

DISTRICT WIDE SCHOOL SAFETY PLAN 2018-2019



**UNION ENDICOTT CENTRAL
SCHOOLS**

DISTRICT WIDE SCHOOL SAFETY PLAN

The Union Endicott School District is responsible for providing safe and effective response procedures for sheltering or evacuating students, staff and visitors in the event of natural, technological or manmade occurrences. As natural, technological or manmade occurrences can develop suddenly, this District Wide Safety Plan has been developed to provide an easy to use, outlined response for various events. Additional information has been provided in the appendices for the Building Level Emergency Response Team, Emergency Response Team and Post Incident Response Team, to prepare for a multitude of events and to serve as a resource for training and practice drills.

The District Wide Safety Plan also provides procedures and other essential background information to assist community and other governmental agencies, who in the time of a disaster, may require the use of District owned buildings and transportation equipment for shelter and evacuation.

Revised – January 2019

UNION ENDICOTT CENTRAL SCHOOL DISTRICT

DISTRICT WIDE SCHOOL SAFETY PLAN

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I	SUBJECT: District Wide School Safety Plans
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To be prepared for an emergency or disaster in the District and to insure a prompt, thoughtful response, the District Wide School Safety Team and Superintendent will prepare guidelines for the development of a District Wide School Safety Plan. The plan shall make provision for:

1. District responses such as sheltering in place, lockout lockdown and evacuation - possibly to and from a secondary site,
2. Annual written notification to students and staff;
3. An annual multi-hazard drill
4. Coordination with local emergency coordinators and how assistance will be obtained from these emergency organizations
5. Address criminal offenses, medical emergencies, building system failures and technological hazards with specific policies and procedures
6. Various prevention and intervention strategies for students
7. Identification of school resources available for use during an emergency
8. Identification of staff appointed to make decisions during an emergency and how the district will support or assist Building Level Emergency Response Teams and Post Incident Response Teams in schools after threats of violence or actual violent incidents have occurred.
9. Identification of school resources for security issues.

A District Wide School Safety Team has been established to supervise the District Wide School Safety plan. A District Incident Commander (Assistant Superintendent for Business & Elementary Education) has been appointed with responsibility for overall coordination and decision-making should an emergency occur. The District Incident Commander may create and sustain a control center in anticipation of an emergency and has the power to direct operations and the use of district resources, personnel and funds for the emergency. Furthermore, the location of potential emergency sites on School District property as well as within the community itself will be reviewed.

Regulations of the Commissioner of Education Policy Adopted

- Section 155.17

IMPORTANT NOTES

1. All schools in the District should dial 911 in an emergency. Thomas J. Watson Elementary will contact the police and fire departments in Tioga County, who will, in turn, contact the Endicott emergency response departments.
2. Throughout this plan, the three Building Level Teams will be referred to Emergency Response Teams (ERT), the Building Level Emergency Response Team, the Emergency Response Team and the Post Incident Response Team. At school sites, the Building Level Emergency Response Team shall consist of a teacher, principal or other administrator in the building, head custodian, community member, local law enforcement official, local ambulance member, parent, and other school personnel located in the building. The Response Team shall consist of the various school personnel, local law enforcement, local Fire Department representative and representatives from other local, regional or state emergency response agencies. The Post Incident Response Team shall consist of School Personnel, medical personnel from the school or additional outside staff, mental health counselors from the school and/or Broome County Mental Health Department and other school personnel.
3. Every school building should have an Evacuation Folder for the Building Administrators to take with them when evacuating. Suggested items to be kept in this Evacuation Folder include:
 - A. Attendance Forms
 - B. The lunch schedule.
 - C. A sign-out sheet for parents/guardians and a list of persons who cannot sign out their children.
 - D. From the nurse's office, a listing of students who may need to have medication while they are away from the building (for example, diabetic students).
 - E. List of students with special needs such as diapering.
 - F. From the nurse's office, students who are allergic or sensitive to certain foods or environments.

INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION

I. CHAIN OF COMMAND:

If the Superintendent of Schools is unavailable the first alternate will be Assistant Superintendent for Business then second alternate will be the Director of Facilities & Safety and then third alternate will be the Assistant Superintendent for Personnel to assume the role of the District Incident Commander.

II. OPERATIONS GROUP: During an emergency, the following Planning Committee Members shall function as an operations group under the command of the District's Incident Commander:

Dr. McLeod, Dr. Dake, Nicole Wolfe, Pamela Riddleberger, Toby Riddleberger, Christine Coveny, Jennifer Kazmark, Shannon Gillette and Dr. Michelle Reed.

INCIDENT COMMAND SYSTEM (ICS) ORGANIZATION

ICS Position & Description	Contact Telephone	Operations Members
<p style="text-align: center;">*District Incident Commander (IC)</p> <p>Responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations</p>	B 757-2114	Assistant Superintendent for Business and Elementary Education
<p style="text-align: center;">Deputy Incident Commander</p> <p>Assists the IC with the management of the emergency/disaster. Assumes the role of the IC if required and fulfills the responsibility until relieved.</p>	B 757-2111	Superintendent
<p style="text-align: center;">Operations</p> <p>Manages/directs the response to the incident</p>	B 757-2196	Director of Facilities & Safety
<p style="text-align: center;">Logistics</p> <p>Provides facilities, services, personnel, equipment and materials to support the incident, including medical or food service.</p>	B 757-2196	Director of Facilities & Safety
<p style="text-align: center;">Planning & Intelligence</p> <p>Collects, evaluates and documents information about the development of the incident.</p>	B 658-7155	Administrative Assistant for Assistant Supt. for Personnel
<p style="text-align: center;">Administration/Finance</p> <p>Provides financial tracking, procurement, and cost analysis related to the incident.</p>	B 757-2114	Assistant Superintendent for Business and Elementary Education
<p style="text-align: center;">Safety Officer</p> <p>Ensures that all activities are conducted in a safe a manner as possible under the circumstances which exist. The safety officer can enact emergency authority and override the decision of the IC.</p>	C427-3601	BOCES Health & Safety *School Nurse if BOCES not available
<p style="text-align: center;">Public Information Officer</p> <p>Acts as the official spokesperson for the district. Contact person for persons of parental relation.</p>	B 757-2160	Public Information Officer
<p style="text-align: center;">Agency/Liaison</p> <p>Contact person for responding agencies.</p>	B 757-2123	Director of Pupil Services
<p style="text-align: center;">Log/Scribe</p> <p>Documents all activities of the Command Post. Maintains all information/documents of the ICT.</p>	B 757-2114	Assistant Superintendent for Business and Elementary Education

They will report directly to the Command Post at Business Office, District Offices at 1100 East Main Street Endicott, New York, in the event of an emergency. Other committee members may be called into service by the District Incident Commander.

DISTRICT INCIDENT COMMANDER

ALERT FOR APPROPRIATE RESPONSE ACTION:

1. When the District Incident Commander has been notified that an emergency exists, the Emergency Plan will be activated and operations will be directed from the Office of the Assistant Superintendent for Business and Elementary Education at the District Offices.
2. The following members of the District Wide School Safety Committee will implement the emergency response as directed by the District Incident Commander:

DIRECTOR OF FACILITIES AND SAFETY	757-2196
SUPERINTENDENT/ADMINISTRATIVE SERVICES	757-2111
COMPUTER SERVICES & INSTRUCTION	757-2108
SUPERVISOR OF TRANSPORTATION	757-2125
SUPERVISOR OF SCHOOL LUNCH	757-2107
COORDINATOR ATHLETICS, P.E. & INSTRUCTION	757-2191
PUBLIC INFORMATION OFFICER	757-2160

These members of the District Wide School Safety Committee will assign such other personnel as deemed necessary to meet the needs of the situation. The District Wide School Safety Committee members will remain available until notified otherwise.

RESPONSE ACTION OF DISTRICT INCIDENT COMMANDER:

1. Take FULL CONTROL upon being notified of an emergency.
2. Make immediate decisions regarding emergency response.
3. Order activation of appropriate response action.
4. Notify appropriate individuals and agencies. District Incident Commander will notify Fire, Police and Emergency Medical Services through the use of the 911 system.
5. Make appropriate public announcements requiring parents to avoid disaster areas in order to eliminate interference with emergency efforts.
6. Turn over control to outside agencies as situation requires.
7. Submit post-emergency report to Superintendent of Schools.
8. Perform testing of the District Wide School Safety Plan on an annual basis.
9. Meet with local government and emergency service organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the district.
10. Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken.
11. Annually review with the District Wide School Safety Team the need for any updates and revisions in the Plan.

The District uses the Incident Command System model for emergency actions. For District Wide Emergencies the Superintendent will be the Incident Commander. In Building Level emergencies the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized by the Union Endicott Central School District and Board of Education to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions identified in the Building Level Emergency Response Plans. Building Level Incident Command staff are identified in the Building Level Emergency Response Plans.

DISTRICT WIDE SCHOOL SAFETY TEAM/ BOARD ADVISORY TEAM ON SCHOOL SAFETY

DISTRICT WIDE SCHOOL SAFETY & FACILITIES TEAM: The District Wide School Safety Team will develop, update and implement a District Wide School Safety Plan.

POSITION	NAME
Board of Education Member	Sharon Wells & Glenn McIver
Administrative Representative	Suzanne McLeod – Superintendent Nicole Wolfe – Assistant Superintendent Christine Coveney- Director of Curriculum & Instruction 6-12
Teacher Representative	Kristy Gault – Elementary Teacher Deb Daugherty – Secondary Teacher
Other Union Representatives	Lisa Bennett – Director of Transportation
School Safety Personnel	Wendy Antalek – School Nurse
Parents	Sue Fetherolf, Kristy Gault
Fire	Dave Thomas, Tom Palazzo
Police	Endicott Police Chief Patrick Garey, Trooper Shannon Hartz
Community Members	Chuk Wilson, Joe Monte
Other	Toby Riddleberger – Director of Facilities & Safety, Steve Theiser – Architect, Andrew Burlingame- Head Custodian

DISTRICT WIDE ADMINISTRATIVE CONTACTS FOR EMERGENCY ASSISTANCE

Member of District Wide SST/ Title	Name	Telephone Numbers
Superintendent of Schools/ IC	Dr. Suzanne McLeod	B 757-2111
Assistant Superintendent	Nicole Wolfe	B 757-2114
Assistant Superintendent	Dr. Larry Dake	B 658-7155
Director of Facilities and Safety	Toby Riddleberger	B 757-2196
UE High School Principal	Steven DiStefano	B 757-2181
JFS Middle School Principal	Tim Lowie	B 757-2156
CFJ School Principal	Alicia Boyce	B 757-2137
GFJ School Principal	Johanna Hickey	B 757-2143
AGM School Principal	Elaine Taylor	B 757-2131
TJW School Principal	Emily Regan	B 757-2152
Transportation Supervisor	Lisa Bennett	B 757-2125
School Lunch Director	Brian McCoy	B 757-2107
Board of Education Member	Dr. Sharon Wells	H 785-5627
Board of Education Member	Glenn McIver	H 427-8007

EMERGENCY RESPONSE-TEAMS

EMERGENCY RESPONSE TEAMS: This page reflects the format of the information that is specifically included in each Building Level Plan. Each school site will have three teams at their site: Building Level Emergency Response Team, Emergency Response Team and the Post Incident Response Team. These teams will coordinate activities, collect site specific data, disseminate information, and perform other tasks at the site in conjunction with the District Wide School Safety Team and using the Incident Command System. The District is utilizing the NYS Safe Schools Template for Building Emergency Plans for 2018-2019.

1. The Building Level Emergency Response Team shall be comprised of:

BUILDING LEVEL EMERGENCY RESPONSE TEAMS

Position
Teacher
Administrator
School Safety Personnel
Community Member
Local Law Enforcement Official
Local Fire member
Local ambulance member
Parent
Other School Personnel

2. The Building Level Emergency Response Team shall be comprised of:

EMERGENCY RESPONSE TEAMS

Position
School Personnel
Local Law Enforcement
Local Fire Member
Other Local ,Regional or State Emergency Response Agency

3. The Post Incident Response Team shall be comprised of:

POST INCIDENT RESPONSE-TEAMS

Position
School Personnel
Medical Personnel
Mental Health Counselor
Other School Personnel

PLAN REVIEW AND PUBLIC COMMENT

◇This plan shall be reviewed and maintained by the District Wide School Safety Team and reviewed on an annual basis.

◇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 Education Law Section 2801-a.

◇Full copies of the District Wide School Safety Plan and any amendments will be on the district website. Building Level Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

GENERAL EMERGENCY RESPONSE PLANNING

- I. The Superintendent has designated District Emergency Coordinator as the district Chief Emergency Officer whose duties shall include, but not be limited to:**
- coordination of the communication between school staff, law enforcement, and other first responders;
 - lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
 - ensure staff understanding of the district-wide school safety plan;
 - ensure the completion and yearly update of building-level emergency response plans for each school building;
 - assist in the selection of security related technology and development of policies for the use of such technology;
 - coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
 - ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
 - ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

II. Response actions to emergencies

The District has identified general response actions to the following emergency situations. These actions include school evacuation, lockdown and sheltering. These procedures are developed in coordination with the local Emergency Management Office, local fire department and law enforcement agencies. The Building Level **Emergency Response Plans** include identification of specific procedures for each action depending upon the emergency.

Emergencies include but are not limited to:

- Acts of Violence
- Airplane Crash
- Bomb/Explosive Threat
- Civil Disturbance
- Food Poisoning
- Gas Leak
- Hostage/Kidnapping
- Intruder
- Others as determined by the Building Level Emergency Response Teams
- Implied or direct threats of violence
- Natural/Weather Related
- School Bus Accident
- Structural Failure
- Threats of Violence
- Biological
- Radiological
- Epidemic

III. District resources and personnel available for use during an emergency.

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in conjunction with the Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team comprised of: .

IV.	Annual multi-hazard school training for staff and students
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The District will conduct annual training for both staff and students in school safety issues. Training may consist of classroom activities, general assemblies, table top exercises, and full scale drills of other appropriate actions to increase the awareness and the

preparedness of staff and students. The District will provide annual training on the building-level emergency response plan which includes components on violence prevention and mental health.

Schools have practiced evacuation drills to a secondary site since 2003. All Schools practice the required number of Lockdown drills annually. All Union Endicott schools continue to participate annually in table top drills with local Emergency Service Personnel.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans are revised in response to post-incident critiques of these drills.

IV. Staff Development

Union Endicott Central Schools provides annual training for Staff on issues related to Schools Against Violence Education legislation. Training has been provided on the Incident Command System (ICS), Code of Conduct developed by the District Wide School Safety Committee, Bomb Threat recognition, recognizing gang behavior, and Olweus training on anti-bullying.

Internal evacuation drills are also practiced on an annual basis. Each school building and the District Office building have a NOAA Weather Radio and participate in the Weather Hazards Awareness Week drills. The Emergency Response Teams review the internal evacuation drills after the exercise and critique the experience.

Union Endicott has an employee that delivers mail between buildings, to the Union Endicott Post Office and to Broome Tioga BOCES. The mail person, the alternate, and the individuals that sort mail at the buildings have been trained in procedures and personal protective equipment (PPE) to protect themselves from exposure to anthrax or from the threat of a suspicious package or mailing. They have also received training on how to properly handle the mail and what PPE to use while using the automated postage meter.

Substitute teachers receive a substitute package of information that includes information on Union Endicott's plain English response codes used during an emergency. The Response Code Chart is also available in every classroom in the district to existing staff in order to prepare staff for their responsibility during any of the listed incidents.

All staff receive Hazard Communication & Blood Borne Pathogen training on a yearly basis. Custodial and maintenance staff also receive annual training on Lockout, Confined Space Entry, Asbestos Awareness, Ladder Safety, and Electrical Folding Partitions.

RESPONDING TO THREATS AND ACTS OF VIOLENCE

I. Responding to threats and acts of violence

The District has enacted policies and procedures dealing with and responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide.

These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence. These policies and procedures are included in the District's Code of Conduct, Policy 7310, available on the Union Endicott District website www.uek12.org.

II. Policies and Procedures for contacting appropriate Law Enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in accordance with the Building Level **Emergency Response** Plan emergency responses and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.

III. Appropriate response to emergencies

The District recognizes that appropriate responses to emergencies vary greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail appropriate

responses to such emergencies. The Union Endicott Central School District is a multi-building district. Post Incident Response teams from individual buildings will work together to assist in the event of a building specific emergency with that building's Post Incident Response team.

IV. Policies and Procedures to contact parents, guardians or other persons in parental relation to students in the event of a threat against themselves

The District will contact parents, guardians or other persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide.

V. Policies and Procedures to contact parents, guardians or other persons in parental relation to the students in the event of early dismissal or violent incident

The District will contact parents, guardians or other persons in parental relation to the student via media release to local television and radio stations, Parent Teacher telephone tree contact, School Messenger or other appropriate means in the event of early dismissal or violent incident. The Union Endicott Central School District provides parental notification for the annual early dismissal drill to the parent, guardians or other persons in parental relation to the student. The local television and radio stations and newspaper used for notification can be found in Appendix D.

COMMUNICATION WITH GOVERNMENTAL AGENCIES

I. Obtaining assistance during emergencies from emergency services organizations and local governmental agencies.

During emergencies, local government agencies, including emergency services, can be obtained via Broome County's Office of Emergency Services Call Center at 911 or directly to the emergency service needed. The Incident Commander has authority to contact and obtain the services of these agencies.

II. Procedures for obtaining the advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of executive law.

The Incident Commander has the authority to contact and obtain services of these agencies.

III. A system for informing all educational agencies within a school district of a disaster

The District will notify any educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. See Appendix E for specific contact information.

IV. Educational agency information

Each Building Level Emergency Response Plan will include information for identifying school and staff populations and other private educational institutions and daycare entities within the district. The Emergency Response Teams will ensure that this information is current and accurate.

PREVENTION AND INTERVENTION STRATEGIES

I. Policies and procedures related to school building security including the use of security devices, procedures and personnel. See Appendix C.

II. Policies and procedures for the dissemination of informative materials

The District is committed to the use of interpersonal violence prevention educational packages for grades kindergarten through twelve, when available. Early Dismissal Drills are practiced as required with notification to parents, guardians, or person in parental relation to students in the event of emergency via Global Connects messaging service, television and radio announcements.

III. Prevention and intervention strategies.

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Case by case basis contact with state and local law enforcement officials to ensure that school Safety Committee members and other school personnel are adequately trained including being trained to de-escalate potentially violent situations,
- School safety programs and assemblies for students at each building.
- School social workers provide training and counseling, and participate on Response to Intervention teams.

IV. Strategies for improving communications among students and between students and staff and reporting of potentially violent incidents. See Appendix F.

The District recognizes that communication is a vital key in the prevention and intervention in violence in schools. To that end, the District is exploring programs in the following areas:

- Creating a forum or designating a mentor for students concerned with bullying or violence
- Others based upon district need.

V. Description of duties, hiring and screening process and required training of hall monitors and other safety personnel.

All personnel required to participate in the fingerprinting and background checks required by the SAVE legislation follow those requirements. Duties for all staff members are listed under civil service titles.

APPENDIX A

Multi-Hazard Training for Staff and Students

Union-Endicott School District prepares for the early dismissal drill and coordinates with adjacent school districts annually.

All buildings have participated in planned evacuation drills to secondary sites since 2003. At the conclusion of each evacuation drill, a debriefing session is held with Emergency Response Teams and the exercise is critiqued and compared with the previous year's evacuation.

All Union Endicott School Buildings have participated in the Severe Weather Hazards Awareness Week (SWAW) drills since 2004. A response is planned to the alert announced on the SWAW week and then practiced after the alert is sent via NOAA weather radio. In 2007 weather radios were changed from the analog radios to the digital radios. Due to the problem of some schools (CFJ, AGM and GFJ) not receiving the signal, NYS Alert has been signed up by all school at no cost to the district and all buildings receive this message in order to proceed with appropriate response drills.

APPENDIX B
ANNUAL NOTIFICATION FOR DISTRICT WIDE SCHOOL SAFETY
PLAN

PURPOSE

1. To inform students, staff, persons in parental relationship and the community of the existence of a district wide school safety plan for the Union Endicott Central School District.
2. To educate students, staff, persons in parental relationship and the community about the district wide school safety plan and proper response actions in the event of a disaster.

ANNUAL NOTIFICATIONS

Students

1. In the classroom, educate students about the importance of cooperation during a drill. Ensure students know what will be expected of them during a disaster or a drill.

Staff

1. Educate teachers and staff about the district wide school safety plan and the annual drill during orientations at the beginning of each school year. Stress that cooperation will be needed from all during the annual disaster drill.
2. Provide written instructions for each identified disaster to the main office of each district building. The instructions are to be kept on file in a designated area of each building. The location of the instructions should be made known to all building staff.
3. Provide a concise response code chart indicating what is required by each staff member in the event of a disaster and for use during a disaster drill. The location of the response code chart should be made known to any substitute working in the building.
4. Include information on the district wide school safety plan and where instructions are located in the substitute handbook and each faculty handbook.
5. Send written notification, in the form of a letter, to all employee union leadership annually. The letter will explain that the district has a District Wide School Safety Plan in place and will be conducting a disaster drill.

Persons in parental relationship

1. Include information on the content of the District Wide School Safety Plan on the district website. The information will include notification that an annual disaster drill will be conducted by the district.
2. Provide additional information on the district wide school safety plan and drill procedure in the messages home to parents/guardians.

Community

3. Provide information on the District Wide School Safety Plan and drill procedure on the district website.

APPENDIX C DISTRICT WIDE SECURITY RESOURCES

Badges at Main Office for Visitors: Signs are posted at all entrances that all visitors must report to the main office. The procedure once a visitor is at the Main Office is to have them sign in and obtain a visitor pass, which they must return and sign out upon leaving. **Card Readers at Entry:** The Union Endicott Central School District uses card readers for access to the buildings for staff. The card readers can be programmed to assign entry at specific doors and for specific times for each staff member.

Since 2006 all doors except the main door were locked and Close Circuit TV and monitors positioned in the main office allowed staff to view who was entering the building and ensure that they were signing in at the main office before proceeding to their meeting destination inside the building. In 2007 -2008 the addition of card readers at entry points allowed staff to enter at allowed times and maintain building security. Additional security buzzers were installed at the main office for the elementary schools and a secure vestibule has been installed at the middle school, high school and elementary schools along with a greeter to “unlock” the main door temporarily for visitors to enter after they had stated their name and reason for being there.

Hall Monitors and other staff: All staff are asked to route any unidentified visitor to the main office or to report any suspicious person to the main office that appears to be loitering in the building without a Visitor Badge or Identification Badge.

Staff Procedures for reporting suspicious packages: Staff review their room or work area at the beginning of each day to survey for suspicious packages or anything out of the ordinary. Anything suspicious is reported to the Main Office immediately.

Staff Badges: Union Endicott Central School District currently has all staff members identified with badges for the Union Endicott School District.

Procedures for Teachers for accounting for students during an evacuation: Teachers are required to take their attendance books with them during an evacuation. Students that may be missing from classrooms due to being in bathrooms, late to their next class due to an appointment at another classroom, or any other reason are to be included in the nearest exiting class. Students will be accounted for using a red and green card system.

Sprigeo Reporting System: Union Endicott Central Schools have a Sprigeo reporting system online to assist students with reporting threats including bullying, violence, weapons, drugs, etc.

APPENDIX D

**MEDIA CONTACTS FOR
EMERGENCIES**

TELEVISION	RADIO	NEWSPAPER
WBNG (12)	WNBF-AM (1290 AM)	PRESS & SUN-BULLETIN
WICZ (40)	WHWK-FM (98.1 FM)	
WIVT (34)	WAAL-FM (99.1 FM)	
WSKG Public TV	WYOS (104.1 FM)	
	WKOP (1360 AM)	
	WMRV (1430 AM)	
	WMXW (103.3 FM)	
	WKGB (92.5 FM)	
	WBBI (Clear Channel Group)	
	WENE (1430 AM)	
	WINR (680 AM)	
	WCH (88.5)	
	WLTB (101.7 FM)	
	WEBO (1330 AM)	
	WSKG (89.3 FM)	

APPENDIX E

<p>LOCATION OF UNION ENDICOTT SCHOOL DISTRICT STUDENTS</p> <p>ADJACENT DISTRICT & PROGRAM CONTACTS 2017-2018</p>

BOCES	Location	Contact Person & Telephone
Broome Tioga BOCES Main Campus	435 Glenwood Road Binghamton, NY 13905	Jim Mullins 763-3324
East Learning Center	164 Hawley Street Binghamton, NY 13901	Chuck Wheeler 762-6200
West Learning Center	471 Pennsylvania Avenue Apalachin, NY 13732	Maria Keesler 748-8261
Adjacent Districts	Contact Person	Telephone
Binghamton City School District	Dr. Tonia Thompson, Superintendent	762-8100 ext 318
Broome Tioga BOCES	Mr. Alan Buyck Superintendent	763-3309
Johnson City Central School District	Ms. Mary Kay Roland, Superintendent	763-1230
Owego Apalachin Central School District	Mr. Corey Green, Superintendent	687-6224
Maine Endwell Central School District	Mr. Jason VanFossen Superintendent	754-1400 ext. 211
Newark Valley Central School District	Mr. Ryan Dougherty Superintendent	642-3221
Catholic Schools of Broome Co.	Elizabeth Carter President	723-1547
Seton Catholic	Mr. Matthew Martinkovic Principal	723-5370
Vestal Central School District	Mr. Jeffrey Ahern, Superintendent	757-2241
Daycare within the District	Location	Telephone
Boys & Girls Club of Endicott	1 Club House Road Endicott, NY	754-0225
All Saints	1112 Broad Street, Endicott, NY	748-7423
Endwell Nursery	3301 Watson Boulevard Endicott, NY	748-9505
The Learning Ladder	207 Hayes Avenue Endicott, NY	239-6240
Mom's House	202 Garfield Street Endicott, NY	785-5220
St. Anthony's Learning Center	906 Jenkins Street Endicott, NY	748-5184

Head Start UPK	999 Taft Ave Endicott, NY 1604 Union Center Hwy Endicott, NY	757-2114
First Presbyterian Church UPK	29 Grant Ave Endicott, NY	757-2114
Family Enrichment Center UPK	1201 Union Center Highway Endicott, NY	757-2114
Additional Sites	Location	Telephone
Ross Corners Christian Academy	2101 Owego Road Vestal, NY	748-3301
BU Children's Unit	4400 Vestal Pkwy East Vestal, NY	777-2829
Children's Home	1182 Chenango Street Binghamton, NY	772-6904
Windsor Central School District	215 Main Street Windsor, NY	655-8216

APPENDIX F – updated 1/2019

DISTRICT WIDE PREVENTION AND INTERVENTION STRATEGIES FOR STUDENTS

Union Endicott has been providing Olweus Training on Bullying to staff and students throughout the UE District. Non-Violent Crisis Intervention Training (NCI) is also offered to staff throughout the district.

Elementary Schools provides the following prevention and intervention opportunities for student to student and student to staff conflict resolution.

1. Student safety patrols which monitors school traffic at the beginning and end of the school day.
2. School staff assigned to monitor students at the beginning and end of the day. Staff is also assigned, at dismissal time, to monitor student traffic on the bridge from campus to Day Hollow Road.
3. Elementary schools have made several successful referrals to the TASP (Therapeutic After Schools Program) which serves students who are at risk of being removed from their parents due to issues related to abuse and neglect.
4. Counseling is provided for identified emotionally disabled students as needed.
5. Non mandated students also have the opportunity to receive counseling services when crises occur in their lives.
6. Crisis intervention services are also available as needed.
7. Community services have also been accessed to help students.
8. We have established cafeteria and playground rules of respect and posted them in prominent places throughout the schools.
9. We promote parent programs, giving them information and approaches for positive child development, through our school PTA newsletter, teacher communication pieces, and community bulletin boards.
10. School social workers assist with conflict management and small groups as needed to resolve conflicts.
11. Staff completes the discipline forms for reporting disciplinary and other types of inappropriate behaviors, which are sent to the principal, leading to communication with the home and/or other agencies.
12. Our RTI Team (Response & Intervention), made up of special education, reading and classroom teachers, as well as, the school nurse, social worker, and the school principal, discusses student academic and behavioral issues. Interventions are determined at RTI meetings.
13. The Reading Volunteer Program connects student to senior members of our community. This helps to develop reading skills, as well as, working with a positive role model.
14. New “Jump Start” program to orient kindergarten students a week before school starts.
15. Student Council encourages student input and their concerns are relayed via their advisor.
16. Mentor Program – Students meet several times a week with an adult mentor who helps with school and social problems.
17. Agendas – Last year our BPT adopted a student notebook called an agenda. We included materials on character education and the new Code of Conduct in the agendas. A free agenda is given to all students in grades three, four, and five.
18. Catholic Charities hosts the “Community Connections” center for all UE families. Located at the District Offices, counseling and support services are provided during the day and after school hours for families.
19. Family and Children’s provides services to GFJ and TJW students on Wednesdays at the District Offices to support all UE families.
20. The SSCUT (Safe Schools Community Unification Team) involves district administrators and teachers working alongside community services, such as Family Violence Prevention, Endicott Police Department, Probation and Social Services Department, to support students.
21. Union Endicott assigns 1 social worker to each Elementary School.

APPENDIX F
DISTRICT WIDE PREVENTION AND INTERVENTION STRATEGIES FOR STUDENTS
(cont)

Jennie F. Snapp Middle School provides a bullying reporting program as part of their prevention and intervention strategies for student to student and student to staff conflict resolution. Sessions are mediated by Jennie F. Snapp counseling staff. This can be in response to a threat of a fight, or part of the consequences for a fight that took place. If the two parties resolve the dispute peacefully after a confrontation that is taken into account when punitive measures are being considered. The Assistant Principals or the counselors handle bullying situations.

1. Promise Zone
2. RTI
3. Two Social Workers at JFS.

Union Endicott High School provides the following prevention and intervention strategies for student to student and student to staff conflict resolution.

1. Freshman-Senior Mentor Program
2. 8th Grade Transition Team
3. Two Social Workers at UEHS.
4. RTI