

**Rush-Henrietta  
Central School District**



**District Wide Safety Plan  
2018-19**

## INTRODUCTION

Section 4 of Chapter 181 of the Laws of 2000 added a new section, 2801-a, to Education Law which states in summary:

“The Board of Education, as defined in section two of this chapter, of every school district within the state.....shall adopt and amend a comprehensive district wide safety plan and building-level emergency response plan (s) which addresses violence prevention, crisis intervention, emergency response and management.....Such plans will be developed by a district wide safety team and a building- level emergency response team established pursuant to subdivision four of this section.....”

The following District Wide Safety Plan, along with each of the 14 individual Building-Level Emergency Response Plans, has been prepared with the input of school/community stakeholders, including students. For many years, the Rush-Henrietta Central School District has been very active in emergency management planning; meeting and coordinating with local and state law enforcement personnel; and creating a district emergency response team, and a district wide safety team. The district has taken a very proactive approach to responding to and managing actual and potential emergencies. The Rush-Henrietta School District celebrates the close working relationships with local Monroe County Sheriff’s Office, New York State Police, Rochester Police Department, Henrietta Fire District, Town of Rush, Rush Fire Marshal, Rush Fire and Ambulance Departments, CHS Mobile Integrated Health Care, Town of Henrietta Fire Marshall and Code Enforcement Departments, Monroe County Office of Emergency Preparedness, and the local Monroe #1 BOCES Environmental Health and Safety Specialist.

### **A. DISTRICT PHILOSOPHY REGARDING RESPONSE TO EMERGENCIES**

The Rush-Henrietta Central School District’s policies and procedures for responding to emergencies are based on the following two tier belief system:

- **Building Level**

Principals, teachers, and other building staff need to be focused and involved with the safety and security of their building. They cannot be taken off task by being required to handle and organize external command posts, communicate with responding emergency personnel, the media, maintain campus control, secure district personnel and equipment, be involved with outside mental health or other specialized emergency personnel, traffic flow, etc. Their main focus needs to be on the students and staff within their building, and to be able to articulate their Building-Level Emergency Response Plan(s) and protocols with the larger District Wide Safety Plan. To enhance the level of communication during an actual incident, each building has been provided a NOAA Weather Alert Radio, a building cellular phone, battery operated bullhorns, and a minimum of two FCC licensed two-way radios connected to the District emergency channels. All school buildings have total public address capabilities with internal and external speakers.

• **District Level**

The Rush-Henrietta Central School District, with full approval and support from the Board of Education, has implemented a District Emergency Response Team. There are eight individuals on this team. The Director of Student Management, designated as the Chief Emergency Officer for the district, is the lead incident commander of the District Emergency Response Team. As Chief Emergency officer and lead incident commander of the team, this individual is responsible for coordinating communication between the District Emergency Response Team members, school staff, law enforcement and first responders during an emergency. This individual is also responsible for ensuring that Building-Level Emergency Response Plans are completed, reviewed annually and updated when needed. Each member of the District Emergency Response Team has been provided a cell phone; two two-way radios (16 individual FCC approved channels), and two of the team members has transportation and operations two-way radios in their district assigned vehicles.

**B. DISTRICT PROCEDURES FOR CONTACTING AND ACCESSING EMERGENCY SERVICES**

**IN ANY EMERGENCY** on school property, at any school-sponsored or related event, or involving any district owned property, vehicles, or personnel, district administrators, supervisors, or district staff faced with an emergency situation will:

**1. Call 911** (*use the following protocols*)

- Clearly state the location (address, and nearest cross-street)
- Clearly state the problem
- Name and phone number
- Answer any follow-up questions

**2. Call the Chief Emergency Officer or a member of the District Emergency Response Team**

The Chief Emergency Officer or team member is notified and:

- Responds to the school, site of the emergency, or designated off-site location;
- Determines the school-based incident commander in charge;
- If necessary, determines location of command post;
- Assigns a district incident commander to the Principal or his/her replacement (if it is school related);
- Implements, in partnership with incident command post personnel, inside and outside perimeters (safety zones);
- Assigns at least one district emergency response team member to the outside command post;
- Determines who the district communications person is;
- Determines what other district resources and/or personnel are required and send for them;
- As soon as possible, determines, with the communications designee, how parents and the

community will be informed;

- Keeps the Assistant Superintendent of Student & Family Services and the Superintendent informed at all times;

Simply stated, the principal and his/her staff are responsible for implementing their Building-Level Response Plan. The Chief Emergency Officer and the District Emergency Response Team are responsible for providing immediate assistance and support to the building level administrator in charge and dealing with the multiple outside issues that arise during an incident.

**Note:**

If an off-campus emergency situation has the potential to compromise the health and safety of students and staff in any of the buildings of the Rush-Henrietta Central School District, or during any school-sponsored or related activity, the following must be followed:

- The Superintendent or the Chief Emergency Officer will be contacted by the MCSD or the off-scene command post.
- The Chief Emergency Officer/designee will assign District Emergency Response Team members to coordinate with off-campus command and to initiate district and building-level responses as necessary.

**All Hazards Philosophy**

The Rush-Henrietta District Wide Safety Plan and the 14 Building-Level Emergency Response Plans are created with the understanding that we can deal with any emergency incident with six immediate options. They are:

- Evacuation with the intent to return
- Evacuation with the intent to leave the site and shelter off-campus
- Building lock-down
- Building lock-out
- Shelter- in-place
- Hold-in-place

Secondary decisions regarding sheltering, early dismissals, lateral egress, or school cancellations will be made as additional information and intelligence is obtained.

We believe that any emergency can be handled by using one or more of these options, depending on the nature of the incident. Our Incident Command System (ICS) and all of our procedures and protocols are based on these five scenarios. Potential emergency and hazards would include:

- Criminal Offenses (bomb threat, hostage taking, kidnapping, etc.)
- Fire and Explosion (explosion, fire system activation, fire, etc.)
- Medical Emergencies (heart attack, bus accident, toxic exposure, etc.)
- Natural Hazards (earthquake, hurricane, tornado, flood, lightning, etc.)
- Systems Failure (structural failure, electrical failure, loss of building, etc.)
- Technological Hazards (gas/hazardous materials leak, airline crash, radiological incident (Ginna)

## GENERAL EMERGENCY PLANNING

Each number represents a mandated section of the Safe Schools Against Violence in Education legislation that is required to be in each plan.

1. The following list of names, and his or her successor as representative of the indicated stakeholder group they represent, has been appointed by the Rush-Henrietta Board of Education as the District Safety Committee.
  - Mr. Chris Barker, Director of Student Management/Chief Emergency Officer/District Emergency Response Team
  - Ms. Nerlande Anselme, Assistant Superintendent of Student & Family Services/District Emergency Response Team
  - Mr. Michael Paladino District Safety Coordinator/District Emergency Response Team
  - Mr. Kenneth Nelson, Director of School Facilities/District Emergency Response Team
  - Mr. Geraldo Torres, Director of Food Services/District Emergency Response Team
  - Mr. Steve Bloss, Head Bus Driver/District Emergency Response Team
  - Mr. David Kaye, Architect/District Emergency Response Team
  - Mrs. Shirley Smith-Gravanda, Director of Transportation/District Emergency Response Team
  - Ms. Jill Bernhardt, District Nurse-Practitioner/District Emergency Response Team
  - Mrs. Annmarie Strzyzynski, Rush-Henrietta Central School District Board of Education
  - Captain Paul DeLella, Zone B Monroe County Sheriff's Office
  - Mr. Mark Strzyzynski, Fire Chief, Henrietta Fire
  - Mr. James Bucci, Executive Deputy Chief, CHS Mobile Integrated Health Care
  - Mr. Richard Tracy, Rush Fire Marshall
  - Mr. Jim McNeil, Rush Fire Department
  - Mr. Chuck Marshall, Town of Henrietta, Safety Officer
  - Mrs. Marissa Logue, Assistant Principal, Rush-Henrietta Senior High School
  - Mr. Jim Nunez, Assistant Principal, Burger Junior High School
  - Assistant Principal, Vollmer Elementary School
  - Ms. Pearl Tokar, Coordinator of Child Care Services, Good Shepherd Building
  - Mrs. Bonnie Coddington, Coordinator, Continuing Education
  - Ms. Sheila Buck, RHEA
  - Mr. Scott Stradley, Teacher, Roth Junior High School
  - Mrs. Kathy Marnell, SNT, Fyle Elementary School
  - Peter Nowak, Assistant Principal, Sherman Elementary School
  - Mrs. Karen Hahn, Teacher/Library-Media Specialist, Crane Elementary School
  - Mr. Mike Dinsmore, Henrietta Fire, District Parent Advisory Council (Elementary/Junior High)
  - Mr. Gary Rose, Senior High School, Sentry I Supervisor
  - Mr. Gerald Jackson, Burger Junior High School, Youth Assistant
  - Ms. Karen Arthmann, Youth Assistant/Paraprofessional Unit
  - Ms. Jennifer Tomalty, Principal, Leary Elementary School
  - Mrs. Laurel Norton, School Social Worker, Leary Elementary School
  - Mrs. Lindsay Culhane, School Psychologist, Winslow Elementary School

2. The following is a list of sites within the district that have been identified as on-site locations which may pose a potential risk to the Rush-Henrietta School Community. This list was compiled with input from the Henrietta and Rush Fire Departments, Monroe #1 BOCES Environmental Health and Safety Specialist, New York State Police, Monroe County Sheriff's Office, District Emergency Response Team and the Board of Education.

**Hazards and possible on-site emergency situations:**

- This district has created a master book titled Rush-Henrietta Central School District Building and Emergency Features Manual. This manual is intended to guide and inform emergency responders with regard to building features and the storage and usage of hazardous materials within R-H facilities. Also shown on the plot plan for each building is the location of important control features such as the natural gas shut-off, emergency generators, RG&E transformer vaults, water shut-off, etc. These manuals have been provided to Rush Fire/Ambulance, Henrietta Fire Department, and CHS Mobile Integrated Health (former Henrietta Ambulance). They are located in the following command center(s), the District Safety Coordinator office (Transportation and Operation Center) and the Director of School Facilities office (Transportation and Operation Center).
- The Henrietta and Rush Fire District Hazardous Materials Response Plans are on file in the offices of the Assistant Superintendent for Student & Family Services, District Safety Coordinator, and the Director of Facilities.
- Material Safety Data Sheets (MSDS) are located in the office of the Director of School Facilities and on the district's website.

**Off-site hazards/emergencies identified by the Safety Team are:**

- Monroe County Airport (R-H Schools located in flight path)
  - NYS Thruway/Interstate 390 environmental hazard (release due to accident)
  - High tension lines near NYS Thruway
  - High Point Mills (chemical fertilizer plant)
  - L & L Railroad (potential environmental release due to cargo)
  - Commercial building fires
  - Commercial/industrial situations/hazards
  - Buckeye Pipeline/Empire Pipeline
  - Ginna Nuclear Power Plant (R-H District is an emergency processing site)
3. Descriptions/actions for school closings, cancellations, sheltering, early dismissal, and weekend cancellations are included in the detailed policies, plans, and procedures listed in the appendix of this District Wide Safety Plan. Please refer to the table of contents for the specific information required.
  4. Procedures and identification of district resources/manpower to be used in the event of an emergency.
    - The Director of School Facilities is a member of the Rush-Henrietta District Emergency Response Team. This individual has immediate access to all heavy equipment including four wheel drive trucks with plows, front end loaders, dump trucks, lifts, tools, generators, floor plans, etc. A complete public authorities list is provided on pages 32 and 33 of the appendix, which lists all critical manpower in the form of building custodians, mechanics, HVAC, grounds and telecommunications supervisors.

Every building is listed with the address and phone number contacts for the principal, head custodian, and an alternate contact. The district organizational chart is listed on page 20; the emergency sheltering procedure, along with contact numbers, is on pages 27-31; community and county agencies, which provide assistance in a large scale emergency, are on page 37; the medical staff is on page 38.

- There are other lists of resources, procedures, and policies listed in the appendix by topic and situation.
- The district is an emergency sheltering site for the American Red Cross and the New York State Thruway. There are policies and procedures listed on pages 27-31 and 68-74.
- Rush-Henrietta has a cooperative agreement with the Monroe County Office of Emergency Management to access their resources, services, and supplies in the case of a large scale emergency.

5. The Rush-Henrietta Central School District is a Public Access Defibrillation Program Provider (PAD) in the Monroe/Livingston EMS region. All buildings will have at least one Automatic External Defibrillator (AED) on-site and available for public use. In addition, whenever an instructional school district facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, and whenever a school-sponsored athletic contest is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site.

The Rush-Henrietta Central School District will ensure the presence of at least one trained staff member at each of the buildings, events, practices, competitions, or extra-class activities that require the presence of an AED according to Section 917 Section 340 of Education Law.

The *Director of Student Management* is named the Public Access Defibrillation Coordinator and will be responsible for implementation, training, yearly review, and all other aspects of compliance with this law and the supporting Commissioner's Regulations.

All "trained rescuers" will be Rush-Henrietta employees and their training will comply with Public Law section 3000-b (3)(a) which states that: "no person may operate an AED unless the person has successfully completed a training course in the operation of an AED approved by a nationally recognized organization and the completion of the course was recent enough to still be effective under the standards of the approving organization."

All Building-Level Emergency Response Plans will include response activation and communication procedures to provide a response time of 3-5 minutes to any victim of sudden cardiac arrest requiring the use of an AED. This includes calling 911 as soon as possible and alerting a member of the District Emergency Response Team. Each building will designate a Medical Emergency Response Team to deal with any situations that involve sudden cardiac arrest.

All employees will follow the administrative protocols set forth by the U.S. Department of Health & Human Services Public Access Defibrillation Guidelines (PAD) and the American Heart Association AED program guidelines.

Each AED unit will be checked daily by trained personnel. Additionally, monthly checks are completed by the District Safety Coordinator and yearly checks are conducted by a qualified person under the direction of the Chief Emergency Officer.

District personnel will follow the procedures for contacting and accessing emergency services listed on page 2 of the Emergency Response Manual.

Each building will conduct *at least one* emergency test of their ability to respond to a victim of sudden cardiac arrest on a yearly basis. Immediately following the emergency drill, all members of the Medical Emergency Response Team will debrief with one or more members of the District Emergency Response Team to review the drill and to make recommendations for improvement, if required.

6. Policies and procedures for annual multi-hazard safety training, drills, and exercises for students, staff and emergency responders.

- The Rush-Henrietta Central School District will provide annual training for students and staff using the below listed formats and options. Each Building Principal will be responsible for accessing those items from this menu, and others they deem appropriate, to fulfill their professional obligation in making sure their students and staff are trained and informed of what their responsibilities are during an incident. It is an expectation of the District that all Building Principals will drill and provide exercises that test and coordinate the five essential elements of the District Wide Safety Plan. (*Evacuate with intent to return, Evacuate with intent to leave site and shelter off-campus, Lock-Down, Lock-Out, and Shelter-In-Place*).
- The District Safety Committee will meet on a quarterly basis, and will conduct table top exercises-with the Office of Emergency Preparedness, consult and train with Monroe #1 BOCES Environmental Health and Safety Specialist, and conduct a large scale multi-hazard live emergency drill. The district will also conduct two safety weeks annually and a district-wide early dismissal drill.
- The District Safety Committee and Building Principals will access and provide training opportunities from the following list. This list is not all inclusive and other trainings/seminars will be added as they present themselves.
  - a) In association with Superintendent's Conference Day (Violence Prevention and Mental Health Training-Staff).
  - b) Building principals & Building Emergency Response Teams will discuss and review on an annual basis their Building-Level Emergency Response Plan & explain to students the policy and procedures, along with identifying those on the Building Emergency Response Team.
  - c) Building Principals will annually conduct emergency response drills and practice evacuation protocols and lock-down procedures in accordance with Building-Level Emergency Response Plan(s).
  - d) Offer health curriculum education that is age-appropriate (K-12 interpersonal violence prevention education).
  - e) District Emergency Response Team is available to provide in-service and training on how the District Wide Safety Plan articulates with Building-Level Emergency Response Plans. and ICS (staff training).
  - f) NYS Police Safe Schools Program covering five major areas for R-H Principals



to schedule. The five include: The Awareness Program, the Prevention Program, the Effective Response Program, Incident Management Planning, and the Effects of Domestic Violence Program.

Rush-Henrietta Central School District has a working relationship with the Monroe County Sheriff's Office, New York State Police, and other emergency service providers within Monroe County and they are available for in-service training to the District.

Fire Department Training available:

- Emergency egress training provided to youth assistants and aides for disabled students.
- Fire safety training, EDITH, etc.
- Available to partner and observe evacuation drills with blocked exits
- Review building exit plans

Monroe County Sheriff's Office training available:

- Full-time crime prevention officer services
- Incident command training, tied in with crime scene management training
- K-9 narcotics detection search
- Active threat/shooter training

District Emergency Response Team

- Members to provide interface training with Building Emergency Response Teams.

Monroe #1 BOCES Environmental Health & Safety Office to provide training for:

- Bomb search training
- Review & make recommendations of school-based health & safety plans
- Resource for environmental and other employee health issues

7. The Rush-Henrietta Central School District will annually review their District Wide Safety Plan and individual Building-Level Emergency Response Plans in the following manner:

- The District Wide Safety Team, appointed annually by the Board of Education, will review and update the District Wide Safety Plan by June 30<sup>th</sup> for the following school year.
- The Building Emergency Response Teams will review and update their Building-Level Emergency Response Plans by October 1<sup>st</sup> of each school year. The Principal will appoint new members of the building Emergency Response Team when necessary.

8. Submission of Plans to the State Education Department, NYS Police and local agencies.

- It will be the responsibility of the Director of Student Management to coordinate the creation and implementation of all Project SAVE initiatives. The District Safety Plan, the Attendance Policy, and the Code of Conduct will be approved annually by the District Wide Safety Team. The Board of Education will conduct a public hearing on the proposed plans at a Board of Education meeting in June and, after the required 30 day public comment period; the Board of Education will accept the District Wide Safety Plan, the Attendance Policy and the Code of Conduct. The District Wide Safety Plan upon approval by the Board will be posted on the district website as required by SED. The District Wide Safety Plan, along with each of the Building-Level Emergency Response Plans, will be filed with NYS Police Troop E and community emergency responders.

## **D. RESPONDING TO THREATS AND ACTS OF VIOLENCE**

The Rush-Henrietta Central School District makes no distinction between implied or direct threats of violence or any acts or incidents of a violent nature committed by any teacher, student, staff member, visitor, or any other person against this school district, its buildings and/or its inhabitants. Each act or threat is dealt with in a very serious manner at all times. This includes any school-sponsored or related activity held on or off-campus at any time. Upon the report of any act of violence or the receipt of any threat, implied or directed towards this school district, the following procedures are followed:

### **1. Threats (Implied or Direct)**

- Any student, staff member, visitor, parent/guardian, or community member of this district who receives or witnesses verbal, written, visual, or any other form of information or fact that could be perceived as a threat to themselves or others, including any buildings, vehicles or properties of this district, shall immediately make the Building Principal or their supervisor aware of the information regarding the threat. Such information may include but is not limited to: phone call information, web-site and/or social media posted information, information written on walls, or any other mediums (journals or personal notes, conversations overheard from students or others, information from parents or any other community stakeholders, etc.)
- If the direct or implied threat is of a nature that has the immediate potential to endanger the health and safety of students and/or staff, the Building Principal and/or any other administrative supervisor that receives this information will immediately contact 911 and the Chief Emergency Officer. In the event the Chief Emergency Officer is not available, any other member of the District Emergency Response Team should be notified. Emergency procedures are now activated.
- If the nature of the threat has the potential for serious and/or immediate harm, (i.e. bomb threat, suicide) the Building-Level Emergency Response Plan protocols are implemented at once, building level administrator in charge determined, chain-of-command determined, and District Incident Command procedures are implemented.
- The person(s) who reported this implied or direct threat and any additional people, including students, who may have information regarding the threat, will be identified and made available to appropriate law enforcement and school officials.
- A full investigation will be made by the school district in conjunction with any supporting law enforcement or other appropriate governmental agencies such as the Secret Service, Federal Bureau of Investigation, Office of Emergency Preparedness, etc.
- If a student is involved, the student may be suspended to the Office of the Superintendent. In addition, the school district will file any and all appropriate criminal and/or civil charges and prosecute to the full extent of the law.
- Communications to students, parents/guardians, and the community in general will be made on a case-by-case basis, determined by the extent and nature of the implied or direct threat. The Superintendent of Schools, in consultation with the Assistant Superintendent of Student & Family Services will approve the release of all information to the public.

## 2. Acts of Violence

Acts of violence are actual situations that have occurred or are still occurring, or have the potential to occur in the immediate future. They include, but are not limited to, unauthorized person on campus; fighting or civil disturbances; person with a weapon; person with a gun; a suicide threat; bomb threat; intrusions; hostage taking or any other situation that has the potential for endangering the health and safety of students, staff, visitors, or other people. (*Reference Monroe County Sheriff's Office School Violence Response Resource Manual listed in the appendix*)

### General Guidelines

- Treat all threats and/or actions as credible and potentially dangerous.
- Get Help! Notify an administrator at once; deploy Building Emergency Response Team; implement Building-Level Emergency Response Plan (s) procedures, and contact the Chief Emergency Officer or a member of the District Emergency Response Team. Incident command protocols now in effect.
- Call 911. They will support you with law enforcement, fire, or emergency medical services as required. The Chief Emergency Officer and/or District Emergency Response Team will provide mental health services or other district resources as required. In the case of a bomb threat or a suspicious device found, call the 911 Center.
- Your objective should be containment. Prevent the spread of the threat by establishing an inner perimeter. Make sure there aren't any electronic devices turned on within that perimeter.
- Isolate the area and leave the scene as is.
- Determine the appropriate response.
- Secure internal and external perimeters.
- Establish a command center.
- Gather and process information and inform the Assistant Superintendent of Student & Family Services.
- The Chief Emergency Officer, will assign a District Emergency Response Team member to the internal control center to communicate with external incident command if required.
- The Chief Emergency Officer will activate post incident team.
- Debrief and review incident.
- Assess damage.
- Identify needs and implement appropriate post incident mental health, medical or other follow-up procedures.

3. Procedures for notifying parents in the event of a violent incident or early dismissal are as follows:

- Policies and procedures for the closing of schools, early dismissal, or evacuation of students are found in the appendix on page 23.

- In the event of a violent or other serious school related incident, the Rush-Henrietta Central School District may notify parents/guardians and community members through the media, District Website, E-News, or School Messenger. Similar mediums will be used for informing the school community of any information regarding school closings, and early dismissals.
- Individual parents may be contacted on a need to know basis, depending on the nature of the incident and the level of involvement of their specific child(ren). These notification procedures also pertain to any adult employees, visitors, substitutes, or any other non-student that may be involved in an incident. This decision would be made in the incident command center by the incident commander.
- Each building's school-nurse teacher maintains a list of emergency contact numbers for each student in attendance. It includes the work and phone numbers of parents and guardians, as well as other adults their children can be released to in case of an emergency. This data is taken out of the building during every evacuation procedure.
- The following radio and TV stations are used by the Rush-Henrietta Central School District for all school community announcements that may include school closings, early dismissals emergency notifications, directions to parents during an emergency event, or any other approved communication coming from the Assistant Superintendent of Student & Family Services.
  - WUHF, WBEE 92.5, The Buzz 98.9,
  - WARM 101.3, WPXY 98, WCMF 96.5, WZNE 94.1
  - WHAM 1180, WHTK 1280, WISY 102.3, WLCL 107.3,
  - KISS 100.5, The Fox 95.1
  - WDKX 103.9 , Fickle 93.3, WROC 950AM
  - WROC (News 8)
  - Time Warner Cable News
  - WHEC (News 10)
  - WHAM (News 13)

## **E. COMMUNICATING WITH OTHERS**

10. The arrangements for obtaining assistance from emergency services and local government agencies have evolved through a process of partnerships, committees, and training opportunities. The Rush-Henrietta Central School District obtains assistance in the following ways:
  - 911 is always the first call to obtain assistance in any emergency matter.
  - The Monroe County Office of Emergency Preparedness is our second immediate partner in accessing additional emergency services.
  - Access to local and federal law enforcement agencies is made by the incident commander within the Incident Command System.
  - The entire list of emergency services and governmental agencies that this district has arrangements with in cases of emergency situations are listed on pages 34-37 of the District Wide Safety Plan appendix.
  - Emergency busing arrangements with all area school districts have been made. The list of schools and transportation contacts are listed on page 42 of the District Wide Safety Plan appendix.

11. When requested, the Rush-Henrietta Central School District will respond to emergency situations for private and parochial schools within the boundaries of this district. They are included in our emergency phone list for school closings and early dismissals. In addition, we maintain a complete list of all registered day care facilities, all private and parochial schools that our students attend, and all BOCES schools that our students attend. Addresses, phone numbers, and contacts are a part of that database.

## **F. PREVENTION AND INTERVENTION**

12. The issue of safety and security in our schools is of the utmost importance.

- Rush-Henrietta Central School District has a closed campus policy. No students may leave during the school day for any reason unless written permission is provided by parents. Parents are called for all students that are absent or late and to confirm parental excuses.
- All employees of Rush-Henrietta Central School District possess a photo identification badge.
- All visitors, including substitute teachers, are to be identified, signed in, and issued a visitor's badge.
- All schools have public address systems.
- All schools have been provided bullhorns a cellular telephone and at least two portable communication devices. Most schools have purchased several additional radios and assigned them to their nurses, building custodians, assistant principals/TOSA, etc. They are integral parts of each Building's Emergency Response Plan and provide the overall ability to communicate with established command posts and the District Emergency Response Team during an event.
- The district has an established District Emergency Response Team. Each member has a cellular telephone. The District Safety Coordinator and the Director of Transportation each have a district transportation/operations two-way radio in their assigned district vehicle. These are connected to and provide the ability to communicate with over 125 district vehicles and the transportation/operations dispatch center.
- There are full-time security personnel assigned to all secondary schools of our district and the Webster Learning Center called "youth assistants." They are an integral part of the Building-Level Emergency Response Plans and provide a wide array of services from maintaining a closed campus, to assisting building administration with order, control, and student management.
- The district provides full-time security personnel who are assigned to provide safety and security surveillance district-wide. They are scheduled during the afternoon and evenings to make sure doors are locked, buildings are secured, visitors have appropriate permits, assist with emergency situations, monitor vehicle movement, etc. They have a copy of the District Wide Safety Plan and an emergency manual, cellular phone, and all appropriate contact numbers.
- The district has available, as needed, several hand held metal detectors, five Alco-Sensors, two Alco-Detectors and closed circuit television camera systems throughout the district. The district also maintains and uses a number of security cameras in their bus fleet. These images are intended for administrative use.
- The district has installed keyless locks and entries in all of the schools. These entries support the locked door policy.

13. The district has secured permission, and has available for instant printing and on demand access, the publication titled, Safeguarding our Children: An Action Guide to Implementing Early Warnings. This has been electronically installed on the district Network Printing Center and will be sent to all school buildings and those staff that request a copy.

14. Prevention and Intervention Strategies

There are a number of prevention and intervention strategies that this district employs and believes in. First and foremost is to establish a relationship of trust and communication with all of our students. In each of our schools, we have multidisciplinary teams devoted to character development whose mission is to provide programs and experiences that focus on respect, responsibility, trustworthiness, caring, and readiness to learn.

The district seeks to identify and assist any student who may be experiencing academic, health, or social issues. This district supports these efforts by providing:

- Instructional support teams and/or student service teams in each building.
- Mental health staff that are trained in trauma and grief counseling.
- A full-time substance abuse counselor.
- School-nurse-teachers provide medical counseling and support.
- A school counseling staff at the 6-12 grade levels that provide advocacy and case manage students in the domains of academic, career, personal, and social development.
- Chemical intervention teams at secondary schools (CARE teams).
- The Natural Helpers program, which trains students to recognize the negative issues impacting their peers and to refer them to adult “helpers” in the school and the community.
- A wide array of student support groups provided by counseling and mental health staff.
- Member of TIG (Trauma/Illness& Grief) Consortium which will provide additional post-incident mental health counseling services.
- Partnerships with local agencies such as the Monroe County Sheriff’s Youth Referral Counselor, Youth Emergency Services Team for kids in crisis, Henrietta Youth Bureau, and many other local and county agencies that we work hand-in-hand with.

To assist in proactively identifying prevention and intervention strategies and grade level targets, the Rush-Henrietta Central School District provides data and support information to the staff, students, and parents of the district. This support is designed to inform our school community of the issues facing our local students and to share strategies and information on how to address the challenging issues we face as a community. To support these efforts the District will:

- Participate at the local and state level in the “Youth Risk Behavior Survey”.
- Publish the Parent/Community Guide to Prevention, an adult support manual for responsible parenting around chemical and at-risk issues.
- Publish an informational newsletter from the district’s substance abuse counselor.

- Provide a comprehensive district web page that allows parents and students to access departments, services, contact numbers, and service information that will lead to a higher level of support and partnership in providing safer schools and healthier children.
- Provide assistance to schools in responding to the needs of children, teachers, administrators, and support personnel which arise from trauma, violence, illness, grief and loss.

#### 15. Communication Between Students and Staff

Each of the buildings encourages their students to communicate with staff and each other, especially when behaviors or actions may compromise the health and safety of themselves or others. Students are actively encouraged to participate in their self-governance through the Student Council and other student centered clubs and activities. To every extent possible, students are encouraged and invited to participate in building and district level activities such as the District Wellness Council, District Parent Advisory Council, providing a student representative to the Board of Education, and the hiring of key administrators in some secondary buildings.

Administrators have open door policies that encourage students to stop in at any time and to share issues of concern. Morning announcements confirm that the school belongs to our students and administrators share openly the positive and negative information students require to be included as a school family member. In some of our schools, grade level town meetings are held at the beginning and at the midpoint of the year to review codes of conduct, student expectations, and to emphasize their role in alerting adults if unsafe issues are witnessed or overheard. Effective codes of conduct and a list of student behaviors and responsibilities emphasize the importance of individual student responsibilities regarding a safe school environment. The key element in maintaining order and a safe educational environment is for all students, staff, parents, and community members to accept the fact that we are all a part of the process. The most effective tool is two-way communication between students, the adult staff, their parents/guardians, and other adults in their lives.

16. SAVE legislation requires that the duties of hall monitors and other school safety personnel be developed. In Rush-Henrietta Central School District, we employ youth assistants instead of hall monitors. The job descriptions and minimum training required to apply are listed below.

#### **Youth Assistant Duties**

- Patrol school buildings and grounds.
- Maintain order and compliance with school rules.
- Respond appropriately to emergency situations.
- Communicate effectively with and maintain good relationships with students, staff, and community.
- Assist with directing building visitors.
- Assist students with day-to-day concerns (lockers that will not open, retrieving lost items, seeking assistance, etc.).
- Escort students to Principal/Assistant Principal's Office.
- Assist with after-school events (athletic events, dances, etc.).

Youth Assistant Training (NYS Security Guard Training): All R-H youth assistants are NYS Security Guard trained at the Blackhawk Academy.

- 8 hour pre-assignment training course
- 16 hour on-the-job training
- 8 hour annual training

### **Security Guard (Worker) Duties**

- Assist with overall safety/security surveillance.
- Conduct periodic rounds, making sure all windows, doors and entrances to the buildings are closed and locked.
- Monitor and discipline disruptive behavior in schools.
- Prevent admittance to the premises of unauthorized persons.
- Investigate unusual conditions or disturbances.
- Prevent damage to property.
- Assist local fire department with fire alarms and bomb scares.
- Monitor vehicle and personnel movement on school property.
- Deliver mandated suspension letters within 24 hours, as mandated by SAVE.

### **Skills and Abilities**

Good knowledge of the duties and responsibilities of a security worker; ability to think and act quickly in emergency situations; ability to operate two-way radios; ability to read, write, and speak English; ability to follow oral and written directions; willingness to work nights or unusual shifts; integrity; reliability; courage; sobriety; and physical condition commensurate with the demands of the position.

### **Minimum Qualifications**

High School graduate or possess a General Equivalency Diploma.

### **Special Requirements**

Current registration as a Security Guard with the NYS Department of State; Possession of a valid license to operate a motor vehicle in New York State.

### **District Safety Coordinator Responsibilities**

- Coordinate fire inspections/safety audits with facilities.
- Coordinate annual review and update the District Wide Safety Plan and appendix.
- Assist with review of Building-Level Emergency Response Plans when necessary.
- Coordinate and conduct district and building safety drills.
- Assist the Chief Emergency Officer in coordinating emergency response.
- Coordinate youth assistant training.
- Residency investigations.
- Serve as liaison to Building-Level Emergency Response Teams.



- Assist school personnel with home visits, when requested.
- Co-chair District Wide Safety Team.
- Assist Transportation Department with district accident investigation.
- Deliver suspension letters during the day when needed.
- Monitor the district Safety Tip Line daily.
- District Liaison to the NYSP, MCSO, HFD, RFD, HVA.
- Assist the evening security guards with facilities when requested.
- Oversee the district AED program & conduct monthly inspections.
- Rush-Henrietta School Community Coalition member.

*Revised: June 26, 2018*