



RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT  
**DISTRICTWIDE SAFETY PLAN**  
2021-2022





# DISTRICTWIDE SAFETY PLAN



## TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	DISTRICT PHILOSOPHY REGARDING RESPONSE TO EMERGENCIES	1
III.	DISTRICT PROCEDURES FOR CONTACTING AND ACCESSING EMERGENCY SERVICES	2
IV.	ALL HAZARDS PHILOSOPHY AND EMERGENCY RESPONSE OPTIONS	3
V.	GENERAL EMERGENCY PLANNING, DISTRICT SAFETY COMMITTEE	4
VI.	HAZARDS AND ON-SITE EMERGENCY SITUATIONS	5
VII.	TRAINING, EMERGENCY PROVIDERS	7
VIII.	RESPONDING TO THREATS AND ACTS OF VIOLENCE	9
IX.	COMMUNICATING WITH OTHERS	12
X.	PREVENTION AND INTERVENTION	13
XI.	YOUTH ASSISTANT/SECURITY GUARD DUTIES	15
XII.	DISTRICT SAFETY COORDINATOR RESPONSIBILITIES	17

---

## I. INTRODUCTION

The Districtwide School Safety Plan (as required by the SAVE Law-Safe Schools Against Violence in Education-Commissioner of Education Regulation 155.17), as well as the Extended Confidential District Safety Plan, have been established to provide for the safety, health and security of students and staff and allows for input from the school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings. More detailed safety procedures, and protocols are provided in the Extended Confidential District Safety Plan.

Section 4 2801-a, to Education Law about school safety plans 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 school safety plan and building-level emergency response plan (s) regarding crisis intervention, emergency response and management. Such plans shall be developed by a district-wide school safety team and a building-level emergency response team established pursuant to subdivision four of this section, and shall be in a form developed by the commissioner in consultation with the division of criminal justice services, the superintendent of the state police and any other appropriate state agencies.”

To meet this requirement, the Rush-Henrietta Central School District annually reviews this districtwide safety plan, its extended confidential district safety plan, and each of its eleven (11) individual building-level emergency response plans to reflect new requirements under the law, as well as input from school and community stakeholders. For many years, we have had a district emergency response team and a district safety committee who coordinate with local and state emergency response personnel to proactively respond, plan and effectively manage actual and potential emergencies. We acknowledge and celebrate the close working relationships we have maintained and strengthened with our 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 One BOCES Environmental Health and Safety Specialist.

---

## II. 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-level response:

### **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 or 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 districtwide safety plan. To enhance the level of communication during an actual incident, each building has been provided a NOAH

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 approval and support of the Board of Education, implemented a District Emergency Response Team consisting of 11 individuals. The assistant superintendent of student & family services, designated as the Chief Emergency Officer for the district, is the lead incident commander of this team. This individual or designee is responsible for the coordination of communication between the individuals on the district emergency response team, school staff, law enforcement and first responders; leading the efforts of the district safety committee in the completion and yearly update of the districtwide safety plan, and the coordination of the districtwide plan with the building-level emergency response plans; ensuring staff understanding of the districtwide safety plan; ensuring the completion and submission of yearly updates of building-level emergency response plans for each school building by the dates designated by the commissioner; coordinating and, at times, assisting in the selection of security related technology and development of procedures for the use of such technology; coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan; ensuring evacuation and lock-down drills in all district buildings as required by law are conducted; and ensuring other emergency response procedures are regularly practiced. For ease of communication, members of the District Emergency Response Team have been provided a cell phone and two-way radio (16 individual FCC approved channels), and two of the team members have two-way radios in their district assigned vehicles. In addition, members keep current with district emergencies using a designated phone app.

During the 2020-2021 school year, Mental Wellness was identified as a district priority. Therefore, we will ensure that consideration of mental health and wellness is of utmost concern when responding to all emergencies. Our district Trauma, Illness, and Grief (TIG) team has trained individuals who will respond both districtwide and at the building level when needed during emergencies where mental health support is warranted.

---

### **III. 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-or personnel, district employees faced with an emergency situation will:

**1. Call 911** *(be prepared to provide the following)*

- location of the emergency (address, and nearest cross-street)
- the specific problem
- name and phone number
- answers to any follow-up questions

**2. Call the Chief Emergency Officer or designee**

*(Nerlande Anselme 585-359-5018 or 585-967-4285 OR  
Michael Paladino, District Safety Coordinator @ 506-7817 or 359-7813)*

The Chief Emergency Officer or designee will:

- respond to the school, site of the emergency, or designated off-site location;
- determine the school-based incident commander in charge;
- if necessary, determine location of command post;
- assign a district incident commander to the principal or his/her designee (if it is school-related);
- implement, in partnership with incident command post personnel, inside and outside safety zones);
- assign at least one district emergency response team member to the outside command post;
- communicate regularly with the Office of Community Relations;
- determine what other district resources and/or personnel are required and arrange for them;
- as soon as possible, determine, with the Office of Community Relations, how parents and the community will be informed;
- keep the superintendent informed at all times.

In the event of a building-level emergency, the principal and his/her staff are responsible for implementing their building-level emergency response plan. The Chief Emergency Officer and other appropriate district emergency response team members are responsible for providing assistance and support to the principal or designee in charge and dealing with the multiple outside issues that arise during an incident.

#### **Off-Campus Emergency:**

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 will be followed:

- The Superintendent, Chief Emergency Officer, or District Safety Coordinator, will be contacted by the MCSO 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.

---

## **IV. ALL HAZARDS PHILOSOPHY AND EMERGENCY RESPONSE OPTIONS**

The best way to train students and staff on emergency response procedures is through the regular practicing of drills. In addition to each school building practicing the emergency response procedures and reviewing the purpose of each with students, the district holds districtwide Safety Week drills twice annually, in the fall and spring. At times, the district invites local agencies to participate in and to help evaluate our drills and exercises. Students and staff members practice emergency response drills that involve the following:

- 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

Education Law Section 807 requires eight (8) evacuation drills and four (4) lockdown drills to be completed in each school building every school year. Debriefs will occur after every drill or actual event. A monthly

emergency response procedures drill plan has been developed and is updated annually to ensure that these procedures are carried out. *(See information at the end of this plan).*

Secondary decisions regarding sheltering, early dismissals, lateral egress, or school cancellations will be made as additional information and intelligence are 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 six scenarios. Potential emergency and hazards 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))

---

## **V. GENERAL EMERGENCY PLANNING, DISTRICT SAFETY COMMITTEE**

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

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 for the 2021-2022 school year:

- Ms. Nerlande Anselme, Assistant Superintendent of Student & Family Services/District Emergency Response Team
- Mr. Chris Barker, Director of Student Management/District Emergency Response Team
- Mr. Michael Paladino, District Safety Coordinator/District Emergency Response Team
- Mrs. Sharon Harris District Nurse-Practitioner/District Emergency Response Team
- Mr. Travis Anderson, Senior Information Specialist/District Emergency Response Team
- Mr. Kenneth Nelson, Director of School Facilities/District Emergency Response Team
- TBD, District Architect
- Mrs. Shirley Smith-Gravanda, Director of Transportation/District Emergency Response Team
- Mr. Geraldo Torres, Director of Food Services/District Emergency Response Team
- Ms. Diane Wynne, Director of Wellness & Equity/District Emergency Response Team
- Mrs. Annmarie Strzyzynski, Rush-Henrietta Central School District Board of Education
- Mr. Chris Fay, Captain, Zone B Monroe County Sheriff's Office
- Mr. Mark Cholach, Fire Chief, Henrietta Fire District
- Mr. Mike Dinsmore, Assistant Chief, Henrietta Fire/District Parent Advisory Council

- Mr. Jason Draper, Assistant Chief, CHS Mobile Integrated Health Care
- Mr. Richard Tracy, Town of Rush
- Mr. Jon Faugh, Fire Chief, Rush Fire Department
- Mr. Chuck Marshall, Town of Henrietta, Safety Officer
- Mr. Brian Usselman, RHEA
- Ms. Karen Arthmann, Youth Assistant/Paraprofessional Unit
- Mr. David Flood, Mechanic Supervisor, Facilities
- Mr. Derek Brown, Buildings and Grounds
- Mr. Marvin Wingate, Head Bus Driver, Transportation Department/District Emergency Response Team
- Mr. Todd Shero, Head Bus Driver, Transportation Department/District Emergency Response Team
- TBD, Director of Special Education, WHEB
- Mrs. Bonnie Coddington, Coordinator, Continuing Education, Good Shepherd
- Mrs. Karen Hahn, Teacher/Library-Media Specialist, Crane Elementary School
- Ms. Kristin Warren, Secretary, Fyle Elementary School
- Ms. Laurel Norton, School Social Worker, Leary Elementary School
- Mr. Jeffrey Green, Assistant Principal, Roth Junior High School
- Mrs. Megan Denk, Assistant Principal, Senior High School
- Mr. Gary Rose, Sentry I Supervisor, Senior High School
- Ms. Marti Henderson, Teacher, Sherman Elementary School
- Ms. Sarah Piper, Teacher, Vollmer Elementary School
- Ms. Elizabeth Warner, School Social Worker, Webster Learning Center
- Mrs. Lindsay Culhane, School Psychologist, Winslow Elementary School
- Mr. Peter Nowak, Assistant Principal, Burger Junior High School
- Ms. Danielle Trybus, Parent

---

## VI. HAZARDS AND ON-SITE EMERGENCY SITUATIONS

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 One BOCES Environmental Health and Safety Specialist, New York State Police, Monroe County Sheriff's Office, District Emergency Response Team and the Board of Education.

- 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 Department/Ambulance, Henrietta Fire District, and CHS Mobile Integrated Health. 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).

- 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)

**School closings, cancellations, sheltering, early dismissal, and weekend cancellations.**

- Descriptions/actions for school closings, cancellations, sheltering, early dismissal, and weekend cancellations are included in the detailed policies, plans, and procedures listed in the Extended Confidential District Safety Plan.

**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 which outlines all critical manpower in the form of building custodians, mechanics, HVAC, grounds and telecommunications supervisors is provided in the Extended Confidential District Safety Plan.
- In addition, more detailed information about emergency phone system procedures, district organizational chart, emergency sheltering procedures, community and county agencies, medical staff and other procedures by topic and situations are provided in the Extended Confidential District Safety Plan.
- The district is an emergency sheltering site for the American Red Cross and the New York State Thruway. Detailed procedural plans are listed on pages 27-31 and 69-75 of the Extended Confidential District Safety Plan. Furthermore, we have 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.

**Automatic External Defibrillator (AED)**

- The Rush-Henrietta Central School District is a Public Access Defibrillation Program Provider (PAD) in the Monroe/Livingston EMS region. All buildings 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 will ensure that AED equipment is provided on-site.

- The 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 District Safety Coordinator is named the Public Access Defibrillation Coordinator and is 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 will be completed by the District Safety Coordinator.
- District personnel will follow the procedures for contacting and accessing emergency services listed on page 2 of this safety plan.
- 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, 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.

---

## **VII. TRAINING, EMERGENCY PROVIDERS**

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

- The Rush-Henrietta Central School District provides annual training for students and staff using the below listed formats and options. Each building principal is 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 Districtwide 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 Emergency Response Team will conduct a table top exercise with the Office of Emergency Preparedness, consult with a Monroe One BOCES Environmental Health and Safety Specialist, and conduct a large-scale multi-hazard live emergency drill with community emergency responders. The district will also conduct two safety weeks annually and a districtwide 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 necessary.
  - 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 Emergency Response Plan and 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 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 Districtwide 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 search
- Active threat/shooter training

## **District Emergency Response Team**

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

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

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

### 7. Review of Districtwide Safety Plan, Extended Confidential Safety Plan, and Building-Level Emergency Response Plans.

The Rush-Henrietta Central School District annually reviews their Districtwide Safety Plan, the Extended Confidential Safety Plan and individual Building-Level Emergency Response Plans in the following manner:

- The District Safety Committee, appointed annually by the Board of Education, will review and update the District Safety Plan by June 30 for the following school year.
- The Building Emergency Response Teams will review and update their Building-Level Emergency Response Plans by October 1 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 is the responsibility of the Assistant Superintendent of Student & Family Services to coordinate the creation and implementation of all Project SAVE initiatives. The Districtwide Safety Plan, the Extended Confidential District Safety Plan, the Attendance Policy, and the Code of Conduct will be reviewed annually by the District Safety Committee. The Board of Education will conduct a public hearing on the proposed plans at a Board of Education meeting and, after the required 30-day public comment period, the Board of Education will accept the Districtwide Safety Plan, the Attendance Policy and the Code of Conduct. Upon approval by the Board, the Districtwide Safety Plan will be posted on the district website as required by State Education Department. The Districtwide Safety Plan, along with each of the Building-Level Emergency Response Plans, will be filed with NYS Police Troop E and community emergency responders.

---

## **VIII. 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:

## A. 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, will 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 (*e.g. 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 District Safety Coordinator. In the event the District Safety Coordinator (*Michael Paladino, District Safety Coordinator @ 506-7817 or 359-7813*) is not available, any other member of the District Emergency Response Team should be notified and emergency procedures will be activated.
- If the nature of the threat has the potential for serious and/or immediate harm, (*i.e. bomb threat, suicide*) the Building-Emergency Response Plan protocols will be implemented at once, building level administrator in charge will be determined, chain-of-command will be determined, and District Incident Command procedures will be 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.
- When warranted, the threat assessment process and protocol will be initiated per procedures outlined in the R-H Threat Assessment Protocol Manual revised in August 2020.
- 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 may approve the release of all information to the public.

## B. 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 Extended Confidential District Safety Plan*)

## **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 Chief Emergency Officer.
- 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.

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 Extended Confidential District Safety Plan 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 automated call. 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 student. 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 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 from the Office of Community Relations in consultation with 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)
  - Spectrum News
  - WHEC (News 10)
  - WHAM (News 13)
  - Fox Rochester

---

## **IX. COMMUNICATING WITH OTHERS**

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 Extended Confidential District Safety Plan.
- 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 Extended Confidential District Safety Plan.

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.

## X. PREVENTION AND INTERVENTION

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/guardians. Parents/guardians are called for all students who 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 (Michael Paladino, District Safety Coordinator @ 506-7817 or 359-7813) 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 youth assistant(s) assigned to all intermediate and secondary schools, the Webster Learning Center, and Good Shepherd. 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 a full-time security personnel who is assigned to provide safety and security surveillance district-wide. This individual is 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 Districtwide Safety Plan and an emergency manual, cellular phone, and all appropriate contact numbers.
- The district has available, as needed, hand-held metal detectors, 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.

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.

## 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 4-12 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 with whom we work hand-in-hand.

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.



## 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.

---

## XI. YOUTH ASSISTANT/SECURITY GUARD DUTIES

SAVE legislation requires that the duties of hall monitor and other school safety personnel be developed. In Rush-Henrietta Central School District, we employ youth assistants. 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 departments 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.

---

## **XII. District Safety Coordinator Responsibilities**

- Coordinate fire inspections/safety audits with facilities.

- Coordinate annual review and update the Districtwide 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 Emergency Response Teams.
- Assist school personnel with home visits, when requested.
- Co-chair Districtwide 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, CHS
- Assist the evening security guards with facilities when requested.
- Oversee the district AED program and conduct monthly inspections.
- Rush-Henrietta School Community Coalition member.

*Revised: June 30, 2021*