



Truxton Academy Charter School

2025-2026 Comprehensive School Safety Plan

6337 Academy Street

Truxton, NY 13158

607-842-6252

www.truxtonacademy.org

Truxton Academy School Safety Plan

TABLE OF CONTENTS:

PART ONE-BUILDING LEVEL SCHOOL SAFETY PLAN	PAGE
INTRODUCTION	3
KEY SCHOOL DATA	3
<u>SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES</u>	
PURPOSE	4
BUILDING RESPONSE TEAM	4
CONCEPT OF OPERATIONS	4
ACCESS TO FLOOR PLANS	5
PLAN REVIEW AND PUBLIC COMMENT	5
<u>SECTION II: RISK REDUCTION/INTERVENTION STRATEGIES/<i>Guidelines for Emergency Situations</i></u>	
PREVENTION/INTERVENTION STRATEGIES	6
PREVENTION PROGRAMS	7
BUILDING PERSONNEL TRAINING	7
DRILLS / EXERCISES/ STUDENT TRAINING	7
SCHOOL SAFETY DRILL SCHEDULE	8
IMPLEMENTATION OF SCHOOL SECURITY POLICIES AND PROTOCOLS COORDINATION WITH EMERGENCY OFFICIALS	
MAINTENANCE OF VITAL EDUCATION AGENCY INFORMATION	8
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS	8
HAZARD IDENTIFICATION	9
<u>SECTION III: RESPONSE ASSIGNMENT OF RESPONSIBILITIES CONTINUATION OF OPERATIONS</u>	
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATIONS) STANDARD NOTIFICATION PROTOCOL	9
SITUATIONAL RESPONSES	10
RESPONSE TO ACTS OF VIOLENCE	11
PROTECTIVE ACTION OPTIONS	11
PROCEDURES FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS	

SECURITY OF CRIME SCENE	12
<u>SECTION IV: RECOVERY</u>	
POST INCIDENT RESPONSE	12
DEBRIEF SESSIONS	12
PART TWO-BUILDING LEVEL PLAN DETAIL (CONFIDENTIAL)	
SITUATIONAL RESPONSE DETAIL	13
FIRE	13
INTRUDER IN BUILDING	13
MEDICAL EMERGENCY	13
RESPONSE TO IMPLIED OR DIRECT THREATS OF ACTS OF VIOLENCE	14
SOURCE OF THREAT STUDENT	14
SOURCE OF THREAT ADULT	14
RESPONSE TO ACTUAL VIOLENCE WITHIN THE SCHOOL COMMUNITY	14
BOMB THREAT	14
SCHOOL BUS ACCIDENT	15
GAS LEAK/INCLIMATE WEATHER	15
APPENDICES	
Appendix 1 Chain of Command & Building Response Team	
Appendix 2 School Floor Plans	
Appendix 3 Aerial View of Property	
Appendix 4 Streets and Safety Locations	
Appendix 5 Emergency and Administrative Telephone Numbers	
Appendix 6 CPR Certified List	
Appendix 7 Threat Report Form	
Appendix 8 Procedure for Cleaning Up Bodily Fluid Spills	
Appendix 9 Incidence Response Form (Discretionary)	

PART ONE: TRUXTON ACADEMY BUILDING LEVEL SCHOOL SAFETY PLAN

INTRODUCTION

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

Charter Schools are considered districts in and of themselves. Therefore, even as just one school with just one building, we are required to have both District and Building Level Project SAVE School Safety Plans. This document is Truxton Academy Charter School's combined District-Wide and Building-Level Project SAVE School Safety Plan—with the confidential details of the Building Level Plan included as a separate Section and Appendices.

Truxton Academy supports the SAVE Legislation and is presenting this initial plan with input from meetings with parents, local police, security, school faculty, staff, and students where appropriate. The School Safety Plan was finalized by the Building Response Team.

Our goal in creating and implementing our School SAVE Safety Plan is:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions.
- To create/implement a plan that will minimize the effects of serious violent incidents and natural emergencies.
- To have an effective response plan for all predictable safety concern situations.
- To produce a document that can be used as the basis for informing and training all school constituencies regarding keeping our school safe.

Plans include the following multi-hazard situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance as well as plans for Rapid Dismissal.

KEY TRUXTON ACADEMY SCHOOL DATA

6337 Academy Street
PO Box 104
Truxton, NY 13158
607-842-6252

Executive Director - Patty Dawson
Principal - Scott Anderson

Student Transportation is provided by participating school districts that have students attending Truxton Academy or provided individually by families.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

The School Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation

155.17. At the direction of the Board of Trustees (the 'Board'), a Building Response Team will be created and charged with the development and maintenance of a School Safety Plan ('Plan'). This Plan includes input from parents, students, staff, and school safety and other personnel. The Plan will be developed by the Building Response Team (BRT) through a series of meetings attended by constituencies outlined above, following Safety Plan guidelines distributed by NYSED. The BRT will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought through planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

BUILDING RESPONSE TEAM

The Building Response Team is comprised of, but not limited to, representatives from the Board of Trustees, Administration, Parents, Students, Faculty, School Safety personnel, and other school personnel as follows:

Executive Director	Patty Dawson
Principal	Scott Anderson
Board of Trustees	Krysta Austen
Teacher	Kim Bull
Administrative Assistant	Raina Barber
Parent Representative	Jamie Smart
Facilities Manager	Jim Brown
Local Law Enforcement Official	Chris Austen

CONCEPT OF OPERATIONS

The initial response to all emergencies will be by the Building Response Team. Upon activation of the Building Response Plan, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county and

state resources through existing protocols as required. The BRT will serve as the Emergency Response Team and Post Incident Response Team.

ACCESS TO FLOOR PLANS

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the BRT Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps. A copy of each will be included in the official BRT Binder (maintained by the Operations Manager and kept in the Main Office).

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulation Section 155.17(e) (3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan. The Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered 'in effect' until a full public review can be conducted, and the Plan approved.

In accordance with the August 2011 Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain 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 Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption. The Plan will be reviewed periodically during the year and will be maintained by the Core BRT.

SECTION II: RISK REDUCTION/INTERVENTION STRATEGIES

GENERAL GUIDELINES

While an emergency may require on-the-spot response decisions to fast changing developments, there is a set of six procedures which are standard responses to an emergency situation in schools. These six procedures are: Administer First Aid; Summon Expert Help; Follow Instructions of the Expert; Evacuate to a Safe Place; Shelter Inside the Building; and Send Everyone Home (Go Home). All six procedures will not be utilized in every emergency. Some are part of the planned response to a school emergency.

In such situations, the School Official is designated as the Incident Commander (IC). The IC will activate the District Response team members and make emergency

contact notification as needed for the emergency.

Definitions:

Summon Expert Help: Clearly, in most emergency situations, the need for expert help is evident. Fires are fought by firefighters, and heart attack victims must be provided proper medical care.

Administer First Aid: First aid is usually defined as treatment that will protect the life of a victim and provide comfort until more expert help is secured.

Follow Instructions: Once expert help has arrived, those experts are usually "in charge." At that time, the procedure is to follow instructions of the expert.

Evacuate to a Safe Place: Evacuation may mean only going outside, away from the building and waiting until the danger has passed. In some circumstances, however, the nature or duration of the emergency may require transportation and temporary housing of the occupants in some other building.

Shelter Inside the Building: There are circumstances when it is safer to stay inside the building than to go outside. For example, the sheltering procedure is called for during severe electrical storms, or radiological emergencies.

Go Home: Similar to evacuation, early dismissal or "go home" is a procedure for evacuating students from a building and uniting them with their families or other responsible surrogates designated by the parents.

**** THE EXECUTIVE DIRECTOR OR DESIGNEE, SHALL BE THE PUBLIC INFORMATION OFFICER (PIO).**

**** THE PIO SHALL BE THE ONLY ONE TO TALK TO THE MEDIA/NEWS. ANY CONTACT FROM THE PRESS, RADIO AND /OR TV MUST BE DIRECTED TO THE PIO.**

Chain of Command: The organizational structure that documents how each member of the school reports to one another.

PREVENTION/INTERVENTION STRATEGIES

Truxton Academy believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

PREVENTION PROGRAMS

Programs: Conscious Discipline, Character Education focused on community building, conflict resolution sessions and peer mediation, mentoring programs, forums for students concerned about bullying/violence, establishing anonymous reporting mechanisms for school violence/ bullying.

Truxton Academy will create a positive, safe learning environment for students by implementing a community service program and by creating school schedules that minimize potential for conflicts or altercations.

Students will be monitored during transition times within the school building.

BUILDING PERSONNEL TRAINING

In preparation for planning and executing drills, the Building Response Team will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.

When hiring school safety/security personnel, the School will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.

The School will review the details of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.

At least two members of the Safety Team will be certified in CPR and AED use, and will recertify every two (2) years.

DRILLS/EXERCISES/STUDENT TRAINING

The Safety Team will conduct 'tabletop' exercises – playing through the execution of each of our multi-hazard plans using a school and layout diagram.

The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.

The School will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials.

School will contact local officials to announce drills before they start.

SCHOOL SAFETY DRILL SCHEDULE

A minimum of 12 Drills will be conducted during the 2025-2026 school year. At least eight will be evacuation drills and at least four will be Lockdown/ Lock Out drills. An announced evacuation drill will take place the first 10 days of school as well as an announced Lockdown/ Lock Out drill. The remaining drills will be unannounced with at least six more occurring before 12/31/2025.

IMPLEMENTATION OF SCHOOL SECURITY POLICIES AND PROTOCOLS

School Safety/Security roles are expected to be as follows:

- Staff and Administration will monitor hallways before and after school, and during class change times.
- Only the front door of the school will be open at the start of day and will be locked thereafter.
- All school visitors will be required to show identification upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms.
- Staff members will use walkie-talkies and/or personal phones in the event of an emergency drill or actual occurrence to ensure a means of communication.

COORDINATION WITH EMERGENCY OFFICIALS

The Building Response Team Leader (School Official) will contact local emergency officials to review emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

MAINTENANCE OF VITAL EDUCATION AGENCY INFORMATION

An updated School Staff contact list will be maintained by the School Official and placed within the School “Emergency/Safety” Binder. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board, local officials), emergency contact information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Next to that binder will be a ‘Student Emergency Contact Binder’ with emergency contact sheets for each student.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in the first week as part of the School Safety Plan review. An age appropriate version of the guidelines will be discussed with students within the first

month of school.

HAZARD IDENTIFICATION

Through a walk-through with local police, the Building Safety Team will identify hazardous areas in the building and immediate surroundings.

SECTION III: RESPONSE

ASSIGNMENT OF RESPONSIBILITIES

The chain of command in the case of emergencies is as follows: See Appendix 1

CONTINUATION OF OPERATIONS

In the event of an emergency, the School Official will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team. After relinquishing command, the School Leader or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency. The school will follow the Chain of Command outlined above to ensure continuity of operations.

NOTIFICATION AND ACTIVATION (INTERNAL & EXTERNAL COMMUNICATIONS)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- Walkie-talkies
- School Phone system
- Cell Phones of School Safety Team and staff
- Email
- Text messaging
- Local media

STANDARD NOTIFICATION PROTOCOL

Notification of an incident or hazard development must be made to the School Official as soon as possible following its detection. In the event of an emergency, the School Official will notify all building occupants to take appropriate protective action.

Upon the occurrence of a violent incident, the School Official will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School "Emergency/Safety" Binder in the Main

Office. The School Official will also have a soft copy of this document on file, and a hard copy in their office.

In the event of disaster or violent act, as necessary the School Official will notify all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication and the President of the Board of Trustees via phone or in person as soon as possible after.

As necessary, the School will notify parents of a violent incident or early dismissal through use of email, text or advisory phone chain. Parent contact information will be maintained on Student Emergency Contact forms, and with a school-wide email group.

Note – Families will be instructed via Class Dojo and on the School website where to find updated information and contact numbers for the school in the event of emergency situations.

- The school “Emergency/Safety” Binder will contain:
- Local emergency contact names and numbers (police, fire, hospital, Board Members, local officials),
- Emergency Contact Information for all school staff
- Demographic school information (number of students, number of staff, organization chart for the school).

SITUATIONAL RESPONSES

Plans are in place, and detailed in the appended, separate Building Level Response Plan document for:

- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitor, other)
- Explosive/ Bomb Threat
- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

RESPONSE TO ACTS OF VIOLENCE

The below plan is in keeping with the School's plan for a strong school community. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- The immediate area of the act will be isolated and/or evacuated – Lockdown procedures will be activated
- Contact Local Law Enforcement
- Injured parties will be taken care of
- Offending individual will be taken to a safe place to calm down and/or contained in situations where a threat continues
- School Official consultation with BRT will determine the level of threat
- Situation will be monitored, and response adjusted as necessary
- As necessary initiate early dismissal, shelter in place or evacuation procedures

PROTECTIVE ACTION OPTIONS

- Determine level of threat
- Confirm sheltering location
- Evacuate staff and students to pre-arranged sheltering site
- Account for all students and staff populations. Report any missing persons to School Official
- Make determination regarding early dismissal
- Contact families/transportation providers
- Ensure adult/continued school supervision/security
- Retain appropriate school personnel on site until all students have been returned home/picked up
- Coordinate with local emergency responders.

For all Situations:

Parents - The School Official will determine if and when parents need to be informed and will do the informing. This will be done in consultation with the leadership team.

Media –The School Official in consultation with the Board of Trustees will determine if and when the media needs to be informed and will do the informing. This will be done in consultation with the full Board.

The Building Response Team - will convene within 48 hours of an event to conduct a Situation Debrief. The Debrief process will include soliciting input from other school constituencies as follows: School Official asks for feedback from faculty and students (as appropriate), other school constituencies (staff, security staff, etc.). The results of this debrief will inform future updates.

PROCEDURES FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS

As necessary, the School Official, in consultation with the Board Chair, will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained in the main office. A record will be maintained of all Local Government Emergency Assistance requests and responses.

SECURITY OF CRIME SCENE

- The School Official or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.
- No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

SECTION IV: RECOVERY

POST INCIDENT RESPONSE

Responses will include, but not be limited to:

- Short term:
- Mental health counseling for staff and students
- Building security
- Facility restoration
- Post incident critique
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again

DEBRIEF SESSION

After the recovery stage of any incident, the Safety Team, in conjunction with the BRT, will conduct an internal debrief session that includes a re-evaluation of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

PART TWO: TRUXTON ACADEMY BUILDING LEVEL PLAN and DETAILS (CONFIDENTIAL)

BUILDING AND LOCAL AREA MAPS/SCHEMATICS (Attached)

1. Ariel view of school property, a road map of area streets, and safe sites off property.
2. BUILDING FLOOR PLAN (Attached) Truxton Academy First Floor, Truxton Academy Second Floor, and Truxton Academy Basement.

SAFETY RELATED PERSON'S CONTACT INFORMATION

School Officials: Patty Dawson patty.dawson@truxtonacademy.org
 Scott Anderson scott.anderson@truxtonacademy.org

SITUATIONAL RESPONSE DETAILS

EPIDEMIC/FOOD OR WATER POISONING

1. School Official or Nurse: Identify the problem as soon as possible epidemic/food or water poisoning.
2. School Nurse: Notify School Official and consult district physician, Dr. Elkins, 607-753-1340.
3. School Official: Notify County Health Department, 607-753-5036.
4. School Official: Follow directives of district health physician and public health official, recognizing that public health officials have highest authority. Curtail or cease building operation as appropriate.
5. School Official: Notify parents, staff and students.
6. Public health officials: Monitor emergency.

RESOURCES

- * Emergency telephone numbers: Police/Fire/Ambulance, 9-1-1
- * Public health department. Cortland County- 607 753-5036

- * Potable water is mandated for building occupancy. If water is not suitable for drinking, cease operation of building unless equivalent provisions are made such as bottled water and single service disposable cups.
- * News media, public address system.

FIRE/EXPLOSION /GAS LEAK

1. First person on the scene: Upon discovery or detection of smoke or fire or in the event of an explosion, sound building fire alarm immediately.

In the Classroom:

- * If there is danger of fire/explosion or toxic fumes:
Teacher: Do the following two things simultaneously -
 Evacuate room and get help from neighboring classrooms if needed to move injured students. Sound Fire Alarm **except during a gas leak**. The teacher should block corridors adjacent to lab area if necessary. Notify School Official.
 - * If there is no immediate danger:
Do not move injured persons. Wait for medical assistance!
Do not sound fire alarm. Notify School Official.
2. First person on the scene: Notify School Official of what prompted fire alarm, location and source of fire/explosion if known.
 3. All occupants: On sound of any fire alarm evacuate building in accordance with established emergency evacuation plans posted in each classroom. **After evacuation, close doors behind you!**
 4. School Official or designee:
 - Summon Fire Department, 9-1-1 give location of fire if known and maintain communication with 9-1-1.
 - Notify Truxton Community Center visitors.

5. Custodial/Maintenance staff: Investigate source of fire, if possible or practical. Keep School Official apprised.
6. School Official: Alert local emergency services, Truxton Fire Department, 607-842-6291 of possible need to evacuate students and staff to another building.
7. School Official:
 - If fire or smoke exists, await the fire department's arrival and inform them of the situation, follow their instructions.
 - If there is a non-smoke fire alarm, await the fire department's arrival, and do not reset the fire alarm system.
 - Keep the Board of Trustees President informed.
 - Assign a staff member to meet emergency personnel outside the building.
8. Fire Department: Termination of emergency and reset of fire alarm system.
9. School Official: Resume, curtail or cease building operations as appropriate. Notify staff, parents and students.

RESOURCES

- * Local Emergency Responders: Police - 9-1-1, Fire/Ambulance - 9-1-1.
- * Chemical inventory with SDSs - located in Main Office.
- * Zoned fire alarm system with annunciator panel.
- * Fire extinguishers, serviced and charged.
- * Staff trained in First Aid and CPR - see Appendix 5.

CARBON MONOXIDE ALARM – EMERGENCY PROCEDURES

The staff person noticing a carbon monoxide alarm (beeping) will immediately notify the School Official of the carbon monoxide alarm and the location of the detector in alarm. *(The alarm will be a loud beeping pattern. The carbon monoxide alarm pattern is 4 short beeps, followed by 5 seconds of silence, followed by 4 short beeps with a corresponding red LED flash. This cycle will continue for 4 minutes and then change to 2 patterns once a minute there after.)*

1. The School Official, or designee, shall activate the fire alarm system at the nearest pull station in order to evacuate the building and notify the

fire department of the situation by calling 9-1-1, then shall notify Truxton Community Center, 607-842-6252.

2. Immediately upon hearing the fire alarm, faculty and all others in the building shall evacuate the building via their prearranged evacuation route posted in each room, unless otherwise instructed by the School Official.
3. In case of inclement weather, the School Official will notify the Homer School District Superintendent of Schools, 607-749-7241 or Director of Transportation, 607-749-7241 ext. 5041, of the need for buses.
4. Teachers in rooms adjacent to restrooms will be sure that everyone in assembly point, the students shall be sent to the area where his/her own room has assembled, if safety permits.
5. When the fire alarm has sounded, the teacher shall take the attendance register for the group in the room. Upon arrival at the pre-arranged assembly point, the teacher will check the register to ensure no one is missing. A report will then be given to the School Official at a designated point.
6. The School Official shall designate door guards to ensure no one returns to the building.

RESOURCES

- * Local Emergency Responders: Police, 9-1-1, Fire/Ambulance, 9-1-1.
- * Zoned fire alarm system with annunciator panel.

HOSTAGE/KIDNAPPING/DANGEROUS PERSON WITHIN SCHOOL BUILDING

1. First person on the scene: Identify the situation; call 9-1-1 if appropriate, notify School Official, describe situation and deliver written info as soon as possible.
2. School Official: Notify 9-1-1 and President of Board of Trustees immediately. Assign staff to maintain 9-1-1 contact. Notify Truxton Community Center, 607-842-6252 as appropriate. Assign a staff member to meet police upon arrival if possible.
3. School Official: If an individual is moving within building institute lockdown procedures.

4. Building Administrator: If the person attempts to leave the building, allow departure. Observe whether a car is used and note the license number and description of the vehicle and person(s).
5. Building Administrator: If the person attempts to leave the building with a student or member of the staff, be cautious in trying to intervene. Remember the most important consideration is the safety of all students and staff.
6. School Official: Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate.
7. School Official: Keep Board of Trustees apprised.
8. President, Board of Trustees: Notify parents or spouse of victim(s).
9. Police: Terminate emergency.

GENERAL PRINCIPLES FOR RESPONDING TO A DANGEROUS PERSON UNTIL AUTHORITIES ARRIVE:

1. Remain calm, reassure others and try to prevent panic.
2. As quickly as possible move away anyone not directly involved with the incident.
3. If necessary, evacuate all or part of the building.
4. Address injured.
5. Maintain the lines of communication. Speak calmly and reasonably. Encourage the person not to act hastily. Make no commitments.
6. Gather as much information as possible. Have someone make notes to give to the police if possible.

RESOURCES

- * Building Floor Plans.
- * Local Emergency responders: Police, 9-1-1, Fire/Ambulance, 9-1-1.

BOMB THREAT (If received at school)

1. Person receiving threat: Fill out Telephone Threat Information Sheet if appropriate (Appendix 6). Try to prolong conversation as long as caller will talk. Obtain as much information as possible. Listen for characteristics of caller and background noise.
2. Person who received threat: Notify School Official, describe situation and deliver written info as soon as possible.
3. School Official: Notify 9-1-1, Cortland County Sheriff/ New York State Police and Truxton Community Center, 607-842-6252.
4. School Official: Notify Maintenance person.
5. School Official/Maintenance person: Upon arrival of police, advise of the situation and follow instructions. Be prepared to evacuate **(DO NOT use fire alarm in the event of a bomb threat)**. During Bomb Threat, follow building plan.
6. School Official: Keep Board of Trustees apprised.
7. President, Board of Trustees: Notify parents or spouse of victim(s).
8. School Official in conjunction with Law Enforcement: Determine when building is safe for reentry.

RESOURCES

- * Building Floor Plans
- * Local Emergency responders: Police, 9-1-1, Fire/Ambulance, 9-1-1.
- * Telephone Threat Information Sheet (Appendix 6).

BOMB THREAT (If called to 9-1-1 or police)

1. School Official immediately available: Receive information from police department.
2. Consult with police department as to the credibility of the threat.
3. Make decision as to evacuation and/or school dismissal.

4. Contact Truxton Community Center, 607-842-6252.

RESOURCES

- * Building Floor Plans
- * Local Emergency responders: Police, 9-1-1, Fire/Ambulance, 9-1-1.

HAZARDOUS MATERIAL

1. Due to the nature of these events, they will usually present as another type of emergency. They will follow the most obvious emergency (ie Fire, Bomb Threat, Medical Emergency)

BIOLOGICAL THREAT

1. Due to the nature of these events, they will usually present as another type of emergency. They will follow the most obvious emergency (ie Fire, Bomb Threat)

RADIOLOGICAL THREAT

1. Due to the nature of these events, they will usually present as another type of emergency. They will follow the most obvious emergency (ie Fire, Bomb Threat)

FIRE

1. Activate fire alarm
2. Call 9-1-1
3. Evacuate building
4. Staff Pick up Emergency Folders
5. School Official "sweep" staff ensure building is empty
6. Meet at designated spot
7. School Official confirms "All Clear"
8. Await return directions from Fire Department/ Law Enforcement

MEDICAL EMERGENCY

1. Notify school Nurse
2. School Official/ Nurse make decision to call 9-1-1

- All staff are encouraged to call 911 for emergencies when warranted prior to notifying School Official/ Nurse
- 3. Activate “Stay in Place” procedures
- 4. When Medical Emergency is over, announce “All clear” through phone system/ Walkie Talkies.

INTRUDER IN BUILDING

1. School Official will announce “Lockdown, Lockdown, Lockdown” through walkie- talkies and Air Phones
2. Lock doors, turn off lights and move students away from door/windows
3. Call 9-1-1
4. School Official or Law Enforcement will open every door and inform “All Clear”.

RESPONSE TO IMPLIED OR DIRECT THREATS OF ACTS OF VIOLENCE

SOURCE OF THREAT- STUDENT

- Implement de-escalation procedures (remove student from situation, have School Official discuss incident and cause with student)
- Determine level of threat (Critical, High, Medium, Low)
- As necessary, contact parent/guardian, police and/or hospital (Mental Health Crisis Team)
- As necessary, inform staff
- Monitor situation to ensure resolved
- If necessary, implement Emergency Response Plan

SOURCE OF THREAT- ADULT

- Determine level of threat (Critical, High, Medium, Low)
- Inform School Official, as soon as can but prioritizing safety of the school community
- As necessary, call 9-1-1
- As necessary, inform staff
- Monitor situation to ensure resolved
- If necessary, implement Emergency Response Plan including lockout/ lockdown procedures.

RESPONSE TO ACTUAL VIOLENCE WITHIN THE SCHOOL COMMUNITY:

- Injured parties will be provided aid
- Offending individual will be contained, if possible
- As necessary, call 9-1-1
- Isolate and evacuate the immediate area, if possible

- As necessary, inform staff
- Monitor situation to ensure resolved
- If necessary, implement Emergency Response Plan including lockdown/ lockout procedures

BOMB THREAT

- Issue instructions, e.g. Lockdown or evacuation depending on the situation
- Call 9-1-1 and provide threat details
- Coordinate with Building Leadership Team to search building or follow directions of emergency responders
- Determine whether school will be closed or remain open
- Establish alternative pick up site for students if needed- More than one have been chosen and the appropriate site(s) will be used depending on the situation

SCHOOL BUS ACCIDENT

- School Official gathers immediate information from transportation provider/emergency responders
- Building Response Team member reports to accident scene with bus list and student census
- Responding team member communicates situational status to main office and parents are provided with updates
- Upon arrival at school, all students are checked by school nurse

GAS LEAK/INCLEMENT WEATHER

- School Official gathers immediate information
- Responding team member communicates situational status to main office and parents are provided with updates
- Coordinate with Building Leadership Team to monitor building
- Determine whether school will be closed or remain open
- Establish alternative pick up sites for students if needed- More than one have been chosen and the appropriate site(s) will be used depending on the situation