendent or designee (District-Wide IC or backup IC) in an emergency will contact the Chemung County Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: Chemung County Civil Defense Office, American Red Cross, Chemung County Emergency Services Office, New York State Police, Chemung County Sheriff Office, Chemung County Office of Mental Hygiene and GST BOCES Health/Safety/Risk Management Office.
- If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee will notify the appropriate town officials (ex: highway dept., town administrator, and/or public safety). The District would contact the following as needed: town officials from Town of Elmira, City of Elmira, Elmira Heights, Town of Southport. Likewise, should there be an emergency within the community that has the potential to impact the facilities of the District; the superintendent should be notified immediately.

- C. If there is an emergency within the District that has the potential to impact bus transportation capabilities either to or from other educational agencies within the District boundaries, the director of transportation in close coordination with the school emergency coordinator will activate a phone tree to inform all necessary parties. The communication plan will be located in the Building-Level Emergency Response Plan for the transportation department. In the event the phones are not operational, media (radio, television, District website) may be utilized to convey the pertinent emergency information.

The details are considered confidential, due to the school specific information and administrator home phone numbers and are located in the confidential building-level emergency response plan.

Section V: Prevention and Intervention Strategies

Security Measures and Procedures - The District procedures require the following: visitor sign-in and visitor badges (during regular school hours), use of the Raptor Security System, single point of entry, buzz-in door surveillance systems, fingerprinting of employees, volunteer screening, and employee badges. The District also has school monitors in each building, as well as use of School Resource Officers in each building. The Chemung County Sheriff's Office are routinely present on campus, in school buildings, and at large public events. Video surveillance, security pagers and security motion detectors are also used to improve security. If a crime occurs in or on school property, the District will follow the guidelines of the investigating agency.

Security Policies - To further enhance school security and student, faculty and staff safety, the District has the following policies in place:

- Appointments and Designations by the Board of Education-1330
- Bullying and Hazing – 7316
- Bullying: Peer Abuse in The Schools – 7532
- Code of Conduct on School Property- 3410
- Dignity For All Students – 7570
- Email Acceptable Use and Responsibilities-6471
- Emergency School Closings – 3510
- Hazing of Students – 7553

- Non-Discrimination and Anti-Harassment in the District- 3420
- Prohibition of Weapons on School Grounds - 3411
- Safe Schools-3415
- Safety and Security – 5680
- Safety Conditions and Prevention Instruction – 8210
- School Building Access Control- 5685
- Sexual Harassment of Students- 7551
- Statewide Uniform Violent Incident Reporting System (UVIRS) – 3414
- Student Safety and Hazardous Initiation to School Related Organizations: Hazing – 3413
- Threats of School Violence – 3412
- Title IX and Sex Discrimination – 3421
- Use of Surveillance Cameras in School District – 5684

Identification of Warning Signs - The Elmira City School District has implemented procedures for the dissemination of materials regarding the early detection of potentially violent behaviors (threat assessment) when deemed appropriate. The District employs school social workers, school counselors, student support counselors, and psychologists who assist the District in identifying early warning signs in students and early intervention/prevention strategies. The District also has a partnership with Chemung County for use of the HOPE and TIG suicide prevention programs. Designated personnel also play a key role in suicide prevention programs. In addition, the District has a school based mental health program at each level. This is in partnership with Chemung County Department of Family Services and the Chemung County Office of Mental Hygiene.

Appropriate Prevention and Intervention Strategies (not all inclusive; an internal, confidential Guide for Safety & Emergency Planning has been created and references specific requirements for training and drill frequency):

- Collaborative efforts with state and local law enforcement officials.
- Training of hall monitors and other security personnel.
- Compliance with DASA regulations.
- Non-violent conflict resolution training programs.
- Extended day school programs.
- Drug Awareness and NARCAN training for all nurses
- Annual trainings offered to non-instructional, bus drivers and food service staff.

Prevention and Intervention Programs - Strategies for improving communication among students, between students and staff and the reporting of potentially violent incidents. Highlights of the major programs are noted below (not all inclusive):

District-wide Programs:

- District-Wide Equity, Diversity and Inclusivity committee inclusive of students
- Profile of an Elmira Employee, Graduate, Middle School Student and Elementary Student
- Student/parent/legal guardian handbook that outlines the expectations of students
- Social and Emotional Learning
- Mental Health Education

Elmira High School (grades 9-12):

- Counseling Center – All students are assigned a school counselor who works with the students and parents.
- Restorative Practices
- PBIS (Positive Behavioral Interventions & Support)
- Youth Court

- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the Assistant Principal or Principal to discuss the behavior and its consequences.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Mentoring Program – To improve school performance and/or social interactions in coordination with Glovehouse and YWCA
- Mental Health and Wellness Education
- Key Club – Organized to promote pride and service to school and community.
- CASA – Drug and Alcohol Awareness through Trinity
- Behavioral Intervention Center
- Circle of Friends and PAL Program
- Children’s Integrated Services
- Family Community and Outreach Coordinator
- Family Services School Based Mental Hygiene
- Family Services Building Social Workers
- Glove House Case Management Mentoring
- Glove House – Grief/Trauma Counseling Service
- HOPE Squads
- LGBTQ Safe Zones Program
- School Resource Officers
- Suicide Prevention and Awareness Program
- Summer School Based Mental Hygiene
- Trinity Drug and Alcohol Prevention
- Mental Health and Wellness Education
- Too Good for Drugs- Drug Education Program
- Reporting system to report serious offense school violence.

Ernie Davis Middle (7/8th Grade):

- Middle School Rights and Expectations – Reviewed yearly and provided to all students in written form.
- Mental Health and Wellness Education
- Counseling Center – All students are assigned a school counselor who works with the students and parents. Counselors discuss study/organizational skills, goal setting, interim/report card grades, strategies for improving grades/attitudes, learning styles, getting along with others and related topics that concern a student and/or parents.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the assistant principal or principal to discuss the behavior and its consequences.
- Mental Health and Wellness Education
- Key Club – Organized to promote pride and service to school and community.
- CASA – Drug and Alcohol Awareness through Trinity
- Behavioral Intervention Center
- Circle of Friends and PAL Program
- Children’s Integrated Services
- Family Community and Outreach Coordinator
- Family Services School Based Mental Hygiene

- Family Services Building Social Workers
- Glove House Case Management Mentoring
- Glove House – Grief/Trauma Counseling Service
- HOPE Squads
- LGBTQ Safe Zones Program
- School Resource Officers
- Suicide Prevention and Awareness Program
- Summer School Based Mental Hygiene
- Trinity Drug and Alcohol Prevention
- Mental Health and Wellness Education
- Too Good for Drugs- Drug Education Program
- Reporting system to report serious offense school violence.
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Elementary Schools (PK-2)

- ARCADE
- Circle of Friends and PAL Program
- Child Care Council Partnership for Pre-K
- Children’s Integrated Services
- Comprehensive Interdisciplinary Development Services (C.I.D.)
- Family Community and Outreach Coordinator
- Family Services School Based Mental Hygiene
- Family Services Building Social Workers
- Glove House – Grief/Trauma Counseling Service
- LGBTQ Safe Zones Program
- Pint Size Hero Program
- School Resource Officers
- Summer Cohesion
- Summer Boost Program
- Mental Health and Wellness Education
- Restorative Practices
- PBIS
- Comprehensive approach to work toward an atmosphere of tolerance school-wide.
- Social Skill Training
- Reporting system to report serious offense school violence.
- K-2 I-Care Rules.
- Feelings; Counselor works with all students on the four basic feelings; happy, sad, mad, scared.
- Problem Solving Strategies and “Stop and Think.”

Elementary Schools (3-6)

- ARCADE
- Circle of Friends and PAL Program
- CASA Trinity Expanded Services
- Children’s Integrated Services
- Family Community and Outreach Coordinator
- Family Services School Based Mental Hygiene
- Family Services Building Social Workers
- Glove House – Grief/Trauma Counseling Service
- HOPE Squads
- LGBTQ Safe Zones Program
- Pint Size Hero Program

- School Resource Officers
- Summer Cohesion
- Summer Boost Program
- Too Good for Drugs _ Drug Education Program
- Mental Health and Wellness Education
- Restorative Practices
- PBIS
- Comprehensive approach to work toward an atmosphere of tolerance school-wide.
- Social Skill Training
- Reporting system to report serious offense school violence.
- K-2 I-Care Rules.
- Feelings; Counselor works with all students on the four basic feelings; happy, sad, mad, scared.
- Problem Solving Strategies and “Stop and Think.”

Prevention and Intervention Training – The District’s Human Resources Department has developed a description of duties, hiring and screening process. As required by the SAVE legislation, all employees are fingerprinted and have a criminal background check via the NYS Education Department. All monitors are offered de-escalation training and security guards receive the SAVE required de-escalation training.

Section VI: Continuity of Operations (COOP)

A. District Support for Buildings

The District realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a Building-Level Emergency Response Team is faced with threats of violence or actual violent incidents, members of the District-Wide Emergency Response Team will assist as follows:

- a. Acting as a sounding board for the building principal/supervisor of implied or direct threats and/or violent acts.
- b. Assisting in determining the level of threat and appropriate responses.
- c. Sending a District-Wide Emergency Response Team member to support the Building-level Emergency Response Team.
- d. Monitoring the situation and adjusting the District’s response as appropriate.
- e. Assisting with parent/legal guardian, faculty/staff, and media communication.
- f. Assisting with coordinating building and grounds security.
- g. Assisting with offering a “backup” team (another school team and/or an outside group) if the affected team needs assistance.
- h. At monthly administrator’s meetings, all implied or direct threats and/or violent acts are shared and discussed. A consensus is reached on how to best handle each incident in a manner that meets District and building approval. All administrators have this ongoing resource available.

B. Disaster Mental Health Services

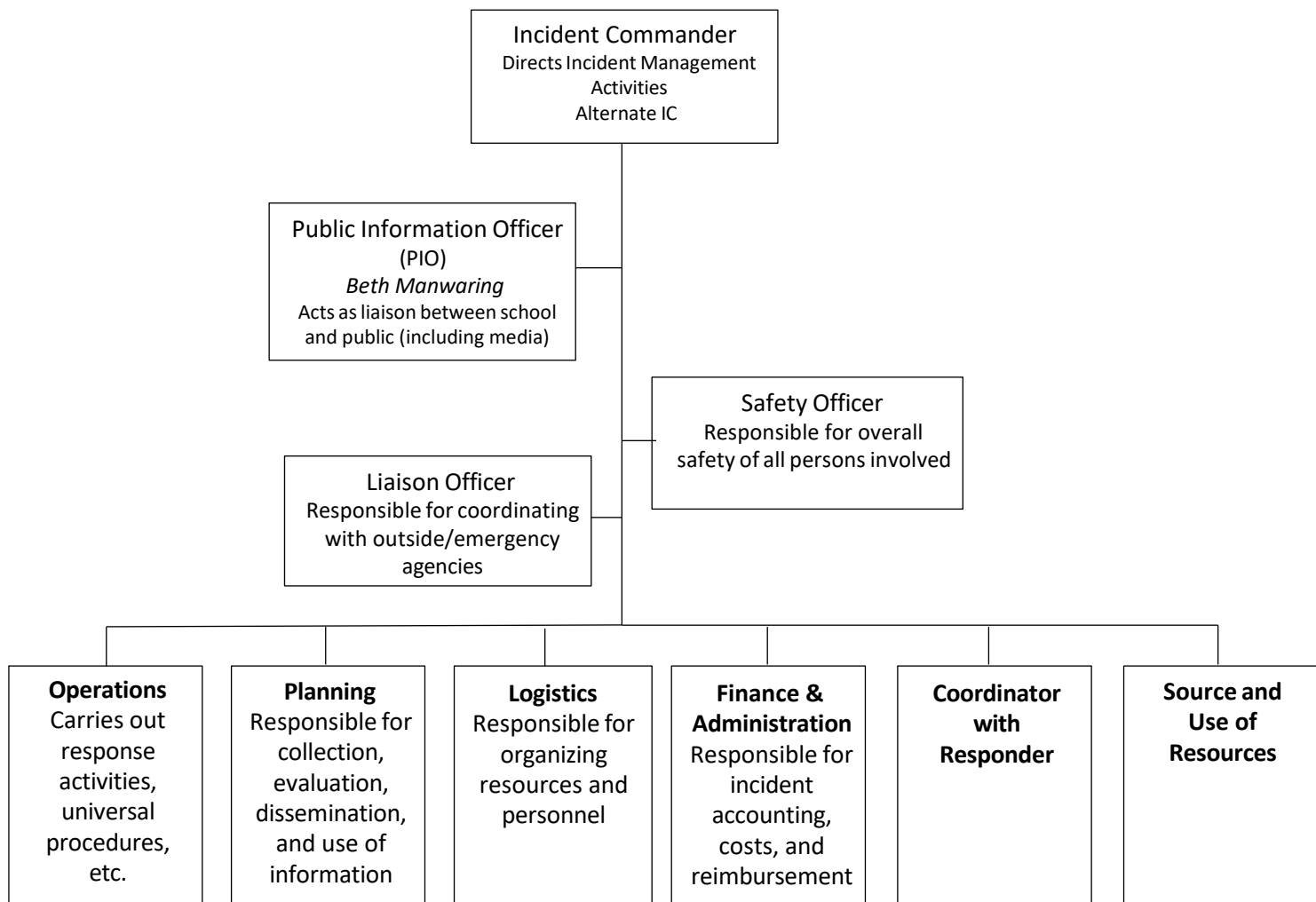
The District realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a Building-level Emergency Response Team is faced with threats of violence or actual violent incidents, the District-Wide Emergency Response Team will assist as follows (Appendix B & C):

- a. Sending a District-Wide Emergency Response Team member to each affected school building as a liaison between the school building and the district office.
- b. Activating the District-Wide Crisis Team. The team consists of the school physicians, school nurse coordinator and school psychologists and District Office Administrative staff as needed. The team has local connections to the Chemung County Department of Health, Chemung County Mental Health, Chemung County Emergency Management Office and Chemung Center for Family Services.

- c. Continued feedback from those directly impacted is sought. Building and district support is offered during the incident with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original incident.
- d. Assisting with parent/legal guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. If needed, assisting in contacting additional outside mental health resources such as: the Mental Health Association of New York State, Chemung County Mental Health and the National Organization for Victim Assistance (1-800-try-nova) (www.try-nova.org).
- e. Assisting the schools with the creation of written statements being distributed to faculty/staff, parents/legal guardians; press releases and media requests through the District's public information officer and communications office. The District has a large resource of letters, press releases and media procedures that take the burden off the individual Building-level Emergency Response Team.

[Click here to download/view the School Resource Officer \(SRO\) Contract](#)
(last updated on August 25, 2023)

Appendix A



Appendix B

Self-Harm Response

There are three responses to an investigation of a situation where a student informs, they intend to harm themselves.

1. The investigation reveals no credible threat.
2. There is deemed to be a credible threat and the SRO gets involved to make an assessment on whether or not to arrest or transport the individual voluntarily.
3. The threat is deemed imminent and life threatening. A call is made to the Crisis center for further evaluation/treatment.

In all three cases the parents/guardians are contacted. The typical process is:

- Information is reported to a staff member or another student that a student intends to harm themselves.
- The principal is notified and works with the Social Workers to develop a response action based on evaluation of the student.
- The response action can include:
 - A suicide assessment done by the Social Workers, Principal, SRO.
 - Student checked by School Nurse.
 - Contact with the Home Schools' Counselor (or Home School Administrator if counselor is unavailable).
 - A meeting with the parents/guardians, the student, Home School Counselor and Social Workers to establish a safety plan for the student.
 - The SRO's involvement (mental health arrest) and/or a call to the Crisis Center if the Social Workers deem further assessment is needed.
 - The Crisis center decides where the student should have the evaluation (at the hospital/psych center, etc.)
 - A transportation plan for student-typically the parents transport for further evaluation, but the student could be transported by ambulance or alternative transportation if necessary.

Appendix C

COUNTY MENTAL HEALTH DIRECTORS

ALLEGHANY

Robert W. Anderson, Ph.D., Director
Alleghany County Community Services Counseling Center
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Wellsville, NY 14895
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CHEMUNG

Brian Hart, LCSW-R
Director of Community Services
425 Pennsylvania Ave.
Elmira, NY 14902-0588
(607) 737-5501

SCHUYLER

Shawn Rosno LCSW-R Director of Community Services
106 South Perry St., Suite 4
Watkins Glen, NY 14891
(607) 535-8288

STEUBEN

Henry Chapman, Psy. D., Director
Steuben County Community Services
115 Liberty St.
Bath, NY 14810
(607) 664-2255

TIOGA

Lori Morgan LCSW-R
Director of Community Services
1062 State Route 38
P. O. Box 177
Owego, NY 13827
(607) 689-8139 (Director's office)
(607) 687-0200 (Main Office)

For the Elmira City School District, the scheduling of the debriefing sessions shall be the responsibility of the Emergency Response Coordinator or his designee.

Appendix D

**EMERGENCY CONTACTS
FOR ELMIRA CITY SCHOOL DISTRICT
EMERGENCIES**

EMERGENCY	AGENCY	PHONE
Aircraft Crash	Fire Department	8-911 or 911
Armed Person	State Police/Sheriff	8-911 or 911
Bomb Threat	State Police/Sheriff	
Bus Accident	State Police/Sheriff & Fire Dept.	
Chemical Accident	Fire Dept.	
Child Abduction	State Police/Sheriff	8-911 or 911
Civil Disobedience	State Police Department	8-911 or 911
Earthquake	Depends on scope of problem (monitor Emergency Broadcast Station or Scanner)	
Electric Power Failure*	NYSEG	796-0222
Explosion/Fire	Fire Dept./NYSEG	
Flood/Flash Flood	Monitor Weather Radio & Scanner	
Food Poisoning	Fire Dept./Local Hospital/ Dept. Of Health	733-6589/ 737-4194
Gas Leak	Fire Dept./NYSEG	
Hazardous Spill	Monitor Scanner, EMO	8-911 or 911
Radiological Emergency	Monitor EBS and Scanner, EMO	8-911 or 911
Tornado	EMO (Fire Dept. if injuries)	
Water Line Leak	Water Board	733-9179
Winter Storm EMO		737-2096 or 756-8600
DEC		
DEC (Horseheads Office)		739-0809
DEC (Bath)		776-2165
DEC (Reg. 8) `		(585)226-6706

*Electric power-related problem shall be reported
by the Operations & Maintenance Department.

Each Building-Level Safety Plan includes an energy contact directory.

Appendix E

RESOURCES FOR OBTAINING ADVICE AND ASSISTANCE FOR EMERGENCIES, DIAL 8-911 or 911

Elmira Heights Fire Dept.	Administrative calls 733-6580
Chemung County Sheriff's Office	Non-emergency calls 735-8600
NYS Police, Horseheads Barracks	607-739-8797
American Red Cross	607-734-3317
Chemtrec - Emergency	800-424-9300/ Information800-262-8200
Chemung County Emergency Management	607-737-2096 / 607-732-4225 (Home)
Chemung County Executive	607-737-2929 / 607-731-2929 (Cell) / 607-733-3669 (Home)
Chemung County Health Department	607-737-2068
Chemung County Highway Dept./Public Works	Garage & Night Number 607- 739-3898 Office 607-739-3896
Chemung County Transit System	607- 734-5211
Elmira Water Board, Office	607-733-9179
Chemung County Environmental Health Services	607-737-2019 / 607-733-8089 (Home)
Erway Ambulance	Emergency Calls 607-734-9141 Administrative Calls 607-734-5017
Hospitals: Emergency	Arnot Ogden Hospital 607-737-4194 St. Joseph's Hospital 607-737-7806
West Elmira Police Dept.	607-734-2031
West Elmira Fire Dept.	607-734-2204
Southport Fire Dept.	607-733-7599
Pine City Fire Dept.	607-733-6941
NYS Electric & Gas Emergencies	1-800-572-1131 (gas problem) 1-800-572-1137 (electric problem)
Finger Lakes Regional Poison Control Center	1-800-333-0542
Town of Horseheads	607-739-8783 (Office)
Homeland Security Advisory System	www.emsc.nysed.gov./deputy/documents/alerts/cover-Toc .