

# SCIO CENTRAL SCHOOL DISTRICT-LEVEL



## EMERGENCY MANAGEMENT PLAN OVERVIEW

**REVISED: June 21, 2022**

**ADOPTED: August 10, 2022**

A public hearing was held for this plan on July 13, 2022

The plan was published for public review from July 10, 2022- August 10, 2022

## **Safety Plan Purpose and Overview**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an efficient and effective manner. Districts are required by NYS Project SAVE (Safe Schools Against Violence in Education) to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

This plan is designed to provide overview guidance to the Building-Level School Safety Teams as well as district-level administrators before, during, and after an emergency and describes the general roles and responsibilities of the members. It identifies who will coordinate an incident and the procedures that may be employed. Detailed guidance is outlined in the confidential Building-Level Emergency Plan.

The Superintendent, or their designee, will lead the efforts of the district-wide school safety team in the yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plan (ERP), as well as completion and submittal of the yearly update to the ERP.

## **Public Information**

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

Scio School District will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The Superintendent of Schools is designated as the public relations contact for the District who will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the public information designee will be:

1. To provide correct information to the public, by telephone, media or letter as appropriate, as to what is occurring and what the School District is doing in response;
2. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of the official information;
3. To act as a liaison between the media/public and School District officials who are involved in decision making and the operational response to the emergency;
4. To organize the District's response to parents.

The Scio Central School District prime communication method to inform parents of emergency or critical situations will be the district automated phone calling system which will deliver messages via phone to district parents with updated contact information in our student management system.

Depending on the situation, these systems may also be used for notifications: email, website, social media (facebook/twitter), local media sources.

## **Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. [8 NYCRR Section 155.17 \(e\)\(2\)\(v\)](#) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

## **Incident Command System (ICS)**

1. If an emergency is declared, Incident Command System (ICS) protocol will be followed with the following terms and roles defined:

### **Incident Commander (IC) - Superintendent**

- Lead decision maker, at least until outside agencies arrive
- Maintains as much direct communication as possible with Superintendent, Principal, Business Official, Director of Pupil Personnel, Sr. Maintenance Mechanic, and Transportation Supervisor.
- If an emergency or crisis occurs with the Superintendent absent from the building, the Principal will be designated the Incident Commander.
- If an emergency or crisis occurs after school hours, Athletic Director/Monitors/Coaching Staff in the building and in charge of after-school events taking place at the time of the incident shall contact Principal and Superintendent immediately in addition to taking the necessary action to ensure the safety of students, staff and visitors.

### **Public Information Officer - Superintendent**

- Serves as the conduit for information to internal and external stakeholders, including alerting media to their safe waiting areas as well as times and locations of press conferences if necessary.

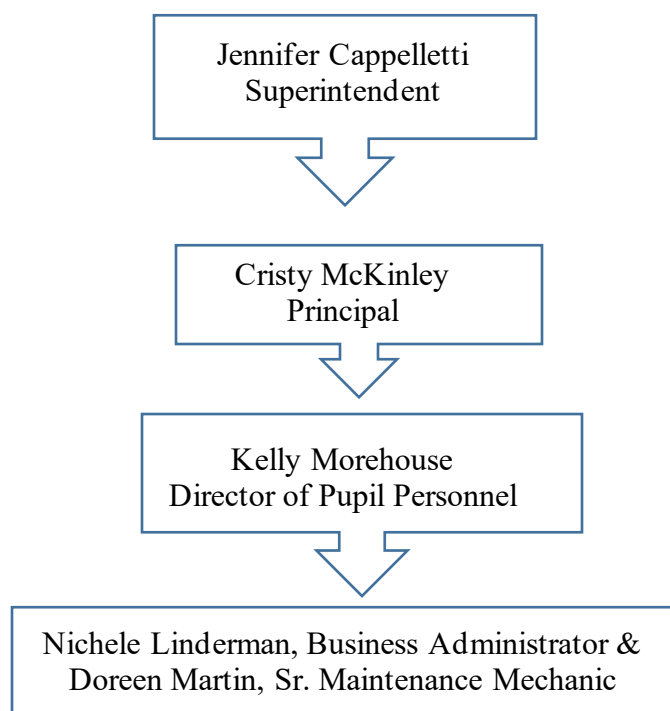
### **Incident Command Post (ICP) - Bus Garage**

- Also serves as the Multiple Agency Coordination Center (MACC)/Emergency Operations Center (EOC)/Base when possible.
- Other ICP/MACC/EOC/Base locations may be necessary and will be decided upon and communicated by the Incident Commander.
- Alternate location(s) designated by Incident Commander as needed.

### **Staging Area (outside agencies) - Behind bus garage**

2. In the event of an emergency or crisis, members of the District Team should call or report to the Incident Command Post (ICP) as soon as possible.
3. If an emergency or crisis occurs with the Principal(s) and Superintendent absent from the building, an individual designated by the Business Official and Sr. Maintenance Mechanic will become responsible for initiating the Incident Command System.
4. Following threats or acts of violence, the Principal will recommend actions, resources or local emergency responders/agencies that may provide follow-up services to staff and/or students and their families.

### Chain of Command



### Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Superintendent, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the EMP.

In any emergency, the most expeditious method for outside assistance is to **call 911**.

Additional contacts include:

<b>Agency</b>		<b>Primary Contact #</b>
State Police	911	585-268-9030
Sheriff	911	585-268-9600
Fire Department	911	Brandon Costello: (585) 610-7305
BOCES District Superintendent		(716)376-8254
Allegany County Department of Health		(585)268-9247 health.ny.gov
Allegany County Board of Legislators		(585)268-9222 <a href="https://www.alleganyco.com/government/legislators/">https://www.alleganyco.com/government/legislators/</a>

### School Staff Assistance

Cathy Farwell – Fire Department 1<sup>st</sup> Assistant Chief; Certified First Responder

Cristy McKinley – Emergency Medical Technician

## **Threat, Hazard Types, and Examples**

The Scio Central School Building Emergency Response Plan outlines information regarding the threats and hazard types listed below. All school district administrators and managers have familiarized themselves with and have access to the plan so that appropriate decisions should we have an emergency.

<b>Threat and Hazard Type</b>	<b>Examples</b>
Natural Hazards:	<ul style="list-style-type: none"><li>• Earthquakes</li><li>• Tornadoes</li><li>• Lightning</li><li>• Severe wind</li><li>• Hurricanes</li><li>• Floods</li><li>• Wildfires</li><li>• Extreme temperatures</li><li>• Landslides or mudslides</li><li>• Winter precipitation</li><li>• Wildlife</li></ul>
Technological Hazards:	<ul style="list-style-type: none"><li>• Explosions or accidental release of toxins from industrial plants</li><li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li><li>• Hazardous materials released from major highways or railroads</li><li>• Radiological releases from nuclear power stations</li><li>• Dam failure</li><li>• Power failure</li><li>• Water failure</li></ul>
Biological Hazards:	<ul style="list-style-type: none"><li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis</li><li>• Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i></li><li>• Toxic materials present in school laboratories</li></ul>
Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"><li>• Fire</li><li>• Active shooters</li><li>• Criminal threats or actions</li><li>• Gang violence</li><li>• Bomb threats</li><li>• Domestic violence and abuse</li><li>• Cyber attacks</li><li>• Suicide</li></ul>

## **Public Health Emergencies – Communicable Disease**

Effective April 1, 2021 public employers were required to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. The Plan must include the following at a minimum:

- 1) A list and description of positions and titles considered essential with justification for that determination.
- 2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- 3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- 4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- 5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- 6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- 7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Details on this Plan are included in Appendix B (Communicable Disease - Pandemic Plan).

## **Drills and Training**

In accordance with NYS regulation, the Scio CSD will conduct a minimum of twelve (12) emergency drills including 4 lockdown drills and 8 evacuation drills per school year. The building level emergency management plan will also be tested including shelter-in-place and early dismissal (no earlier than 15 minutes before normal dismissal).

The district may also conduct additional drills as deemed necessary for training. All drills will be document for review with the safety team.

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://www.dhSES.ny.gov). Or by contacting your local emergency management agency.
- Annual training for all staff by September 15<sup>th</sup> (new staff to be trained as hired)
  - Review EMP with staff
  - Conduct full staff briefings on roles to perform during an emergency
  - Ensure all staff have been briefed in the communications and notifications requirements set forth in the EMP
  - Training in school violence prevention and mental health
- Annual training for students
  - Conduct student briefings on roles they perform during an emergency

## **Common Language Used for Emergencies**

### **Shelter-in-Place**

**Purpose:** A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado). Other common uses for a shelter-in-place include a medical emergency or bomb threat. Specific directions will be given by administration throughout the shelter-in-place event.

### **Evacuation**

**Purpose:** This annex focuses on the courses of action that the school will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites, required per [8 NYCRR Section 155.17 \(e\)\(2\)\(a\)](#).

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

### **Lockout**

**Purpose:** This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger. No one will be permitted to exit the building. Entry into the building will be permitted through the front door only on a one-on-one basis. Entry into the building may also be suspended.

### **Lockdown**

**Purpose:** This annex describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

## **Reunification Procedures**

### **Event Requiring All Students Be Picked Up:**

**Purpose:** The Reunification Annex details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

**Reunification Procedure:** Students will be reunited with their parents/guardians, post incident, according to the Reunification Procedure listed below:

The area students are located is secured by available faculty/staff as well as law enforcement and emergency personnel.

1. Police tape is used to close area to the public.
2. Parent Reunification area is set up by Main Office and Guidance Secretaries.
3. Reunification area is located away from students.
4. When notified by Incident Command that reunification can start - 9 parents (only one parent/guardian per family) at a time are allowed to pass into the secured area. Parents must present ID and sign the student out.
5. When those parents leave with the child, 9 more may enter.
6. Only individuals on the school's emergency contact form may sign a student out.

Parents will be notified via our automated calling system of reunification site.

## **Event Requiring Early Dismissal:**

All families will receive an automated call outlining the plan for the early dismissal.

Bus Students in Grades PK-6: No student in grades PK-6 will be permitted on a bus to be taken home until a school official, or their designees, have spoken to a parent. (Automated call will begin with statement asking parents to respond at the end of the message.) As per our regular procedure, no student in grades PK-3 will be left at their home without seeing that an adult is there to care for the child.

Picked Up Students in Grades PK-12 and Bus Students Grades 7-12: Regular procedure followed at earlier time.

Any student that is not picked up or cannot be dropped off will be supervised in a secure location awaiting confirmation from parents.

## **Organization and Assignment of Responsibilities**

### **Preventative Duties for All Administration, Faculty, Staff and Volunteers**

In addition to specific responsibilities listed below, responsibilities include:

- Reporting any suspicious activity to the office immediately
- Report any non-employee/student person(s) in the building without a visitor's pass
- Receive training on suicide prevention and report any concerns to Director of Pupil Personnel, School Psychologist, Social Worker, Principal or Superintendent
- MS/HS Teachers and Teacher Assistants – monitor hallways between classes
- Door Supervision – Direct all visitors to enter through the main front doors to obtain permission to be in the building
- Review written emergency protocols provided by the District annually on the opening day of school (District Emergency Plan summary reviewed and provided in hard copy annually. Complete plan available on the website under District Notifications.)

### **To Go Bags**

- To Go Bags will be updated by the nurse, main office and district office annually and as needed
- Bags will be stored in – Nurse's Office, Main Office, Principal's Office, Counseling Office, Superintendent's Office, and Maintenance Office
- To Go Bags will be taken by personnel in above office to the evacuation site

### **AED Locations**

#### **Wall Mounted**

- Across from Faculty Room
- 2<sup>nd</sup> Floor – toward 3<sup>rd</sup>/4<sup>th</sup> grade room
- Nurse's office
- Back track hallway

#### **Portable**

- Cabinet in weight room
- Room between the two PE offices
- Bus Garage – outside break room by rear overhead door

### **Superintendent**

The superintendent (or their designee) will serve as the **Incident Commander** and designate a minimum of two qualified individuals to serve as alternates in the event that the superintendent is unable to serve in that role. At all times, the superintendent still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in ERP
- Take steps necessary to ensure the safety of students, staff and others



- Determine which emergency protocols to implement as described in the building ERP
- Coordinate/cooperate with school staff, emergency responders, and law enforcement
- If designee, keep the Superintendent informed of the situation
- Ensure staff understanding of the district-wide safety plan
- Assist in the selection of security related technology and development of procedures for the use of the technology
- Coordinate safety, security, and emergency training for district and school staff, including training in the ERP
- Ensure the conduct of required evacuation and lock-down drills in the district as required by Education Law section 807

### **Principal**

Responsibilities include:

- In the absence of the superintendent, serve as the **Incident Commander**.
- Parental communication via mass communication tool.
- Take steps necessary to ensure the safety of students, staff and others
- Assist with emergency responders

### **Director of Pupil Personnel**

Responsibilities include:

- In the absence of the superintendent and principal, serve as the **Incident Commander**.
- Implementation of the Scio Central School Crisis Guide
  - Crisis Guide includes steps to ensure mental health services are put in place in the event of an emergency/disaster
  - Ensure those with Crisis Guide roles and responsibilities begin implantation and assign roles in the absence of a member of the Crisis Team
- Facilitate the dissemination of informative materials regarding early detection of potentially violent behaviors including but not limited to the identification of family members, community and environmental factors to teachers, administration, parents and other persons in parental relation to the students, board students and others deemed appropriate to receive such information

### **Teachers / Substitute Teacher / Student Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Keep students calm and quiet during drills/emergencies
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Management Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

### **Teaching Assistants**

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

### **Counselors, Social Workers & School Psychologists**

Responsibilities include:

- Receive and act on reports of any students considering self-harm
  - Notification to parents, administration and staff, as appropriate
- Take steps to ensure the safety of students, staff and other individuals during the implementation of the EMP

- Provide appropriate direction to students as described in this EMP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander
- Contact parent or parental relation to students who imply or make a direct threat against themselves

### **School Nurse/Health Assistant**

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

### **Custodians/Maintenance Staff**

Responsibilities include:

- The Senior Maintenance Mechanic will keep a record of drills performed throughout the school year and submit an annual report to the superintendent annually no later than June 30<sup>th</sup>.
- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

### **Principal's Secretary/Office Secretaries**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

### **Food Service/Cafeteria Workers**

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

### **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

### **Other Staff**

Responsibilities include:

- Execute assignments as directed by the Incident Commander

### **Students**

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Review emergency procedures annually (provided in student handbook)
- Be attentive during training
- Follow directions given by faculty and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. “If you see something, say something.”)
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

### **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- Listen to and follow directions as provided by the School District

### **Prevention Procedures**

The District has established precautionary measures in place to prevent a threatened or actual incident from occurrence.

#### **1. Staff Identification**

Scio Central School provides each District Staff member with a District Identification Card, with a photo of the employee visible on the card. All employees are required to visibly display their District issued photo identification card during their hours of employment and while upon any District site to identify District staff from any unauthorized persons.

#### **2. Access Control**

The District maintains a networked electronic access control system, to regulate access to District school buildings and facilities. The system allows all authorized District employees to access secured schools at any time during their respective duty hours allowing doors to remain locked. Classroom doors are to remain shut while students are in the classroom. Propping of doors is not permitted. Teachers ensure their door is shut and locked when they are not in the room or nearby in the hallway.

#### **3. Security Camera Network**

The District utilizes a networked security surveillance camera system, allowing for the observation of District Facilities for the protection of students, staff, visitors and District assets. The district cameras may be monitored at any time allowing for the potential detection of any unauthorized persons upon District properties.

#### **4. Social Emotional Learning**

Scio Central School's dedicated to providing professional development in Social Emotional Learning (SEL) practices for all faculty and staff. The district implements the Second Step curriculum for elementary and middle school students.

#### **5. Dignity for All Students (moved from another section)**

Scio Central School District Policy provides for the requirements of the Dignity for All Students Act (DASA) by application of the requirements to develop policies, procedures and guidelines for an environment free from harassment, bullying, and discrimination.

Scio Central School Administration accomplishes this through appointing a Dignity Act Coordinator, annual training for all staff members and provides for proper reporting, investigation and follow up of all incidents. In addition, provides counseling, mediation or conflict resolution as required.

6. Student Teacher Action Team (STAT)  
Team meets to discuss individual interventions for students and progress monitor. Referrals come from teacher referrals.
7. Comprehensive Counseling Plan  
This plan is run by committee and addresses district wide annual goals for all students.
8. Informative Materials  
Information materials will be distributed to teachers, administrators, parents and other person in relation to students, and students regarding the early detection of potentially violent behaviors.

### **Protection Procedures**

The District is committed to employing measures to protect students, staff, visitors, community members and District property and assets from any threat and/or hazard.

1. Single Point of Entry  
Each District building operates under a uniform Single Point of Entry (SPOE) procedure to enhance school safety. All students enter from designated entrances that are actively supervised by school staff. Once the students have started the academic school day, the SPOE is locked, and electronic access control is utilized to allow District staff members to enter the otherwise secured building.
2. Background Checks  
Required District staff members must submit to a fingerprint background check, prior to their placement within a school building, as required by the New York State Education Department. The background clearance also provides a reporting conduit which provides a notification to the District if an employee's clearance status changes. Additionally, all volunteers within the District complete an application process and local background check is facilitated by the Superintendent.
3. Classroom/Office Doors are equipped with Aperio System management system. All personnel have an access card granting them access to specific locations.
4. Signage  
All district buildings and facilities maintain proper signage to prevent unauthorized persons from entering and/or remaining upon the school campus, as defined under Section 140.10 of the New York State Penal Law.
5. Daily Supervision  
Supervision and situational awareness are necessary and help create order in the school. Classes are not to be left unattended. Elementary teachers (PK-4) are required to escort their classes to and from specials and lunch. Middle School/High School Teachers (5<sup>th</sup>-12<sup>th</sup>) are to be present in the hallways between classes.
6. Visitor Registration  
All visitors to any District school must register with District personnel upon entering a school building. Further the visitor will be issued a temporary visitor pass, which they must visibly display while upon the school campus, to prevent any unauthorized persons from entering a school building. It is the responsibility of all staff members to report anyone in the building without proper identification.
7. Inclement Weather Delay and/or School Closing  
To protect the physical well-being of students of the District, the Superintendent of Schools may delay the opening of school and/or close schools for the instructional day based upon current and/or impending inclement weather conditions. The delay and/or closure will be communicated as early as possible, based upon

circumstances, and available via all current media outlets, as well as the District website and any other means of mass communications technology in use by the District.

8. Drills

All schools within the District conduct the prescribed number of fire drills and other requirements as in the amendments of Education Law 807 (1-a, (b): Fire and Emergency Drills; requires twelve drills be conducted each school year, four of which must be lock-down drills, allowing students and staff to practice the emergency procedures to the school building. All drills must be accurately documented, and a report must be submitted to the Facilities Department on a semi-annual basis.

9. Facilities Safety Inspections

The District Maintenance Department conducts an annual visual inspection of the physical condition and infrastructure of all school buildings, noting the condition of the facility and reporting the same to the District Board of Education and the New York State Department of Education.

10. Fire Safety Inspections

A comprehensive fire safety inspection of all the District Schools and buildings is conducted annually, in conjunction with the District Facilities Department to identify and mitigate any potential fire hazards, enhancing personal safety for students and staff.

11. Response

The District is committed to the utilization of all of the personnel and physical resources which it maintains to respond to any emergency to stabilize the situation and establish a safe and secure environment for all persons.

12. Emergency Management

Each District school building maintains an Emergency Management Plan which is reviewed and updated on an annual basis. The District also maintains a District Emergency Management Plan, which is reviewed and updated on an annual basis.

13. School Safety Team

Each District school maintains a School Safety Team, comprised of staff members who may possess specialized training and/or skills, which meet regularly to discuss pertinent safety issues, potential hazards and are assigned to respond within a specific role in the event of an emergency.

14. Mutual Aid

The District maintains a line of communication with the Allegany County Department of Emergency Management, the local law enforcement and fire departments, and with the New York State Police, in order to provide additional resources in the event of an emergency, to save lives and property.

15. Recovery

The District will utilize all available capabilities to assist any District building which has been affected by an emergency, to restore a safe learning environment.

16. Recovery Mutual Aid

The District may request the assistance of local, county, state, and federal government resources to assist in the security and recovery of the District operations in the event of an emergency which exceeds the District's available resources and capabilities.

17. Critical Incident Debriefing

The District shall complete a critical incident debriefing with all staff and responders involved upon the completion of the incident and response. A standardized record will be completed and forwarded to the District Safety Committee for review.

18. Code of Conduct

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive, and Scio Central School personnel may deliver quality educational services without disruption or interference.

Responsible behavior by students, teachers, school personnel, parents, and visitors is essential to achieving this goal.

Scio Central School has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of integrity, mutual respect, citizenship, character, tolerance, honesty, and civility.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this Code of Conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and visitors when on school property or attending a school function.

# **Public Employer Health Emergency Plan for Scio Central School District**

Approved on: April 20, 2021

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

## **Promulgation**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Scio Teacher Association (STA) and Scio Civil Service Employees Association, as required by the amended New York State Labor Law.

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

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Scio Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: April 20, 2021

By: Jennifer Cappelletti

Signature:



Title: Superintendent

## **Purpose, Scope, Situation Overview, and Assumptions**

### **Purpose**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### **Scope**

This plan was developed exclusively for and is applicable to Scio Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### **Situation Overview**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

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

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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

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

### Concept of Operations

The Superintendent of Scio Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Scio Central School shall be notified by phone and email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Students and parents will be notified of pertinent operational changes by way of phone, email, website and/or regular mail. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Scio Central School Administration will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon resolution of the public health emergency, the Superintendent of Scio Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.



## Mission Essential Functions

When confronting events that disrupt normal operations, Scio Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Scio Central School District

The Scio Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

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

The mission essential functions for Scio Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software and technical assistance to faculty and students. Maintains the network and phone system.	1
Maintenance	Ensures the safe operation of all mechanical systems such as boilers, cleans and disinfects the building	1
Grounds	Ensures safety around the exterior of the building such as snow removal	2
Food Service	Provides meals to students	1
Transportation	Delivery of meals and instructional materials	1
Clerical	Organization of instructional materials, aids in communication with employees, students, and other constituency	2
Instructional Staff	Provide instruction and support; may also work remotely but will need access to the building for materials and instructional tools	2
Administration	Maintain and Supervise all Operations; will need to be on site at times, may also work remotely	2
Instructional Support Staff	Provide student support, clerical support; may also work remotely	2
Finance/Human Resource	Maintain finance operation, provide human resources support; will need to be on site at times, may also work remotely	2
Health Services	Provide health services and health related guidance; will be on site at times, may also work remotely	1

## Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> <li>IT</li> </ul>	IT staff members provide support in setting up hardware and software, network management, and help desk support. The majority of the work can be done from home.
Maintenance	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Assistant Supervisor</li> <li>Custodians</li> <li>Cleaners</li> </ul>	<p>Supervisor – oversees all building and grounds operations</p> <p>Assistant Supervisor – assists with overseeing operations and responsible for maintaining building systems</p> <p>Custodian – assist the assistant supervisor, may assist with cleaning and disinfecting</p> <p>Cleaners – responsible for disinfecting routinely throughout the day and deep cleaning</p>
Grounds	<ul style="list-style-type: none"> <li>Grounds Workers</li> </ul>	Necessary grounds to prevent corrosion and rodents; maintain safety of the grounds
Food Service	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Cook</li> <li>Cashier</li> <li>Food Service Helpers</li> </ul>	<p>Supervisor – oversee all food service aspects</p> <p>Cook, Food Service Helpers – prep and organize meals</p> <p>Cashier – assist with food prep if needed</p> <p>All may also assist with delivery of meals</p>
Transportation	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Mechanic</li> <li>Bus Driver</li> <li>Bus Monitors</li> </ul>	<p>Supervisor – oversee all transportation services</p> <p>Mechanic – assist supervisor, maintain fleet of busses</p> <p>Bus Drivers/Monitors – assist in the delivery of meals and instructional materials, transportation of students as needed</p>
Clerical	<ul style="list-style-type: none"> <li>Main office Secretary</li> <li>Principals' Secretary</li> <li>Director of PP's Secretary</li> <li>District Clerk</li> </ul>	All Secretarial – Assist administration; assist with organization of instructional materials, assist with communication among all employees and families; much of the work may be done from home
Instructional Staff	<ul style="list-style-type: none"> <li>Teachers</li> <li>Service Providers</li> </ul>	Provide instruction and support to students; much work can be done from home but access to the building access is necessary to have access to materials and instructional tools as needed
Administration	<ul style="list-style-type: none"> <li>Superintendent</li> <li>Principal</li> <li>Director of Pupil Personnel</li> </ul>	Oversee the operation of all aspects of the district, much of the work can be done from home
Instructional Support Staff	<ul style="list-style-type: none"> <li>Aides</li> </ul>	Provide support to students (much of this can be done from home) and provide clerical support as needed with food service and instructional materials
Finance/Human Resource	<ul style="list-style-type: none"> <li>Business Official</li> <li>Treasurer</li> </ul>	In district as needed, portion of work can be done from home
Health Services	<ul style="list-style-type: none"> <li>School Nurse</li> </ul>	Provide health services and health guidance as needed, much work can be done from home

## Reducing Risk Through Remote Work and Staggered Shifts

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

## Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

Identification of who will work remotely and approval for remote work will be determined by the Superintendent, or their designee. Health and safety will be the dominator factor in making these decisions. Other factors to be considered include but are not limited to, maintaining safety within the school, optimizing instruction, duties of the employee, and executive orders.

Scio Central School District will make a reasonable effort to work with employees to ensure they have the devices necessary to work from home, access to essential software programs and databases, access to files via Office 365 as needed. School telephones can be forwarded, staff can connect to their voicemails from remote locations, teachers can “call” students through Microsoft Teams and directions will be provided for using applications that allow for not providing home phone numbers.

## Staggered Shifts

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

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The following will be considered:

- Limiting the building occupancy to capacity allowable by State or Local guidance
- Forming employee work shift cohorts to limit potential contacts
- Limit employee travel within the buildings
- Limit restroom usage to specific work areas
- Alternate workdays or work hours
- Limit or eliminate visitors to the building
- Reduce or eliminate common areas

## Personal Protective Equipment

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

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE

- a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Scio Central School will make every attempt to have an 8 week supply of cleaning supplies and PPE (masks, gloves, disposable gowns, eye protection, face shields, and N-95 respirators) on hand at all times. PPE will be stored behind the stage and in the bus garage. Items that are used during the school year on a regular basis, will be used from this supply and replenished as needed. The Maintenance Supervisor will monitor, track usage and reorder supplies as needed.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms.

Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Employees must notify their immediate supervisor of potential exposure, and received directive from the Superintendent and/or their designee with regards to remaining off work and/or working remotely.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. Scio Central School District will only allow these individuals to continue to work on site if there are no other employees that can perform the necessary job duties.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. Immediate supervisors will ensure these employees understand these expectations and ensure the protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
4. Scio Central School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
5. Scio Central School District will refer to CDC guidance, the New York State Department of Health, and local departments to determine when persons exhibiting symptoms may return to work.
6. Immediate supervisors will direct the employee to have all questions regarding symptomatic persons to the School Nurse.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
  - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
  - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
  - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Superintendent and/or their designee is responsible to make sure all potential employees and contractors are notified of the potential exposure.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

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

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

## **Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which Scio Central School District is committed to reducing the burden on our employees. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic. The Scio Central School District provide provisions based upon the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

## **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Scio Central School District to support contact tracing within the organization and may be shared with local public health officials.

The Transportation Supervisor, Food Service Manager and Maintenance Supervisor will be responsible for tracking the hours of each of their employees. These employees each use a time clock when they enter and leave work. Aides, Clerical and Health Services will also use the time clock to track their time in the building. Teachers and Teacher Assistant attendance will be tracked by the Principal's Secretary. Administration will be responsible for tracking their own hours working within the building or at off-site visits.

## **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Scio Central School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Scio Central School District will coordinate with the Allegany County Department of Emergency Services and/or American Red Cross to help identify and arrange for these housing needs. This will be organized through the District Office.