



DISTRICT-WIDE SAFETY PLAN

(Schools Against Violence in Education)

Revised: **July 2023**

Date District Safety Team appointed by BOE: 03/17/2023

Date District Safety Plan reviewed by the District Safety Team: 06-20-2023

Date DSP public comment period started: 7/12/2023

Date DSP public comment period ended: 8/11/2023

Date DSP public hearing: 8/17/2023

Date DSP Approved: 8/17/2023

Date the DSP is posted on the BOCES website: 8/18/2023

Onondaga-Cortland-Madison Board of Cooperative Educational Services

Matthew L. Cook, Ed.D., District Superintendent

INTRODUCTION	1
OCM BOCES CHAIN OF COMMAND	2
1. DEFINITIONS	3
2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION	6
A. MAPS AND FLOOR PLANS	6
B. SURVEY OF VULNERABILITY	6
3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS	7
A. SHELTERING IN-PLACE	7
B. HOLD-IN-PLACE	8
C. EVACUATION (GENERAL)	8
D. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY	9
E. LOCKDOWN	10
F. LOCKOUT	10
G. ADDITIONAL INFORMATION: EARLY DISMISSAL	11
4. PREVENTION AND INTERVENTION STRATEGIES	11
A. SPECIAL EDUCATION PROGRAMS	11
B. ALTERNATIVE EDUCATION PROGRAMS	12
C. CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS	12
D. COLLABORATIVE ARRANGEMENT – SCHOOL RESOURCE OFFICER (SRO)	13
5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS	13
A. INDICATION OF POTENTIALLY VIOLENT BEHAVIOR	13
B. INTERPRETATION OF WARNING SIGNS	13
6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS	14
A. PROGRAMS UTILIZED THROUGHOUT OCM BOCES	14
7. PROCEDURE FOR CONTACTING APPROPRIATE LAW ENFORCEMENT AND ASSISTANCE	14
A. PROCEDURES	14
8. RESPONDING TO ACTS OF VIOLENCE	16
A. GENERAL	16
B. POST INCIDENT RESPONSE TEAM	16
C. COUNSELING RESOURCES	16
9. EMERGENCY RESPONSE PROTOCOLS SITUATIONAL/MULTI-HAZARD RESPONSES	17
A. GENERAL PROTOCOLS	17
B. SPECIFIC PROTOCOLS	17
C. BOMB THREATS	17
D. HOSTAGE SITUATION	19
E. INTRUDER	19
F. KIDNAPPED PERSON	19
10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY	20
A. SEQUENCE OF ACTIONS	20
11. COORDINATING THE USE OF OCM BOCES RESOURCES IN AN EMERGENCY	20
A. BOCES RESOURCES AVAILABLE	20
B. STAGING AND TREATMENT AREAS	21
C. LOCATION OF THE INCIDENT COMMAND POST	21
D. OCM BOCES PERSONNEL AT THE INCIDENT COMMAND POST	21
E. DUTIES OF THE DISTRICT SUPERINTENDENT/CHIEF EMERG OFFICER	22
F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR	22

G.	DUTIES OF FACULTY AND STAFF	23
H.	DUTIES OF THE CUSTODIANS	24
I.	DUTIES OF THE SCHOOL NURSE	24
J.	DUTIES OF THE DIRECTOR OF FACILITIES	24
K.	DUTIES OF SECRETARIAL AND SUPPORT STAFF	25
L.	DUTIES OF THE SPOKESPERSON/PUBLIC INFORMATION OFFICER (PIO)	25
12.	EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENTAL AGENCIES	26
13.	INTER-AGENCY ADVICE AND ASSISTANCE	26
14.	INTERNAL & EXTERNAL NOTIFICATIONS	27
	A. OCM BOCES SITES	27
	B. COMPONENT DISTRICTS	27
	C. PARENTS, GUARDIANS & COMMUNITY	27
	D. STATE EDUCATION DEPARTMENT	27
15.	SCHOOL SAFETY PERSONNEL	28
	A. ALL STAFF	28
16.	MULTI-HAZARD SCHOOL SAFETY TRAINING	28
	A. TRAINING OF STAFF	28
17.	SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS	29
	A. RESPONSIBILITIES OF OCM BOCES	29
	B. RESPONSIBILITIES WITH RESPECT TO STAFF	29
18.	EMERGENCY DRILLS AND EXERCISES	30
	A. CONDUCT OF DRILLS	30
	B. FIRE AND EMERGENCY DRILLS	30
19.	PLAN DISTRIBUTION AND REVIEW	31
	A. COPIES OF THE PLAN	31
20.	IMPLEMENTATION OF SCHOOL SECURITY	31
	A. BASIC PROCEDURES	31
	B. VISITOR PROCEDURES	31
	C. STAFF RESPONSIBILITIES	32
21.	INDIVIDUAL BUILDING INFORMATION	32
22.	SYSTEM FOR INFORMING ALL EDUCATIONAL AGENCIES OF A DISASTER	32
APPENDICES		
A.	ADMINISTRATIVE LIST AND CONTACT INFORMATION	33
B.	EMERGENCY/AGENCY TELEPHONE NUMBERS	36
C.	SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE (FORMERLY VADIR)	37
C-2.	SYNOPSIS OF CHILD ABUSE REPORTING IN AN EDUCATIONAL SETTING	38
D.	BOMB THREAT FORM	41
E.	THREAT ASSESSMENT REPORT FORM	42
F.	REMOTE INSTRUCTION UNDER EMERGENCY CONDITIONS	43
G.	SCHOOL RESOURCE OFFICER COLLABORATIVE AGREEMENT	44
H.	DISTRICT-WIDE SCHOOL SAFETY TEAM	45
I.	PROCEDURES IF STUDENTS ARE MISSING DURING OUT-OF-SCHOOL ACTIVITIES	46
J.	PUBLIC EMPLOYER COMMUNICABLE DISEASE/PANDEMIC PLAN	47

INTRODUCTION

This District-Wide Safety Plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (Project SAVE) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(c)(1). The Onondaga-Cortland-Madison (OCM) BOCES Board of Education appointed a District-Wide School Safety Team, comprised of representatives of the school board, administrators, faculty, staff, parent organizations, students, school safety personnel and other individuals to develop the plan. It provides standard procedures to guide staff and students of OCM BOCES when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures. This plan was originally adopted by the OCM BOCES Board of Education on June 20, 2002, and submitted to the State Education Department on July 1, 2002. In accordance with Commissioner of Education Title 8 NYCRR Section 155.17(a), “Every School District shall adopt by September 1st for the 2016-2017 school year and each subsequent September 1st thereafter”, submitted in the NYSED Portal and placed on the district’s website site within 30 days of adoption. This plan was adopted on July 8, 2021.

Building Level Safety Plans have also been developed to comply with Safe Schools Against Violence in Education Act (Project SAVE) to establish specific emergency response plans for each school building. These Building Level Emergency Response Plan (BLERPs) provide detailed response procedures for each school building within OCM BOCES. In contrast to this plan, which is accessible to the public, the building level plans are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building Level Safety Plans provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(c)(1).

Project SAVE requires that this plan includes policies and procedures on several prescribed topics. In some instances, a general policy on a prescribed topic is set forth in the OCM BOCES District-Wide Safety Plan and the specific procedures to implement such a policy are included in the Building Level Safety Plans or annexed as an appendix to the Building Level Safety Plans.

Emergency situations can range from man-made problems, such as power outages, fires and bomb threats, to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, OCM BOCES’ priorities are first the protection of life, then preservation of property and restoration to normal activities. This plan and the Building Level Emergency Response Plan (BLERPs) describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this plan, and the applicable school Building Level Emergency Response Plan (BLERP) in a manner that will minimize loss of life, personal injury and property damage.

OCM BOCES Chain of Command:

The District Superintendent or their designee is the “Chief Emergency Officer” (§155.17(c)(xix)), also referred to as the “Individual In-Charge”. In their absence, the responsibility will go to the next alternate person as detailed below. When the Individual In-Charge has been notified that an emergency exists, they will serve as “Incident Commander”, activate the appropriate procedures, direct the emergency response actions and serve as part of a unified command system with emergency responders, as applicable. If the District Superintendent is not available, the administrative chain of command (alternate Individual In-Charge) is as follows:

Deputy Superintendent

Assistant Superintendent for Administration

Assistant Superintendent for Student Services

Assistant Superintendent for Instructional Support Services

1. DEFINITIONS

- A. ACCIDENTAL DISASTER - Any major fire, explosion, transportation crash, hazardous material incident or other major occurrences in which the lives, safety or property of numerous persons is in jeopardy.
- B. BUILDING ADMINISTRATOR - The principal of a school building or their designee.
- C. BUILDING LEVEL EMERGENCY RESPONSE PLAN (BLERP) - A confidential building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and contains the provisions required by 8 NYCRR §155.7(c)(2).
- D. BUILDING RESPONSE TEAM - Individuals within the school building designated to serve specific roles in responding to an emergency or individuals who may be called upon to assist response and recovery efforts during a crisis.
- E. BUILDING SAFETY TEAM - The building-specific team appointed by the Building Administrator in accordance with regulations or guidelines prescribed by the Board, to develop specific emergency procedures at the building level. The Building Safety Team shall include, but not be limited to, representatives of teacher, administrator, parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies and any other individuals the Board deems appropriate.
- F. CHIEF EMERGENCY OFFICER - the District Superintendent or their designee. This person is the Incident Commander or the Individual In-Charge of an incident NOT associated with a fire or police matter. The Chief Emergency Officer or designee will represent the School District at the Command Post in the event of an emergency. (see Incident Commander)
- G. CIVIL DISORDER - An action by any individual or group that poses a substantial threat to peace, life and/or property or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- H. DISASTER - The occurrence or imminent threat of injury, loss of life or severe damage to property, resulting from any natural or manmade causes, such as fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, windstorm, wave action, epidemic, air contamination, drought, explosion, water contamination, chemical accident, war or civil disturbance.
- I. DISTRICT- WIDE SCHOOL SAFETY TEAM - A district-wide team appointed by the Board. The District-wide team shall include, but not be limited to, representatives of the Board of Education, students, teachers, administrators, parent organizations and other school personnel.
- J. EARLY DISMISSAL - Returning students to their homes or other appropriate locations before the end of the school day.
- K. EMERGENCY - A situation including, but not limited to, a disaster requiring immediate action, occurs unpredictably and poses a threat of injury or loss of life to students or school personnel or of severe damage to school property.

- L. EMERGENCY RESPONSE BAG (Gotta-go-bag) - A conspicuously marked carry bag maintained in the Building Administrator's office containing emergency response information. This bag is to be transported to the Command Post and Staging areas during emergency responses.
- M. EMERGENCY SERVICES ORGANIZATION - A public or private agency, organization or group other than a governmental agency, which provides police, fire, medical, ambulance, rescue, housing or other services for the relief of human suffering, injury or loss of life or property as a result of an emergency.
- N. EMS COMMANDER - The Emergency Medical Services supervisor directing EMS operations for the incident.
- O. EVACUATION - Moving students for their protection from a school building to a predetermined outside or off-campus Safety Zone location in response to an emergency. All building occupants are required to exit the building and wait a safe distance from the building at the designated Safety Zone.
- P. FIELD COMMAND POST - The on-scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed and incident strategy.
- Q. FIRE COMMANDER - The fire chief directing fire-fighting operations at the incident.
- R. INCIDENT COMMANDER - The supervisor with decision-making responsibility when responding to a specific emergency. In these incidents, the fire department or the police department, respectfully, will be in charge of the appropriate incident as the Incident Commander.
- S. HOLD-IN-PLACE - The emergency response used in situations where it is necessary to have students/staff remain in their classrooms or work areas temporarily during an emergency or medical emergency until things can be returned to normal.
- T. INNER PERIMETER - The immediate area of containment around the incident site.
- U. LANDING ZONE - A clear level area no less than 100 feet by 100 feet in area for helicopter landings. The landing zone should be within the outer perimeter when possible and secured by ground personnel during helicopter operations.
- V. LOCKDOWN - This emergency response is when walking through the building would endanger the health and safety of students/staff. In the event of a dangerous person or intruder, students and faculty are to remain in place. Classroom doors and windows should be locked.
- W. LOCKOUT - This emergency response is when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity and allows no unauthorized personnel into the building.
- X. MEDIA STAGING AREA - The location outside of the inner perimeter dedicated to media assembly and equipment staging. This location may also be used to conduct media briefings.
- Y. NATURAL DISASTER - Those incidents in which the forces of nature threaten the lives, safety and/or property of numerous persons (e.g., floods, tornado and significant snowfall/blizzard, etc.).

- Z. OUTER PERIMETER - The peripheral control area surrounding the inner perimeter, providing a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.
- AA. POLICE DETAIL COMMANDER - The police supervisor commanding police personnel assigned to the incident.
- BB. POST-INCIDENT RESPONSE TEAM - A building-specific team designated by the Building Safety Team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a Serious Violent Incident or Emergency.
- CC. RELOCATION CENTER - A location established for providing temporary shelter or care for persons displaced by an emergency.
- DD. SAFETY ZONE - Predetermined locations either inside the school building (“sheltering”), outside the building on school property or off-campus where students and faculty are to assemble in the event of an emergency. Inside safety zones are the locations for in-place sheltering.
- EE. SCHOOL CANCELLATION - A determination by school officials that a school or schools should not be in session for one or more school days due to an emergency.
- FF. SERIOUS VIOLENT INCIDENT - An incident of violent criminal conduct that is, or appears to be, life-threatening. This situation warrants the evacuation or “lockdown” of students and/or staff because of an imminent threat to their safety or health. Situations include, but are not limited to: riot, hostage-taking, kidnapping and/or the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instruments capable of causing death or serious injury.
- GG. SHELTERING - The emergency response of keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated (e.g., air pollution problems, chemical spills, radiological emergencies). Staff and students are held in a designated shelter location or common area inside the building (i.e., gymnasium, cafeteria or etc.) during an emergency until things can be returned to normal or dismissal can be arranged.
- HH. STAGING AREA - A location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- II. STUDENT RELEASE AREA - A predetermined location where parents or authorized persons can pick up students during an emergency.
- JJ. TERRORIST ACTION - A hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some action.
- KK. TREATMENT AREA - A designated location outside the inner perimeter to which the victims are evacuated to for medical evaluation and emergency treatment prior to transport.
- LL. UNIFIED COMMAND - The command system under a single commander (the Incident Commander), depending on the nature of the emergency (Fire Dept., Police, etc.), which ensures that the Individual In-Charge shall communicate and consult with the District Superintendent during or after the occurrence of an incident.

2. POTENTIAL EMERGENCY SITES AND HAZARD IDENTIFICATION

A. MAPS AND FLOOR PLANS

Generally, the sites of potential hazards are:

1. Utility Shut-off (Gas, Water, and Electrical)
2. Chemical Storage areas
3. Mechanical Storage areas
4. Kitchen area(s)
5. Mechanical rooms (HVAC, etc.)

The Building Level Emergency Response Plan (BLERP) includes a map renderings and floor plans of each building. The potential hazards for each building will be clearly marked and are given to the appropriate agencies. The information in the BLERP is considered confidential.

B. SURVEY OF VULNERABILITY

The buildings covered in this plan include:

1. OCM BOCES Thompson Road Campus (formerly Henry Campus), 6820 Thompson Road, Syracuse, NY 13211
 - a. Henry Career & Technical Education Building
 - b. STARS Alternative High School
 - c. O & M Building; D, Central Receiving
2. OCM BOCES Central New York Regional Information Center, 6075 East Molloy Road, Building 2, Syracuse, NY 13211
3. OCM BOCES Crown Road Campus, 4500 Crown Road, Liverpool, NY 13090
4. OCM BOCES Cortlandville Campus (formerly McEvoy Campus), 1710 Route 13, Cortland, NY 13045
5. OCM BOCES Port Watson Street - Cortland Alternative School, 250 Port Watson Street, Cortland, NY 13045
6. OCM BOCES Port Watson Street - Seven Valleys New Tech Academy, 240 Port Watson St., Cortland, NY 13045
7. OCM BOCES Central New York Regional Information Center - Rodax 7 and 8, 6075 East Molloy Road, Syracuse, NY 13211
8. OCM BOCES Main Campus, 110 Elwood Davis Road, Liverpool, NY 13088
9. Alternative to Homebound Program at Liverpool Community Church, 800 Fourth Street, Liverpool, NY 13088
10. Innovation Tech High School, 6075 East Molloy Road, (Rodax Office Park) Building 7 & 8, Syracuse, NY 13211

We have surveyed sources of potential emergencies within our school buildings, grounds and community locations. Site maps and floor plans of our buildings have been provided to local law enforcement but are kept confidential due to security reasons. Our instructional sites are all located within proximity to highways, industry and/or airports. A survey of vulnerability is included in each Building Level Emergency Response Plan (BLERP).

3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS

- 155.17 (c)(1)(i), (ii)

The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High-Quality School Emergency Operations Plans.

Functional Annexes provide standard language and procedures and are intended to be transferable to schools statewide and modifications are not recommended. These can be remembered by the acronym **SHELL**:

- Shelter-in-Place
- Hold-in-Place
- Evacuation
- Lockout
- Lockdown

A. SHELTERING IN-PLACE

Not all emergencies will require building occupants to get out and go somewhere else. A sheltering procedure is appropriate for situations when it is necessary to hold students in an inside Safety Zone temporarily during an emergency until things can be returned to normal or dismissal can be arranged. Protocols for a sheltering response for each school building are in the Building Level Emergency Response Plan (BLERP).

General procedures are as follows:

1. Upon receiving instruction from local, county or state government emergency response agencies, the District Superintendent shall notify the Building Administrator(s) of the need to initiate the Sheltering Plan.
2. If an incident occurs near the school and the Building Administrator is the first to be informed, they shall make a decision based upon the nature of the emergency or upon the direction of local emergency commanders whether to shelter all students and staff inside the school building. The Building Administrator shall inform the District Superintendent and the 9-1-1 Control Center of the determination.
3. Upon notification of an emergency or the exercise of a drill, the Building Administrator shall instruct students and staff to report to the designated 'inside' Safety Zone. Faculty will bring their class roster with them and maintain charge of their class in the Safety Zone unless otherwise directed.
4. During sheltering for certain types of air pollution problems, chemical spills or radiological emergencies, windows should be closed and ventilation systems and outside air intakes should be shut down.
5. The Building Administrator will assign appropriate duties to selected staff members and custodians to include securing the building.
6. Students/staff will remain inside the building until the Building Administrator is advised by an emergency management authority to take further action.
7. If such procedure necessitates remaining in school after hours, the District Superintendent or designee will issue a public notice to this effect through the local news media. Parents will be advised as to appropriate responses, including where to sign out their child (if appropriate). As necessary, the District Superintendent will coordinate the use of BOCES resources in cooperation with the Incident Commander and request assistance from the County Emergency Management Office, the American Red Cross and/or other agencies as appropriate.
8. The Building Administrator will keep the teaching staff, the school nurse, the custodial staff and the cafeteria staff informed.

3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS

- 155.17 (c)(1)(i), (ii)

B. HOLD-IN-PLACE

A Hold-In-Place procedure is used to limit the movement of students and staff in hallways while dealing with short-term emergencies. Teaching can still be conducted during this action.

In the event the Building Administrator or designee is advised or deems it necessary to initiate a Hold-In-Place, the following procedures will commence.

1. The Building Administrator or designee will apprise all staff members over the PA system or equivalent;
2. Listen for instructions about the situation and your expected actions;
3. Students in hallways should quickly return to the assigned classroom if possible;
4. Classroom teachers take attendance. If students from other class(es) are present, notify instructor(s) of the home classroom;
5. All other staff assist students as needed;
6. Classroom instruction can continue as normal;
7. Do not respond to class bells;
8. Classroom telephone may be answered;
9. Respond to fire alarm as normal;
10. Listen for updates and further instructions.

C. EVACUATION (GENERAL)

Evacuations may be necessary in the event of a fire, weather and other emergency or violent incidents. Upon notification of the need to evacuate, teachers should instruct students to remain calm and quiet, and depart the building in an orderly fashion according to previously established evacuation routes or alternate routes as instructed.

1. Building occupants will be notified to evacuate the building by one or more of the following means depending upon the nature of the emergency: Fire Alarm, Intercom System, Verbal or Written Notification.
2. Upon receiving an evacuation notice, faculty and staff shall survey their areas and evacuation routes for hazards and/or suspicious hazards in order to ensure a safe and expeditious evacuation.
3. The normal evacuation route(s) for students, faculty and staff for each school shall be specified in the Building Level Emergency Response Plan (BLERP) and included in the Emergency Response Bag. Normal evacuation routes will also be posted in each room.
4. Teachers are to bring their Daily Attendance Records or equivalent with them. Attendance shall be taken upon evacuating and again if relocated to an alternate site. Teachers may be asked to turn in their attendance roster to the Building Administrator for use at the emergency Command Post.
5. Normal evacuation routes will be used unless the emergency prevents use of exits and/or corridors. Alternate routes may be announced using the school's intercom system. The intercom system shall not be used in situations that may endanger students/staff (e.g., barricaded gunman). In the event of power failure, the Building Administrator can direct ancillary staff to communicate alternate evacuation routes.

3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS

- 155.17 (c)(1)(i), (ii) - *continued*

C. EVACUATION (GENERAL) - *continued*

6. Suspicious items found must be left alone and immediately reported to the Building Administrator and/or emergency service personnel.
7. Everyone remains calm and orderly in order to prevent panic and confusion.
8. Elevators are not to be used for evacuation purposes unless approved by the Building Administrator or emergency personnel.
9. All persons shall proceed to the designated Safety Zone and remain there until further notice.
10. Teachers must take attendance once in the designated Safety Zone and are to notify the Building Administrator if a student is not present.
11. Any time teachers have to relocate their students, attendance should be taken before departure and upon arrival. If students are to be evacuated off-campus, teachers are to take attendance before students begin loading on the buses and once the buses are loaded to assure that all students are accounted for.
12. Occasionally, there may be a need to relocate students from the Safety Zone to a predetermined Relocation Center. If evacuation is ordered beyond the Safety Zone, students will be evacuated by bus to either their homes or a safe location. The decision to evacuate the Safety Zone will be made by the Incident Commander upon consultation with the District Superintendent. Students will not be allowed to go home on their own (i.e., walking or in personal vehicles). A parent or a pre-arranged surrogate may sign a Student Release Form and pick up their child at the designated reunification site.
13. The School Nurse should have a medical alert list and supplies readily available at all times. For supplies not on hand, the School Nurse will be prepared to make arrangements to provide medical assistance at the relocation site or along the evacuation route as necessary in coordination with the Building Administrator and the Incident Commander.
14. Building Administrators will follow directions received from the District Superintendent and/or the Incident Commander. Principals will determine when staff may be permitted to leave after their students have been safely released and they are no longer needed for emergency duties.

D. EVACUATION OF DISABLED STUDENTS, STAFF AND FACULTY

In the event of an evacuation, special care must be taken to ensure that disabled persons are safely transported out of the building. Each Building Level Emergency Response Plan (BLERP) shall have a list of special needs students and the persons who have been designated to assist them.

1. An Assisted Evacuation Plan is in the Building Level Emergency Response Plan (BLERP). This plan should include every child or staff member who has limited mobility and will be reviewed as necessary (i.e., when students and personnel change).
2. In case of an emergency where evacuation or a long-term stay on-site is required, the Director of Special Education and designated staff will respond to the Relocation Center or to the designated Safety Zone to assist with special education students and staff who serve them.
3. If coordinated services are required from outside agencies that specialize in dealing with students with disabilities, the Director of Special Education and or designated staff will act to facilitate the use of such groups.

3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS

- 155.17 (c)(1)(i), (ii) - *continued*

E. LOCKDOWN

A lockdown procedure is appropriate for situations that mandate that students remain in one location until authorized to move. Protocols for a lockdown response for each school building are in the Building Level Emergency Response Plans.

General procedures are as follows:

1. A lockdown procedure is called when leaving or walking through the building would endanger the health and safety of the students or staff (i.e., dangerous intruder).
2. The Building Administrator will apprise all building occupants of a lockdown order using a plain language announcement. Students and staff shall remain in their classrooms or work area until the Building Administrator and/or law enforcement officials open the door.
3. The Building Administrator will contact local 9-1-1 emergency responders and notify the District Superintendent.
4. Building staff shall lock their doors and secure students out of the line of sight.
5. Parents will be advised as to preferred responses and are NOT to report to the school to sign out their child. The District Superintendent or designee will provide information and updates to parents and the media at the media reception area at a predetermined location.

F. LOCKOUT

A lockout procedure most commonly used when the incident is occurring outside the school building, on or off school property, which allows the school to continue with the normal school day, but curtails outside activity and allows no unauthorized personnel into the building.

1. The Building Administrator or Individual In-Charge will apprise all building occupants that lockout procedures are being implemented using a plain language announcement.
2. The Building Administrator will contact local 9-1-1 emergency responders (if not first apprised by law enforcement) and notify the District Superintendent.
3. If the emergency dictates, building staff should close and lock windows.
4. Students/staff who are on the school grounds will be immediately summoned to return to the school building.
5. The Building Administrator will assign selected staff members and/or custodian(s) to secure the building.
6. The main entrance will be monitored. Only AUTHORIZED personnel will be allowed in the building.
7. Modify normal dismissal procedures as appropriate.

3. RESPONDING TO ACTS OF VIOLENCE OR IMPLIED OR DIRECT THREATS

- 155.17 (c)(1)(i), (ii) - *continued*

G. ADDITIONAL INFORMATION: EARLY DISMISSAL

Early dismissal is appropriate in the event of a system failure, such as heating, plumbing or electrical failure that renders the building unsuitable for instructional purposes. Early dismissal may also be a viable option for other emergency situations as decided by the District Superintendent. Each Building Level Emergency Response Plan shall contain provisions on the development of a telephone tree for communications with parents or guardians regarding the early dismissal. That information is detailed in the Building Level Emergency Response Plan (BLERP).

1. Early dismissal is available as a building evacuation option for emergency situations as decided by the District Superintendent or designee.
2. Similar to evacuation, early dismissal (or “go home”) is merely a procedure for getting students out of the building and united with their families or with responsible individuals who have been designated by the parents to care for the child in their absence.
3. The component districts will be notified when and where to send buses.
4. Emergency contact information will be utilized to facilitate uniting students with their families or with responsible individuals who have been designated by the parents to care for the child.
5. Early dismissal will follow normal dismissal procedures unless the situation warrants otherwise. The Building Administrator or designee, as the emergency dictates, will select alternate dismissal procedures and/or loading areas.

4. PREVENTION AND INTERVENTION STRATEGIES - 155.17(c)(1)(iii)

OCM BOCES operates a number of specialized programs, some at the District level and some at the building level, which deal with students whose needs and/or disabilities put them at risk of inappropriate or violent behavior. These programs have specialized components to reduce and eliminate the possibility of student violence. Programs include character education, program-specific and building-wide violence intervention strategies, behavioral management. Three such district-wide programs are described below:

A. SPECIAL EDUCATION PROGRAMS

1. The programs serving students with emotional disabilities provide services including individual counseling, group counseling, psychiatric evaluation, home visits, family counseling and a behavioral management program (including teacher training) in Positive Behavioral Intervention System (PBIS).
2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
3. The students are closely monitored by trained staff and any indication of violent behavior (e.g., rumor of weapons) is immediately followed up with the involvement of local law enforcement, social services, mental health services and parents.
4. When students express any suicidal or violent intentions, the staff member alerts mental health services and parents, sometimes leading to hospitalization.
5. When there is any suspicion of abuse, appropriate agencies are notified and investigations are initiated.

4. PREVENTION AND INTERVENTION STRATEGIES - 155.17(c)(1)(iii)

B. ALTERNATIVE EDUCATION PROGRAMS

1. The Alternative Education programs deal first with the social issues affecting students' academic achievement and second with academic issues. The programs begin each day with "family groups" and periodic town meetings are held. When necessary, individual counseling is provided.
2. Steps 2, 3, 4 and 5 in Section A above are followed in Alternative Education programs.

C. CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

1. The School Nurse at each site is available to assist staff at each CTE program when contacting acute counseling resources in the community if students are in crisis.
2. The code of conduct prohibits bullying, intimidation and harassment. Students engaging in such behavior are dealt with immediately. Students who are victims of such behaviors are given the necessary support services and their parents are notified.
3. Steps 3, 4 and 5 in Section A above are followed in Career and Technical Education programs.

D. COLLABORATIVE ARRANGEMENT – SCHOOL RESOURCE OFFICER (SRO)

OCM BOCES shall seek to employ a School Resource Officer (SRO) in Onondaga and Cortland counties. The SRO shall be assigned to de-escalate potentially dangerous situations when necessary. SRO's are trained through Basic School Resource Officer training such as the National Association of SRO's (NASRO) or School Security Officer Training. This Collaborative Arrangement, once finalized, will be available in Appendix G.

5. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (c)(1)(xii)

In order to prevent violence before it begins, staff and students should look for certain warning signs of potentially violent behavior. This information is presented to staff and students in September and is reviewed periodically throughout the school year. These concerns are identified and addressed in the OCM BOCES Code of Conduct. The following list was adapted from the International Association of Chiefs of Police, Guide for Prevention of School Violence. Students and staff who notice these signs should notify a teacher or administrator. Administrators should contact parents, counselors and/or law enforcement officials.

A. INDICATIONS OF POTENTIAL VIOLENT BEHAVIOR

Indications of potentially violent behavior include the following:

1. Has engaged in violent behavior in the past.
2. Has tantrums or uncontrollable angry outbursts.
3. Continues exhibiting antisocial behaviors that began at an early age.
4. Forms and/or maintains friendships with others who have repeatedly engaged in problem behaviors.
5. Often engages in name-calling, cursing or abusive language.
6. Has brought a weapon or threatened to bring a weapon to school.
7. Consistently makes violent threats when angry.
8. Has a substance abuse problem.
9. Is frequently truant or has been suspended from school multiple times.
10. Seems preoccupied with weapons or violence, especially associated with killing humans rather than with target practice or hunting.
11. Has few or no close friends despite having lived in the area for some time.
12. Is abusive to animals.
13. Has too little parental supervision given the student's age and maturity level.
14. Has been a victim of abuse or been neglected by parents/guardians.
15. Has repeatedly witnessed domestic abuse or other forms of violence.
16. Has experienced trauma or loss in their home or community.
17. Pays no attention to the feelings or rights of others.
18. Dwells on perceived slights, rejection or mistreatment by others; blames others for their problems and appears vengeful.
19. Intimidates others or is a victim of intimidation by others.
20. Seems preoccupied with TV shows, movies, video games, reading materials or music that expresses violence.
21. Reflects excessive anger in writing projects.
22. Is involved in a gang or antisocial group.
23. Seems depressed/withdrawn or has exhibited severe mood or behavioral swings greater in magnitude than peers.
24. Expresses sadistic, violent, prejudicial or intolerant attitudes.
25. Has threatened or actually attempted suicide or acts of self-mutilation.

B. INTERPRETATION OF WARNING SIGNS

The fact that a student exhibits the behaviors above does not necessarily mean that such a student is violent. Therefore, everyone concerned must take precautions so that students are not needlessly stigmatized.

6. COMMUNICATION, EARLY DETECTION AND REPORTING OF POTENTIALLY VIOLENT BEHAVIORS - 155.17 (c)(1)(iii), (iv), (xvi)

OCM BOCES is committed to providing appropriate and quality intervention services for its students. Programs and strategies are developed and provided based upon a careful assessment of student and community needs. OCM BOCES currently has School Psychologists, School Guidance Counselors and School Social Workers available to address situations that arise. The following is a list of intervention programs and services currently available at OCM BOCES.

A. PROGRAMS UTILIZED THROUGHOUT OCM BOCES

1. Mentoring
2. Discipline with Dignity
3. Rachel's Challenge
4. Positive Behavior Intervention and Supports (PBIS)
5. School Connect
6. Second Step
7. Caring School Community
8. Trauma-Informed Care
9. Therapeutic Crisis Intervention
10. Restorative Practices

7. PROCEDURE FOR CONTACTING APPROPRIATE LAW ENFORCEMENT AND ASSISTANCE – 155.17 (c)(1)(iv),(v)

Individuals witnessing a violent or potentially violent situation are to call 9-1-1 and contact the Building Administrator (Principal). The Principal is to contact the District Superintendent (the District Chief Emergency Officer) or designee at 315-433-2602 and inform them of the situation. If additional resources must be notified, such as local health departments and other agencies, use Appendix B Emergency/Agency Telephone Numbers.

OCM BOCES makes continuing efforts to assure that threats of violence are addressed, whenever possible before any violence actually occurs in the school environment. This protocol is intended to identify credible threats of violence so that the administration can address such situations before the threat is carried out. This protocol is applicable during any school-sponsored event or function held on OCM BOCES property or elsewhere.

A. PROCEDURES

The following procedures are separated into several sections in order to reflect those instances where specific individuals may receive a threatened act of violence:

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume the threat is serious;
 - Immediately report the threat to a parent, guardian, school staff, administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement or information with the understanding that the reporting student will remain anonymous to the greatest extent possible.

7. PROCEDURE FOR CONTACTING APPROPRIATE LAW ENFORCEMENT AND ASSISTANCE – 155.17 (c)(1)(iv), (v) - *continued*

A. PROCEDURES - *continued*

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school staff member, school administrator or law enforcement officer; and
 - Be available and cooperative in providing a statement of information with the understanding that the informant parent/guardian will remain anonymous to the greatest extent possible.
3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Immediately report the threat to a school administrator/designee; and
 - Be available and cooperative in providing a statement of information with the understanding that the informant will remain anonymous to the greatest extent possible.
4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:
 - Assume threat is serious;
 - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation;
 - Immediately notify the designated law enforcement agency (9-1-1) and provide them with complete information regarding the information received; and
 - Require that the school staff member, if this is the source of the information, provide immediate written statements regarding the information received;
 - Where a student makes an implied or direct threat of suicide, harm or other violent act against themselves, the school administrator shall inform parents, guardians or persons in parental relation to the student.
5. Factors to consider when determining whether a threat is credible are listed in Appendix “F”, which contains a Threat Assessment Report Form for use by administrators.
6. Once the threat assessment is complete, the law enforcement officer and administrator shall convene privately to discuss the threat and consider options for follow-up action.
7. If it is agreed that the threat is credible:
 - The administrator will immediately consult with appropriate law enforcement;
 - The school administrator shall take appropriate action in accordance with the given instructions;
 - The administrator will activate student release if necessary.
8. If it is agreed that the threat is not credible, the school administrator shall institute any further action deemed necessary.

8. RESPONDING TO ACTS OF VIOLENCE

A. GENERAL

When an “act of violence” (as defined herein) occurs, the incident command system otherwise known as the Building Response Team will follow the protocols established in the Building Level Plan. These include determining the level of the threat, monitoring the situation, initiating emergency responses as appropriate and contacting law enforcement.

B. POST-INCIDENT RESPONSE TEAM

1. OCM BOCES has established Post Incident Response Teams for each school composed of an Administrative Team Leader (Principal or other designated individual), School Nurse, School Social Worker and others who will assist the school community in coping with the aftermath of an emergency or serious violent incident.
2. The Post Incident Response Team will be activated whenever and after an incident occurs in accordance with the Building Level Emergency Response Plan.
3. Additional post-incident response assistance is available, if necessary, through the Onondaga County Department of Emergency Management 315-435-2525 and/or the Cortland County Emergency Management Office 607-753-5065.

C. COUNSELING RESOURCES

Counseling Resources are outlined in the Building Level Emergency Response Plan (BLERP) and additional mental health services are available through:

Onondaga County Department of Mental Health (211 helpline)	315-435-3355 x3
Cortland County Mental Health Department	607-758-6100
Contact Community Services - Student Assistance Program	315-251-1400
(211 helpline x2)	
Substance Abuse and Mental Health Services Administration	
(SAMHSA) Disaster Distress Helpline	800-985-5990
National Suicide Prevention Lifeline	988 or 800-273-TALK (8255)

9. EMERGENCY RESPONSE PROTOCOLS SITUATIONAL/MULTI-HAZARD RESPONSES - 155.17 (c)(1)(xiii)(xv)

A. GENERAL PROTOCOLS

The BLERP contains specific procedures for each Standard Emergency Response as outlined in Section 3 of this plan. The procedures begin with the incident command system (or building response team), which involves all the key responders in the building and emergency service providers. When considered appropriate one or more of the following S.H.E.L.L. responses will be carried out:

1. EVACUATION - Takes place in the event of fire, bomb threat or other emergencies that require students and staff to leave the building immediately.
2. HOLD-IN-PLACE - Used to limit movement of students and staff in hallways while dealing with short-term emergencies.
3. SHELTERING - May be used in the event of an emergency where students and staff are instructed to remain in their classrooms/work areas or instructed to assemble within an inside shelter area (a designated Safety Zone or other designated area). Students and staff are to remain in place until the situation has passed and until dismissal, relocation or resumption of normal activities occurs.
4. LOCKDOWN - May be used in the event of a dangerous intruder, violence, civil disturbance or other emergencies during which movement inside of the building would endanger the safety of staff and students.
5. LOCKOUT- May be used in the event of notification that a dangerous person or condition may be a credible threat to the security outside of the building. All exterior doors are locked and monitored by administrators or other assigned staff.

B. SPECIFIC PROTOCOLS

Confidential procedures for specific emergencies are provided within the Building Level Safety Plans for various contingencies including:

- Assaults and Fights
- Biological Agent or Poisonous Substance Threat
- Fire Alarms
- Hazardous Material Spill In The Building
- Hazardous Material Spill Off-Site
- Medical Needs and Automated External Defibrillators
- Severe Storm/Flood
- System Failure (loss of power, heat, water, sewer, gas leak, structural)
- Threats of Violence – Implied or Direct

The following are protocols for responding to specific situations: 155.17(c)(1)(xiv)

C. BOMB THREATS

1. Anyone receiving a bomb threat will call the Building Administrator **and report to the Main Office**. The Building Administrator or designee will make the decision to call 9-1-1. The individual receiving the telephone threat should be present when calling 9-1-1 and/or assessing the threat to give firsthand information. The NYS Police Bomb Threat Form will be completed as appropriate (see appendix D for the Bomb Threat Form).
2. The Building Administrator or designee will notify the District Superintendent's Office.

9. EMERGENCY RESPONSE PROTOCOLS SITUATIONAL/MULTI-HAZARD RESPONSES - 155.17 (c)(1)(xiii)(xv)

C. BOMB THREATS - *continued*

3. The Building Administrator or designee will use the PA system to request the **BUILDING RESPONSE TEAM to report to the Main Office** to assess the threat.
4. When the Building Response Team is summoned, staff should **inspect their area** for any suspicious objects. TEACHERS will do a visual inspection of their room and report anything suspicious to the Building Administrator.
DO NOT TOUCH ANY SUSPICIOUS ITEM. LEAVE THE AREA AT ONCE AND REPORT THE LOCATION/DESCRIPTION OF THE ITEM TO THE PRINCIPAL!
5. The Building Response Team (BRT) will inspect the restrooms, other unchecked areas, exits, hallways and the perimeter of the building. Suspicious objects are to be reported to the Building Administrator.
6. If no suspicious items are found, resume normal operations.

If something suspicious is found, OR if the nature and content of the threat warrant evacuation:

1. The Building Administrator or designee will order an evacuation, notify 9-1-1 Emergency Services and notify their Program Director. Building occupants will be notified to evacuate by an announcement over the PA system. Students and staff will be instructed to dress appropriately and proceed to their normal assembly points outside the building, at least 300 feet from the building, using the evacuation route posted for their room unless otherwise instructed.
2. Teachers shall take attendance cards and class lists and verify attendance after evacuation. Missing staff or students will be reported to an administrator.
3. Depending upon the nature of the threat and/or during inclement weather, the Building Response Team will assess inside evacuation areas, Evacuation Plan B or the off-campus shelter location.
4. **DO NOT RE-ENTER THE BUILDING. DO NOT LEAVE YOUR EVACUATION AREA.** The Building Administrator in concert with the on-site Incident Commander, if applicable, will notify staff when it is safe to reoccupy the building or give further instructions.
5. If early dismissal is initiated, the home districts will be contacted and instructed to pick their students up at the dismissal site or off-site shelter location. Attempts will be made to contact parents of young and severely disabled students.
6. The District Superintendent or designee will serve as public relations/media spokesperson. The District Superintendent's Office will notify radio and TV stations as deemed necessary to inform parents.

Non-Specific 'County-Wide' Threats:

In the event of an external threat to another school or district, the Building Administrator may receive notice of a 'county-wide' threat either from the District Superintendent's Office or from the Director of Facilities. The Building Administrator will instruct staff to do a check or "sweep" of their rooms and follow the procedures above. Consideration may be given to "sweep" an inside shelter area first for use as a temporary staging area to house building occupants until the remainder of the building is cleared.

9. EMERGENCY RESPONSE PROTOCOLS SITUATIONAL/MULTI-HAZARD RESPONSES - 155.17 (c)(1)(xiii)(xv)

D. HOSTAGE SITUATION

If there is a hostage situation, all staff/students/visitors are to take refuge. Follow Lockdown Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

Response Action:

1. Identify hostage situation - first person on the scene.
2. Notify the Building Principal, who will announce or direct a lockdown.
3. Call 9-1-1 and follow their instructions.
4. Inform District Superintendent and if available, District Security Personnel of the situation and the actions taken.
5. Upon the arrival of police officials, implement the following response actions as necessary:
 - Isolate area of building involved
 - Notify parents and spouses
 - Prepare an official response in the event of media inquiries public information statements
6. The police will determine the termination of the emergency.

E. INTRUDER

If there is an intruder situation, all staff/students/visitors are to take refuge. Follow Lockdown Procedures. If the danger is confined, responding law enforcement agencies may recommend an orderly evacuation of certain sections/areas away from the danger.

1. Identify intruder situation – first person on the scene.
2. Notify the Building Principal, who will announce or direct a lockdown.
3. Call 9-1-1 and follow their instructions for handling intruder(s) and ensuring the safety of students and staff.
4. Inform District Superintendent and if available, District Security Personnel of the situation and actions taken.
5. Based on the advice of and/or with police, confront the intruder.
6. Escort intruder out of the building with the assistance of law enforcement.
7. Police and Building Principal determine the termination of the contingency.

F. KIDNAPPED PERSON

If there is a kidnapped person situation, all staff/students/visitors are to take refuge and follow Lockdown or Hold-In-Place Procedures. Attendance will be taken to verify missing persons and law enforcement agencies will be contacted to interview potential witnesses to gather information.

1. Identify kidnapping incident – first person on the scene.
2. Notify Building Principal, who will announce or direct a lockdown or hold-in-place.
3. Take attendance and verify missing student(s).
4. Call 9-1-1, advise them of the situation and follow their instructions.
5. Building Principal notifies the District Superintendent and if available, Security Personnel.
6. In coordination with police, notify parents or spouses of individuals who are or could be kidnapped. Also, prepare an official response in the event of media inquiries.
7. Police and Building Principal determine the termination of the contingency.

10. CONTACTING LAW ENFORCEMENT IN AN EMERGENCY - 155.17 (c)(1)(v)(vi)

Project SAVE requires that this plan contain procedures for reporting actions that constitute a crime to law enforcement authorities. Students are encouraged to “See something, say something” to a staff member. The following sequence of actions shall be followed by BOCES personnel:

A. SEQUENCE OF ACTIONS

1. The first person who becomes aware of an emergency should notify the Building Administrator’s Office.
2. The Building Administrator shall obtain the necessary information including what, where, when, how and the location of any hazard areas and shall cause the appropriate alert notification/evacuation signal(s) to be given to the staff.
3. The Building Administrator shall contact and maintain thorough communication links within the school and with outside agencies and personnel:
 - Call 9-1-1
 - Call the District Superintendent (the District Chief Emergency Officer) or designee at 315-433-2602
4. The Reporting Guidelines that are set forth in the BLERPs should be implemented depending on the nature of the emergency.
5. Depending on the situation, a determination will be made by the Individual In-Charge and communications with law enforcement if it is deemed necessary, to expand resources to include county or city officials to assist in mitigating the emergency.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY - 155.17 (c)(1)(vii)(viii)

A. BOCES RESOURCES AVAILABLE

The Individual In-Charge will contact the Assistant Superintendent for Administration and/or the Director of Facilities to obtain the available district resources. Transportation from other districts would be contacted to use buses to assist with transport or shelter as needed in the event of an emergency. The following resources are available in the district in the event of an emergency:

<u>RESOURCE</u>	<u>LOCATION</u>
Telephone System	All
Zoned Fire Alarm System	All
Navigate 360 Alert System	All
Public Address System	Thompson Rd CTE, Crown Rd., Innov. Tech, Cortlandville, Cortland Alt. School/Seven Valleys, Main Campus
First Aid Supplies	All
Fire Extinguishers	All
Electrical Generators, Fuel Cell	Main Campus and the RIC

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY
- 155.17 (c)(1)(vii)(viii) - continued

A. BOCES RESOURCES AVAILABLE - continued

<u>RESOURCE</u>	<u>LOCATION</u>
Water Supply – Fire	All
Flashlights, Batteries	All
Maps (School District Area/Roads)	Facilities - Thompson Rd O&M/Each Building
Building Floor Plans	Facilities - Thompson Rd O&M/Each Building
Trucks, Vans, Snowplows	Facilities - Thompson Rd O & M
Maintenance Tools & Equipment:	Facilities - Thompson Rd O & M
Portable Electric Generator	
Portable Water/Mud Pump	
Portable Welder	
Portable Lifts	

B. STAGING AND TREATMENT AREAS

Staging and treatment areas will vary depending on the location and type of emergency. Administrators, supervisory staff and specific individuals will be trained to contact emergency responders who will identify the location of the emergency and identify appropriate areas for staging and treatment. The 9-1-1 Center will direct responding police units to travel to this location, specifying the safest and most practical route of travel. Upon arriving, the appropriate emergency responder will either accept or relocate the established staging and treatment areas.

C. LOCATION OF THE INCIDENT COMMAND POST

In the event of a full-scale evacuation of a school, the Incident Command Post will be established at the location specified in the Building Level Emergency Response Plan (BLERP) or as otherwise directed by the Incident Commander. This location will be used without regard to where the evacuees are going.

In the event the emergency requires less than a full-scale evacuation of any school, the location of the Incident Command Post shall be determined by the Individual In-Charge. It shall be established in a safe and accessible location within the outer perimeter. Whenever possible, the Incident Command Post should have the availability of landline telephone communications.

D. OCM BOCES PERSONNEL AT THE INCIDENT COMMAND POST

The following BOCES personnel may be summoned to the Incident Command Post during a declared emergency:

1. The Building Administrator or Site Supervisor, shall be designated as the Individual In-Charge until law enforcement or emergency services personnel arrive and take over as the Individual In-Charge. The Building Administrator will stay in the Command Post and provide specific information on the school and operations if needed.
2. The Director of Facilities or in their absence, a designated member of the Maintenance and Operations staff, shall bring a cell phone or other mobile communication device.
3. The school secretary for the involved building shall bring the school's Got to go Bag.
4. The School Safety Team for the affected building should report immediately to the designated Command Post unless otherwise instructed.
5. Other personnel as directed by the Incident Commander.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY

- 155.17 (c)(1)(vii)(viii) - continued

E. DUTIES OF THE DISTRICT SUPERINTENDENT/CHIEF EMERGENCY OFFICER

1. The District Superintendent or designee shall serve as the Chief Emergency Officer responsible for coordinating communication between school staff, parents/guardians, law enforcement, first responders and the community. The Chief Emergency Officer shall also be responsible for ensuring the completion of annual updates, to the district level and building-level emergency plans.
2. The District Superintendent or a designated administrator will represent OCM BOCES as part of the staff at the Command Post.
3. The District Superintendent or designee will be responsible for acting as a liaison between the Incident Commander and the faculty and staff. They will facilitate OCM BOCES' response to the emergency and advise the Incident Commander with regard to problems or concerns brought to their attention by faculty, staff or students.
4. The District Superintendent or designee shall also be responsible for:
 - Mobilizing BOCES personnel and resources as necessary;
 - Designating a staff member to organize OCM BOCES' response as parents or guardians inquire either via telephone or in-person as to the health and safety of their children;
 - Act as the OCM BOCES Spokesperson/Public Information Officer (PIO) with the approval of the outside agency Incident Commander (see section 11. L. of this plan for information on the PIO);
 - Performing other duties as assigned by the outside agency Incident Commander;
 - Maintaining an updated list of radio and television station telephone numbers for use in an emergency. A copy of the list has been provided to selected administrators;
 - Reviewing and revising this District Safety Plan as necessary, at least once per year and ensuring that any updates to the plan, including the building-specific appendices, are distributed to all holders of the plan including emergency services agencies;
 - Directing that each Building Administrator and their Response Team annually review the BUILDING LEVEL EMERGENCY RESPONSE PLAN for his or her school to update any personnel changes by the dates designated by the Commissioner;
5. The District Superintendent or designee will assist in the selection of security-related technology and the development of procedures for the use of the technology (e.g., cameras).
6. Coordinate appropriate safety, security and emergency training for district and school staff.
7. The District Superintendent or designee will maintain contact with the buildings affected by the emergency. When notified of an emergency, the District Superintendent's office will ensure that police and emergency agencies have been notified as a first priority. The District Superintendent's office will also alert the Assistant Superintendents, the Director of Facilities and the OCM BOCES Spokesperson or Public Information Officer (PIO), where appropriate.
8. If an evacuation is ordered and off-site location sheltering is initiated, the District Superintendent or designee may request administrative office personnel to report to the relocation site to help assist with the arrival of students from the building affected by the emergency.

F. DUTIES OF THE BUILDING ADMINISTRATOR OR SITE SUPERVISOR

1. Review this plan and the Building Level Emergency Response Plan for your school prior to each school year with the Building Administrator.
2. Provide collaborative support and assistance for Fire and Rescue personnel.
3. Establish plans for the transport of all staff and students for each school building upon evacuation.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY

- 155.17 (c)(1)(vii)(viii) - *continued*

4. Work with the Building Administrator or Site Supervisor will make arrangements for creating maps or folders which will show the Safety Zone for each school and for determining the pickup of students and handicapped passengers at each school's Safety Zone and delivery of students at each school's designated Relocation Center.
5. Maintain close contact with the Incident Commander at the emergency Command Post.
6. Prepare a plan for food preparation/distribution during situations that require students/staff to be sheltered for an extended period.

G. DUTIES OF FACULTY AND STAFF

In the event of an emergency, the faculty and staff will have the following duties:

1. Each teacher and non-instructional staff member must immediately notify the Building Administrator whenever a situation arises that threatens the safety of an individual. At no time should a staff person place themselves at risk and attempt to deal with an emergency such as a fire or dangerous intruder. It is essential that no time is lost in communicating the existence of an emergency so outside help can be summoned, and the Building Response Team for the school can be alerted to initiate the correct emergency response. It is imperative that the guidelines contained within this plan be followed in the event of an emergency.
2. All BOCES employees have the responsibility to protect and maintain the health, safety and welfare of students. Staff members may be assigned to accompany and supervise students. In an emergency, ordinary rules of work hours, worksites, job descriptions and other contractual provisions are subject to State, County or BOCES directives.
3. Faculty and staff shall, when instructed by the Building Administrator, direct the safe and orderly evacuation of students and lead them to designated Safety Zone avoiding any hazard zones.
4. Building Administrators will designate the school secretary to bring the Emergency Response Bag (Gotta-Go bag) for all emergencies. This bag will go with each Building Administrator for all evacuations (inside, outside and off-site). It should be within close reach and accessible at all times and should be checked and updated regularly. This bag should contain:
 - A flashlight and spare batteries
 - Updated class rosters for each class using the room
 - Emergency evacuation (including assisted evacuation) plans
 - Latex gloves
 - Pen and paper
 - Names and telephone numbers of crisis team members
 - List of assigned roles for school personnel
 - If you have been assigned a walkie-talkie (two-way) radio, the batteries need to be checked regularly and a spare battery kept near the radio
 - Other items as deemed necessary
5. Special area teachers and non-instructional employees shall report to the designated Safety Zone and help where needed to chaperone or supervise students.
6. Upon arrival at the designated Safety Zone or relocation site, the faculty will be responsible for assisting in identifying missing students. Thereafter, they shall be responsible for maintaining order, providing support and escorting students to Safety Zones or relocation sites.
7. In the event that faculty, staff or students cannot be evacuated from an area, the faculty and staff shall take measures to protect the students in place until a rescue can be accomplished.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY **- 155.17 (c)(1)(vii)(viii) - continued**

H. DUTIES OF CUSTODIANS

The custodial staff shall follow the direction of the Director of Facilities, the Building Administrator or the incident commander depending upon the situation. The custodial staff may be called upon to do the following during an emergency:

1. Shut down gas, electricity and/or water if needed depending upon the damage to the building, otherwise, maintain utilities and building systems as directed.
2. Maintain communication and be sure that mobile communication is available and “open” throughout the emergency situation.
3. Provide support and be alert to the needs of staff and students.
4. Cooperate with police, fire and EMS personnel, and provide requested information, advice, assistance and active support.
5. Secure the building and check to ensure that everyone is evacuated.

I. DUTIES OF THE SCHOOL NURSE

The school nurse shall have the following duties in the event of an emergency:

1. Plan a Treatment Area to handle injuries and work in advance to be sure there is a procedure to provide care for injured students and staff during any emergency. Collaborate with the Building Administrator to create this plan and ensure that adult help is available as part of this plan should the need arise. Remember that this area may have to be located in the designated Safety Zone or at a Relocation Center away from the normal supplies at school.
2. Maintain adequate supplies for emergencies. Part of this need will include First Aid Kits that can be taken to the Command Post or relocation sites should the need arise.
3. In the event of an evacuation, the School Nurse shall be responsible for bringing medical records of those students with special needs and any medications to be dispensed to the designated Treatment Area. There the nurse will assist EMS personnel in evaluating and treating injured persons.
4. Carry out first aid in the Safety Zone and/or at the Relocation Site as needed.
5. Maintain a list of emergency medical conditions and needs for all students.

J. DUTIES OF THE DIRECTOR OF FACILITIES

In the event of an emergency, the Director of Facilities will have the following duties:

1. Mobilize maintenance personnel to assist (where appropriate) the school building affected by the emergency. If electrical, HVAC, plumbing, and other building concerns need to be addressed because of the emergency, they will coordinate the delivery of these services.
2. Be prepared to share blueprints for any and all school buildings to police or emergency officials whenever needed.
3. The Director of Facilities will also set up:
 - A system for sharing blueprints of our buildings if needed during an emergency;
 - A system for alerting their staff to assignments either during or after any emergency. This would include possible cleanup duties after an emergency;
 - A procedure for the assignment and use of, powered equipment, maintenance vehicles, and other equipment from OCM BOCES to assist as part of any emergency;
 - Mobile communications with the building(s) affected by an emergency and with local law enforcement so that maintenance efforts are efficiently and safely conducted.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY

155.17 (c)(1)(vii)(viii) - continued

J. DUTIES OF THE DIRECTOR OF FACILITIES - continued

4. Report to the Command Post, bring any building plans, system operating instructions or other materials that may be of value to emergency personnel.
5. Recommend a plan and process for resuming normal school operations. Work with emergency personnel and the Building Administrator to return school operations to normal as soon as possible.

K. DUTIES OF SECRETARIAL AND SUPPORT STAFF

As directed by the Building Administrator, the building secretarial and support staff shall take an active role in performing the following tasks:

1. Assist with communications by maintaining mobile devices and/or cell phone contact. Alert appropriate agencies and BOCES personnel.
2. Provide information to staff as directed and ensure that enrollment and medical emergency cards are available to proper school officials or rescue personnel.
3. Assist the school nurse, teachers or other colleagues as directed.
4. Establish and implement a procedure for checking out students to parents or guardians who come to school to take students home. Also, set up an "office area" in the Safety Zone, if this area is activated.

L. DUTIES OF THE SPOKESPERSON (PUBLIC INFORMATION OFFICER (PIO))

In any situation where normal school activities are disrupted, it is crucial to recognize the obligation to inform the public of the problem and how OCM BOCES is responding to it. OCM BOCES will use public information procedures on a regular basis to announce school emergencies, cancellations and dismissals. The District Superintendent or their designee will serve as the spokesperson or the Public Information Officer (PIO). The District Superintendent and/or the PIO will be responsible for organizing information that is transmitted to the media and to parents during emergencies.

1. The overall functions of the Spokesperson/PIO will be:
 - To provide correct information to the public by telephone, media or letter as appropriate as to what is occurring and BOCES response;
 - To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;
 - To act as a liaison between the media, the public and BOCES administration who are involved in decision making and the operational response to the emergency;
 - To organize OCM BOCES' response to parents; and
 - To provide for rumor control by keeping a TV set or a radio tuned to a news station in Command Center only (not in classrooms and/or public places). The Spokesperson/PIO shall verify ALL facts and update the Fact Sheet as needed.
2. The Spokesperson/PIO shall respond to the designated Media Assembly Area, away from the Command Post and clearly identify themselves to the press as the official Spokesperson for the Incident Commander.
3. All news releases and public statements on behalf of OCM BOCES shall be made by the Spokesperson/PIO or with their prior approval. Other persons should not submit to interviews or make statements without first conferring with the Spokesperson/PIO.

11. COORDINATING THE USE OF BOCES RESOURCES IN AN EMERGENCY
- 155.17 (c)(1)(vii)(viii) - continued

L. DUTIES OF THE SPOKESPERSON (PUBLIC INFORMATION OFFICER (PIO) - continued

4. The Spokesperson/PIO shall NOT provide speculative information or offer opinions with regards to:
 - Causes or motives for the incident
 - Extent of casualties or damage
 - Expected duration of the operation
 - Liability or responsibility for the incident
 - Tactical responses, operations or considerations
5. All information released to the public must be factual or confirmed by the Incident Commander. The Spokesperson/PIO shall relay specific inquiries to the Command Post, which will respond to the media through the Spokesperson/PIO.
6. The Spokesperson/PIO should request that the media direct all parents to the person(s) specified in the School Building Level Emergency Response Plan (BLERP) for information about, and reunification with, their children.

12. EMERGENCY ASSISTANCE FROM-GOVERNMENTAL AGENCIES 155.17(c)(1)(vi)

In an emergency, an appropriate responsible staff member will contact the 9-1-1 center for fire, EMS or law enforcement response. In the event of a broad-scale emergency, it may become necessary to contact local government agencies such as the Highway Department or the Onondaga County Department of Emergency Management for assistance, or Cortland County Fire and Emergency Management/Public Safety Department. Each Building Level Emergency Response Plan (BLERP) contains the names and phone numbers of other agencies that may be contacted as appropriate. The emergency response agencies and local resources with their telephone numbers are located in Appendix B “Emergency/Agency Telephone Numbers” of this plan.

13. INTER-AGENCY ADVICE AND ASSISTANCE

In the event of an emergency, the District Superintendent or designee, the Building Principal/Site Supervisor or alternate Individual In-Charge may need to contact specific emergency agencies as dictated by the situation, see Appendix B “Emergency/Agency Telephone Numbers” for a listing.

14. INTERNAL AND EXTERNAL NOTIFICATIONS 155.17(c)(1)(xiii),(ix)

A. OCM BOCES SITES

Upon notification or declaration of an emergency, the District Superintendent or designee will contact all OCM BOCES locations to communicate emergency information and instructions.

B. COMPONENT DISTRICTS

Upon notification of an emergency from the District Superintendent, each building Administrator or Site Supervisor will initiate their procedures to contact all component school districts, as necessary, and communicate emergency information and instructions.

C. PARENTS, GUARDIANS AND COMMUNITY

1. Parental Notification

At the start of the school year or when students enroll, the following is provided to and obtained from parents or guardians:

- Notification that the child may be sent home early in the event of an emergency;
- The name and telephone number of employers at which to contact parents in the event of early dismissal;
- Alternate plans for the child's welfare if neither parent can be informed of early dismissal; and
- Special students' needs: medical and other.

2. Parental and Community Notification

The District Superintendent or designee shall provide selected administrative staff with a list of radio and television station telephone numbers for use in an emergency. During a local or state emergency, the District Superintendent or a designated spokesperson shall act as the chief communication liaison for all emergency response agencies within OCM BOCES and shall address all news media.

During an emergency, parents will be anxious for accurate information regarding school operations and the health and safety of their children.

- The Building Administrator(s) or Site Supervisor(s) shall designate an individual to organize OCM BOCES' response to parents as they inquire via telephone or in-person (i.e., Parent Staging Area) during emergencies.
- The names of any students released shall be communicated to the Command Post.

D. STATE EDUCATION DEPARTMENT

The District Superintendent will be responsible for notifying The New York State Education Department as soon as possible whenever the emergency plan results in the closing of a school building within OCM BOCES (except routine snow days).

15. SCHOOL SAFETY PERSONNEL – 155.17(c)(1)(xviii)

A. ALL STAFF

At the present time, with the exception of an SRO, OCM BOCES does not have any specific personnel designated for building safety/security. However, in the process of training all instructional, clerical, custodial and other support staff, we review safety procedures for violence prevention and intervention strategies. In addition, all staff has been given instructions in responding to threats of violence, bomb threats and mail threats/suspicious packages.

General Duties of all staff would include:

- Inform the administration in a timely manner of problems and potential problems. Report all suspicious conditions, violent incidents and emergency situations to the Building Administrator
- Supervise students under your charge and monitor behavior during the day.
- Supervise areas in the immediate vicinity of your classroom. Help maintain order in corridors, classrooms and other areas in the school building or on school property. Provide assistance to other instructors and the Building Administrator as necessary in emergency situations or during student unrest
- Summon the School Nurse and 9-1-1 emergency responders as necessary when medical attention is required
- Working with Building Administrators and guidance counselors to present problems of truancy and work on solutions
- May be responsible for security procedures, such as checking the condition of classrooms, and securing doors and windows after classes have ended

16. MULTI-HAZARD SCHOOL SAFETY TRAINING – 155.17(c) (1) (xiv)

A. TRAINING OF STAFF

1. Specific training shall be provided for school staff who have been assigned specific roles and areas of responsibility in the Building Level Emergency Response Plan (BLERP). Any person or agency that has been assigned an area of responsibility in this plan should have appropriate training.
2. Training for BOCES staff is conducted throughout the school year. This training is conducted annually, as outlined in Section 17(A), to ensure school staff and students understand emergency procedures and to review any changes to this plan and/or the Building Level Emergency Response Plan (BLERP). OCM BOCES coordinates with the Onondaga County Sheriff's Department, NY State Police and other local emergency responders to conduct Incident Command Training, Violence Prevention Training, as well as additional incident-specific programs.
3. Training can entail short briefings or presentations related to any aspect of preparedness. The training should convey the importance of everyone's role in implementing an effective school emergency response.

17. SCHOOL SAFETY TRAINING FOR STAFF AND STUDENTS 155.17

A. RESPONSIBILITIES OF OCM BOCES

All Building Administrators and Program Supervisors will perform the following tasks with respect to training for staff and students:

1. Review BOCES District Safety Plan and their specific Building Level Emergency Response Plan (BLERP) for their particular building with their staff no later than October 1 of each academic year.
2. All BOCES staff shall receive annual training on the Emergency Response, which includes the Building Plan, and an explanation of Shelter, Hold-in-Place, Evacuation, Lockdown, Lockout (SHELL) and shall include, but not be limited to, School Violence Prevention and Mental Health. The training is available via the OCM BOCES website. After completing the training, the individual is required to fill out a form to receive credit. This training is mandated for all staff to be completed by September 15 of each year. New employees hired after the start of the school year shall receive training within thirty (30) days of such hire.
3. Prepare step-by-step warning and response actions for specific anticipated emergency situations.
4. Prepare an emergency warning system that is in place and functional for informing parents, guardians and the community of the actual or impending activation of Emergency Response Procedures by OCM BOCES.
5. Prepare education, training and drills required to assure effective operation of the plan.

B. RESPONSIBILITIES WITH RESPECT TO STAFF

The Building Administrators with respect to staff training shall perform the following tasks:

1. Assign emergency responsibilities to staff regarding individual capacities and normal service functions for each anticipated emergency situation.
2. Cross-train staff and volunteers so the plan or part of the plan does not become nonfunctional if one person is absent.
3. Require emergency preparedness training for all students and staff.
4. Adapt emergency preparedness training to individual capabilities and limitations including persons with disabilities.
5. Provide orientation and annual in-service emergency preparedness training for staff and volunteers.

18. EMERGENCY DRILLS AND EXERCISES – 155.17(c)(1)(xiv),(g) and Ed Law 807.1

A. CONDUCT OF DRILLS

1. OCM BOCES program sites will hold one annual early dismissal and sheltering drill as well as routine fire drills. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan.
2. Each Building Administrator will make arrangements to conduct the drills for their building. These drills must be conducted in accordance with State Education Department regulations:
 - Conducted every school year;
 - Inclusive of transportation and communication procedures; and
 - Held with at least one week's notice to parents or guardians;
 - Early dismissal drills shall occur not more than fifteen (15) minutes earlier than the normal dismissal time.
3. If requested, the Building Safety Team will assist in conducting drills. The Building Safety Team will evaluate the response, with local police and fire departments if possible, in order to improve the overall level of preparedness.
4. Emergency services agencies and OCM BOCES will cooperatively conduct meetings to discuss the Building Level Emergency Response Plan (BLERPs). Periodic exercises will assess the emergency responses outlined in the plan and the ability of participants in a simulated emergency. Such training may include "tabletop exercises" where participants do a verbal walk-through of an emergency response situation. The School Safety Team for each building is available to assist in coordinating these simulations. These drills or exercises are intended to reveal and correct any shortcomings within the plan.

B. FIRE AND EMERGENCY DRILLS

A total of twelve (12) emergency drills shall be conducted each year, with eight (8) of the drills to be completed by December 31 each school year. The Building Administrator will make the appropriate local emergency responder officials aware of the timing of these drills. Emergency drills must be taken seriously at all times. In buildings where students are housed, teachers shall implement the procedures outlined in the Building Level Plan.

Eight (8) of the twelve (12) drills shall be evacuation drills and four (4) shall be lockdown drills. The drills will be conducted at different times of the school day. Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of such drills shall be held during the first week of summer school. (NYFC 403.5.4 Ed. Law Requirements for Group E Occupancies).

Written information on these drills will be provided to staff and students by October 1 of each school year.

19. PLAN DISTRIBUTION AND REVIEW

A. COPIES OF THE PLAN

This plan shall be reviewed by the District-Wide Safety Committee prior to the 30 day public comment review period. Then, once it's approved by the BOE, it will be published on the OCM BOCES website and kept in the offices of the District Superintendent, Deputy Superintendent, Assistant Superintendent for Administration, Assistant Superintendent for Student Services, Assistant Superintendent for Instructional Support Services, Director of Facilities, Building Administrators, Coordinator of Health and Safety and the School Nurses.

20. IMPLEMENTATION OF SCHOOL SECURITY – 155.17(c)(1)(xi)

Certain procedures minimize or provide early warning of problems when unwanted persons are in a school building. The following procedures shall be implemented to improve security in the buildings.

A. BASIC PROCEDURES

1. All BOCES employees are required to wear an employee badge whenever they are in any OCM BOCES facility, except as exempted for specific safety reasons. This includes all shifts and all levels of employment.
2. When school construction/renovation work is anticipated to occur on regularly scheduled school days, all contractor employees shall wear identification badges.
3. General access to buildings shall be limited to a clearly identified central access. All entrances, including the main access at specific educational sites, shall be locked and secured while classes are in session.
4. Electronic key card entry, CCTV/buzzer systems, ADT security system, exterior lighting, administrative procedures.

B. VISITOR PROCEDURES

The District Superintendent encourages parents/guardians and other citizens to visit OCM BOCES schools and classrooms. The community should feel welcomed in our schools. Since schools are a place of work and learning, certain limits must be set for such visits. The Building Administrator or designee is responsible for all persons in the building and on school grounds. In light of today's security concerns, building accessibility needs to be balanced with the safety of our students and staff.

As such, the following rules apply to visitors to the schools:

1. Signs shall clearly designate public entrances and sign-in procedures.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All visitors are required to report to the main entrance or office and sign a guest book. Guest books shall be maintained for two years. If a staff member observes a visitor, including a vendor, who is not known to them, the staff member shall request that person to identify themselves. If such a request is ignored, the staff member shall report to the Building Administrator or designee that an unauthorized person is in the building or immediately call law enforcement based upon a threat assessment.

20. IMPLEMENTATION OF SCHOOL SECURITY - 155.17(c)(1)(xi) - *continued*

4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or after-school public events, are not required to register or sign in the building.
5. All visitors are expected to abide by the rules for public conduct while on school property as outlined in the OCM BOCES Code of Conduct. Inappropriate conduct shall be reported to the Building Administrator or event supervisor immediately.
6. The Building Administrator is responsible to enforce the OCM BOCES Code of Conduct as applied to visitors.

C. STAFF RESPONSIBILITIES

1. All staff should be aware of conditions in and around the building and report anything unusual to supervisors. Staff should scan their areas before leaving at night and upon entering in the morning to check for any unusual packages or items. Anything suspicious should be reported immediately to their supervisor or immediately call law enforcement based upon a threat assessment.
2. Upon observing a dangerous or armed person, school staff are not to engage that person but immediately call law enforcement and report their presence to the Building Administrator immediately. The Building Level Emergency Response Plan (BLERPs) contains detailed procedures for dealing with armed or dangerous persons.

21. INDIVIDUAL BUILDING INFORMATION

Each Building Level Emergency Response Plan (BLERP) contains maps and floor plans of the buildings and information on the number of staff and students in that school. The BLERP shall be kept confidential and are not subject to FOIL, and shall not be disclosed except to authorized department or school staff and law enforcement officers.

22. SYSTEM FOR INFORMING ALL EDUCATIONAL AGENCIES OF A DISASTER
CR 155.17(c)(1)(xviii)

In the event of a local or regional disaster, depending on the county the emergency is in, efforts will be made to coordinate with the Onondaga County Emergency Management Office and/or the Cortland Emergency Management Office (Local Emergency Planning Committee (LEPC)), as well as the State Emergency Management Office (SEMO) to inform educational agencies as well as the public of local imminent or pending geographical disasters through public communications such as TV, Radio, internet, reverse 9-1-1, and the Wireless Emergency Alert System (Wireless Emergency Alerts (WEA)).

APPENDIX A

ADMINISTRATIVE LIST AND CONTACT INFORMATION

NAM E	TITLE	BUILDING	PHONE#
Ackley, Susan	Manager, Financial Services	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-8324
Alexander, Christine	Principal, Seven Valleys	Port Watson Street - Seven Valleys New Tech Academy (240 Port Watson St, Cortland, 13045)	607-758-5127
Becker, Josh	Assistant Director, CNY Regional Information Center	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-431-8415
Behan, Emily	Director, Innovative Education	Thompson Road Campus (6820 Thompson Road, Syracuse, NY 13211)	315-433-2234
Bergman, Doreen	Assistant Superintendent for Instructional Support Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2627
Bliss, Jolean	Manager, Central Business Office	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2278
Brundage, Trista	Principal, Innovation Tech	Innovation Tech (6075 East Molloy Road, Syracuse, NY 13211)	315-453-4473
Bufano, Joseph	HR Director/School Attorney	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2631
Capalongo, Kim	Principal, Special Education	Cortlandville Campus (1710 NYS Route 13, Cortland NY 13045)	607-758-5202
Ciereck, Jared	Assistant Principal	Thompson Road Campus/Henry CTE Building (6820 Thompson Rd., Syracuse, NY 13211)	315-431-8505
Clapp, Kevin	Assistant Director, CNY Regional Information Center	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2652
Comes, Allie	Coordinator, School Library Systems	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	
Comtois, Eric	Director, Career & Technical Education	Cortland Alternative School (250 Port Watson Street, Cortland NY 13045)	607-758-9570
Cook Matthew	District Superintendent	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2602
Cook-Lynch, Julie	Principal, Special Education	Cortlandville Campus (1710 NYS Route 13, Cortland NY 13045)	607-758-5242
Cooper, Beth	Administrator, Special Education	Thompson Road Campus (6820 Thompson Road, Syracuse, NY 13211)	315-362-2693
Corbin, Chantal	Director, CNY Regional Information Center	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2643
Crowley, Don	Project Manager, E-Rate	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-8378
Daniels, Maggie	Administrator, Special Education	Crown Road Campus (4500 Crown Road, Liverpool, NY 13088)	315-453-4441

DeForest, Lorianne	Supervisor, Data Analysis Services	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2247
Dodds, Jeremy	Supervisor, Data Analysis Services	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2217
Finlon, Bryan	Director, Special Education	Crown Road Campus (4500 Crown Road, Liverpool, NY 13088)	315-453-4441
Gilbert, Erika	Assistant Principal, Innovative Education	Crown Road Campus (4500 Crown Road, Liverpool, NY 13088)	315-453-4660
Graham, Jason	Manager, Network Operations	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-8349
Grund, Rosanna	Assistant Superintendent for Student Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2627
Haberlau, Greg	Director of Facilities	Thompson Road Campus/O & M Building (6820 Thompson Road, Syracuse, NY 13211)	315-433-2625
Habib, Mary	Director, Fiscal Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2614
Haynes, Shannon	Principal, STARS Alternative	Thompson Road Campus (6820 Thompson Road, Syracuse, NY 13211)	315-431-8542
Haymore, Alyssa	Coordinator, Diversity, Equity and Inclusion	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2624
Heller, Michael	Manager, Technical Support	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-8371
Hermann, Matthew	Project Manager - Managed Services	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-418-4504
Hefferon, Carrie	Principal - CTE	Thompson Road Campus/Henry CTE Building (6820 Thompson Rd., Syracuse, NY 13211)	315-431-8504
Hill, Dennis	Manager, Payroll & Specialized Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2626
Jacob, Virginia	Director of Finance	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-8363
Keeseey, Amy	Coordinator, Model Schools, e-Learning	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-8332
Lalonde, Andy	Director, Labor Relations	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2629
Leece, Chris	Coordinator, STEM	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2661
Martin, Joshua	Principal, Innovative Education	Port Watson Street Campus Seven Valleys New Tech Academy, 242 Port Watson Street, Cortland, NY 13045	607-758-5130
Nickerson, Scott	Project Manager, Printing/Mass Communications	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2229
Payette, Janel	Coordinator, Consultant Support Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2660
Powless, Tara	Administrator, Special Education	Solvay Middle School (299 Bury Drive, Solvay, NY 13209)	315-488-9034

Poissant, Danielle	Principal, Special Education	Crown Road Campus (4500 Crown Road, Liverpool, NY 13088)	315-453-4437
Rogers, Cheryl	Administrator, Special Education	Cortlandville Campus (1710 NYS Route 13, Cortland, NY 13045)	607-758-5114
Rosado-Barringer, Tanya	Coordinator, R-BERN	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2664
Russell, Lynda	Manager, Central Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-8384
Slack, Suzanne	Assistant Superintendent for Administration	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2614
Tarolli, Matthew	Coordinator, Training & Continuing Ed.	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-453-4466
Tryon, Steven	Manager, Information Security and Disaster Recovery/Food Services	CNYRIC (6075 East Molloy Road, Syracuse, NY 13211)	315-433-2280
Ukleya, Mari	Director, Adult Education	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-453-4428
Viel, Amanda	Director, Instructional Support Services	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2624
Viggiano, Colleen	Deputy Superintendent	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-2604
Waldby, Kenneth	Coordinator, Health & Safety	Thompson Road Campus/O & M Building (6820 Thompson Road, Syracuse, NY 13211)	315-431-8591
Wiegand, Jackie	Coordinator, Marketing	Main Campus (110 Elwood Davis Road, Liverpool, NY 13088)	315-433-8365
Williams, Heather	Administrator, Special Education	Thompson Road Campus (6820 Thompson Road, Syracuse, NY 13221)	315-453-4624
Wood, Deborah	Principal, Career & Technical Education	Cortlandville Campus (1710 NYS Route 13, Cortland, NY 13045)	607-758-5260
Woodring, Christine	Principal, Special Education	Crown Road Campus (4500 Crown Road, Liverpool, NY 13090)	315-453-4613

APPENDIX B

EMERGENCY/AGENCY TELEPHONE NUMBERS

<u>AGENCY</u>	<u>PHONE</u>
Fire Department	9 - 1 - 1
<u>Non-Emergency Administrative Numbers:</u>	
East Syracuse Fire Department	315-437-3541
DeWitt Fire Department	315-446-3195
Cortland Fire Department	607-756-5612
Homer Fire Department	607-749-3121
Ambulance	9 - 1 - 1
Police	9 - 1 - 1
<u>Non-Emergency Administrative Numbers:</u>	
New York State Police - School Outreach (Troop D – Onondaga & etc.)	315-366-6000
New York State Police - School Outreach (Troop C – Cortland & etc.)	607-561-7400
New York State Police (Homer Barracks)	607-756-5604
Onondaga County Sheriff's Department	315-435-2111
Cortland County Sheriff's Department	607-753-3311
DeWitt Police Department	315-449-3640
<u>County Emergency Management Office:</u>	
Onondaga County (Local Emergency Planning Comm. (LEPC))	315-435-2525
Cortland County LEPC	607-753-5065
<u>Health Department:</u>	
Onondaga County Health Department	315-435-3252
Cortland County Health Department	607-753-5036
<u>Highway Department:</u>	
Onondaga County Highway Department	315-469-1664
Town of DeWitt Highway Department	315-437-8331
Cortland County Highway Department	607-753-9377
Dept. of Environmental Conservation (DEC Region 7 Onondaga)	315-426-7519
Dept. of Environmental Conservation (DEC – Cortland)	607-753-3095
<u>Other Agencies/Utility Providers:</u>	
Poison Control Center	800-222-1222
Onondaga County Water Authority (OCWA)	315-455-7061
City of Cortland Water Department	607-753-3061
<i>water emergency</i>	607-753-0421
National Grid	800-642-4272
<i>gas emergency</i>	800-892-2345
NYS Electric & Gas (NYSEG)	800-572-1111
American Red Cross of Syracuse	315-234-2200
American Red Cross of Cortland	607-753-1182
<u>State Education Department:</u>	
Facilities Planning	518-474-3906

APPENDIX C

School Safety and the Educational Climate (SSEC) formerly

Violent and Disruptive Incidents (VADIR)/DASA - Data

Collection

Overview

The New York State Education Department's (SED) School Safety and Educational Climate (SSEC) (formerly known as Violent and Disruptive Incident Reporting System (VADIR)) gathers data on violent and disruptive incidents in schools and uses the information to comply with State and Federal reporting requirements to identify schools as persistently dangerous, as required by the No Child Left Behind Act (NCLB) of 2001. Beginning in 2006, in addition to the list of persistently dangerous schools, the Department has issued a watch list of schools whose number and types of violent incidents warrant concern and increased monitoring, but are not sufficient to identify them as persistently dangerous.

All public schools, boards of cooperative educational services, charter schools and county vocational education and extension boards are required to maintain individual incident reports on violent and disruptive incidents occurring on school property, which includes incidents occurring in or on a school bus as defined in Vehicle and Traffic Law § 142, and at school functions. These individual incident reports are not submitted to SED but should be retained by the school for six years and be made available for review upon request by SED.

Each year, school superintendents and chief school officers of charter schools are required to submit to SED a School Safety and Educational Climate (SSEC) Reporting, formerly known as the *Summary of Violent and Disruptive Incidents* report (*VADIR Summary Form*) for each school in the district or each charter school for the prior school year (July 1 through June 30). The SSEC Report includes information derived from the individual incident forms such as tallies of incidents, offenders, and victims by type of incident, as well as other information relating to school safety. School superintendents and chief school officers of charter schools complete the SSEC Report online using the web-based Basic Education Data System (BEDS), but SED also makes available a paper version of the form to facilitate recordkeeping and data entry. In many cases, school personnel complete the paper form and then forward it to the superintendent for review, certification and entry of the data into the online BEDS system's SSEC Report

A "violent or disruptive incident" in a school setting is defined under section 100.2 of the NYS Education law and relates specifically to such activities that occur on the property of the school district, board of cooperative educational services or county vocational education and extension boards. Specific reporting requirements are linked to any and all "violent" incidents that occur on "School Property", which means "in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus
..."

For the most current information, visit the following web address:

http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html

APPENDIX C-2

Synopsis of Child Abuse Reporting in an Educational Setting Sect., 1128 Article 23B of Ed Law

DEFINITIONS

1. Child Abuse refers to any of the following acts committed in an educational setting:
 - Intentionally or recklessly inflicting physical injury, serious physical injury or death
 - Intentionally or recklessly engaging in conduct that creates a substantial risk of such physical injury, serious physical injury or death
 - Any child sexual abuse
 - The commission or attempted commission against a child of the crime of disseminating indecent materials
2. A child is a student under the age of 21 who is enrolled in a school district within this state, other than a school district within a city having a population of over one million or more.
3. Employee and volunteer refer to individuals who provide service to a school or school district with or without compensation.
4. Educational setting refers to the property of the school district, board of cooperative educational services or county vocational education, extension boards, vehicles provided by the district for student transportation purposes, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

DUTIES: Direct Care Staff

Immediately, in any case where an oral or written allegation of child abuse in an educational setting is made to a teacher, school nurse, school guidance counselor, school psychologist, school social worker, school administrator, school board member or other school personnel required to hold a teaching or administrative license or certificate:

1. Promptly complete the attached “Child Abuse in an Educational Setting Confidential Report of Allegation” reporting form filling in all required fields.
2. Promptly “personally deliver” a copy of this report to the school administrator of the school in which the child abuse allegedly occurred.
3. In any case, where it is alleged that a child was abused in a school or school district, other than the one they attend, the report of such allegations should be promptly forwarded to the superintendents of the school where the student attends as well as the school district where the abuse allegedly occurred.
4. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B “Child Abuse in an Educational Setting” shall have immunity from civil liability, which might otherwise result by reason of such actions.

CONFIDENTIALITY

Records, reports, other written materials, and photographs taken concerning a reported allegation of child abuse in an educational setting shall be confidential and shall not be redisclosed except to law enforcement authorities involved in an investigation or pursuant to a court-ordered subpoena.

APPENDIX C-2 - continued

DUTIES: School Administrators/Superintendents

Immediately, upon receipt written report alleging child abuse in an educational setting where there is a reasonable suspicion to believe that an act of child abuse has occurred:

1. Where the subject child has made the allegations:
 - a. Promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
 - b. Where a school administrator receives a written report promptly provide a copy of the report to the superintendent
 - c. Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
2. Where the parent of the child has made the allegation:
 - a. Promptly provide the parent with a written statement of parental rights and responsibilities
 - b. where a school administrator receives a written report promptly provide a copy of the report to the superintendent
 - c. Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
3. Where a person other than the subject child or the parent of a subject child has made the allegation:
 - a. Promptly notify the parent of such child that an allegation of child abuse in an educational setting has been made and provide them with a written statement of parental rights and responsibilities
 - b. Ascertain from the person making such a report the source and basis for such allegations
 - c. where a school administrator receives a written report, promptly provide a copy of the report to the superintendent
 - d. Promptly forward such reports to the appropriate law enforcement authorities. In NO event shall reporting to law enforcement be delayed by reason of an inability to contact the superintendent
4. Any school administrator or superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in Article 23-B "Child Abuse in an Educational Setting" shall have immunity from civil liability, which might otherwise result by reason of such actions.

ADDITIONAL DUTIES: School Superintendents

1. Where the superintendent has forwarded a Child Abuse in an Educational Setting report to law enforcement, this report shall be sent to the commissioner where the employee or volunteer alleged to have committed the act of child abuse in an educational setting holds certification or license.
2. A report which is made and does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as such school, or school district, as the case may be, determines.

APPENDIX C-2 – continued

Notifying Parents

Dear _____,

Today's Date

When it has been determined that reasonable suspicion exists concerning a reported allegation of child abuse in an educational setting, the building administrator must promptly notify the parents and forward a copy of the report to the Superintendent and to appropriate law enforcement authorities. I am writing to inform you that such an allegation has been made concerning _____ and that the OCM BOCES is following all regulations in compliance with New York State law.

Because a reasonable suspicion does exist, action has been taken to ensure the safety of your child as well as the other students and we will keep you informed of the status of this investigation.

Please call me with any questions or concerns that you have.

Respectfully,

Administrator

**APPENDIX D
BOMB THREAT FORM**

Date: _____

Time: _____ a.m. _____ p.m. _____

Name of Recipient: _____

Location of Recipient: _____

Telephone Number of Recipient: _____

Exact Words of Person Placing Call: _____

QUESTIONS TO ASK (for use with bomb threat only):

1. When is bomb going to explode? _____

2. Where is bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

DESCRIPTION OF SUBJECT'S VOICE:

Male _____ Female _____

Young _____ Middle-aged _____ Old _____

Tone of Voice: _____

Accent: _____

Background Noise: _____

Is the voice familiar? _____

If so, who did it sound like? _____

Time suspect hung up: _____ a.m. _____ p.m. _____

REMARKS: _____

APPENDIX E

THREAT ASSESSMENT REPORT FORM

Date: _____ Time: a.m. p.m.

Location/Building: _____

Name of Threat-maker: _____ Male Female

Relationship to school/recipient: _____

Exact Words of threat: _____

How the threat-maker appeared (physically and emotionally): _____

Names/Actions of others directly involved: _____

When incident occurred: _____

Where incident occurred: _____

Name(s) of potential victims: _____

Physical conduct that would substantiate intent to follow through on the threat (tone of voice, actions):

Events prior to incident: _____

Any history leading up to the incident: _____

What event(s) triggered the incident: _____

Names and titles of responding staff: _____

Consequences or impact of incident: _____

Conclusion of incident: _____

Status of threat-maker: _____

Steps taken to ensure the threat will not be carried out: _____

Person Completing Form: _____

Forward Completed Form to Building Administrator Immediately

APPENDIX F

REMOTE INSTRUCTION UNDER EMERGENCY CONDITIONS

Technology & Connectivity

1. Each school and/or district reopening plan must include information on how the school/district will have knowledge of the level of access to devices and high-speed internet all students and teachers have in their places of residence.

- Technology accessibility survey data will be used to identify initial technology needs.
- School personnel will confirm known needs with families, as well as survey new students/families, to ensure students have access to necessary technology, such as internet hotspots and instructional devices. For half-day BOCES programs, coordination will be made with component districts regarding student access to devices and internet service. Program administrators will also identify technology needs for teachers, and provide necessary resources.
- As potential needs arise during remote learning, programs will work directly with families to meet technology needs.

2. Each school and/or district reopening plan must include information on how the school or district, to the extent practicable, will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

- To the extent available, BOCES will provide students and teachers with necessary technology (internet hotspots, devices such as Chromebooks, etc.) for use in meeting access needs at home. Programs will provide devices that are on hand, coordinate distribution with component districts for half-day programs, or purchase technology as reasonable.

3. Each school and/or district reopening plan must include information on how the school or district will provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

- Teachers will offer students the opportunity to meet learning objectives and outcomes through a variety of platforms, including: virtual learning sessions; use of instructional platforms such as Google Classroom, Nearpod, Peardeck, Screencastify, Kami, and other approved interactive resources; email and phone calls. Students will have the opportunity to meaningfully interact with teachers and peers, submit work, and receive feedback. Experiences and assigned work will be aligned with NYS Learning Standards.
- If students do not have sufficient access to devices or internet service, hard copies of materials can be provided. Teachers will work with administrators to identify individual student needs and accommodate as appropriate.

APPENDIX G

SCHOOL RESOURCES OFFICER AGREEMENT

BETWEEN

**CORTLAND COUNTY SHERIFF'S OFFICE,
A DIVISION OF THE COUNTY OF CORTLAND, A
MUNICIPAL CORPORATION OF THE STATE OF NEW YORK, AND
ONONDAGA CORTLAND
MADISON BOCES**

THIS APPENDIX INTENTIONALLY LEFT BLANK

APPENDIX H

DISTRICT-WIDE SAFETY TEAM

NAME	POSITION/JOB TITLE
Cook, Matthew	District Superintendent
Bufano, Joseph	Director of Human Resources/School Attorney
Brenda Anderson	Teacher, Crown Road (OCMBFT Representative)
Comtois, Eric	Director of Career & Technical Education and Innovative Education
Suzanne Slack	Assistant Superintendent for Administration
Haberlau, Greg	Director of Facilities
Grund, Rosanna	Director of Special Education
Jason Ryerson	Database Administrator (COMBO Representative)
Mitchell-Compton, Renee	Teaching Asst., Special Education, McEvoy
Viggiano, Colleen	Deputy Superintendent
Waldby, Kenneth	Coordinator Health, Safety & Risk Management
Wiesing, Jodi	OCM BOCES Board of Education Member

According to the commissioner's regulation 155.17(b) (14), the committee needs to include a representative of the school board, teacher organizations, administrator organizations, and school safety personnel.

APPENDIX I

PROCEDURES IF STUDENTS ARE MISSING DURING OUT-OF-SCHOOL ACTIVITIES

Students on field trips must always be in the sight of staff and under their supervision. Student emergency information forms should be taken on all field trips in the event phone numbers and other pertinent information are needed.

1. In the event a student runs away or is missing, staff will look for them and continue to do so until they are found or it becomes unsafe for the staff to continue to search.
2. In the event a student is missing and appears to be in any danger, police, parents and administration will be notified immediately.
3. In the event a student is missing due to running away or being lost in a reasonably safe area (museum, park) for more than ½ hour, program administration and police must be called, and parents notified. The Superintendent and Assistant Superintendent should be notified as soon as possible.
4. In the event a student is missing due to running away or being lost, a responsible adult must stay in the area until the matter is resolved. Missing students must never be left at any location even if assumed safe.
5. Immediately following an event where a student or students were missing due to running away or being lost, a complete report of the incident will be prepared for the Superintendent and Assistant Superintendent. A staff meeting will be held in the affected program for the purpose of preventing future incidents by review of procedures.

APPENDIX J

PUBLIC EMPLOYER COMMUNICABLE DISEASE/PANDEMIC PLAN

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building Level Emergency Response Team. **Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The plan addresses the seven required components in the sections as noted below:

Prevention/Mitigation

1. A list and description of positions and titles considered essential with justification for that determination.
2. The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
3. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

4. Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with two pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

5. Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
6. Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
7. Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable, to the needs of the workplace.

APPENDIX J (continued)

PUBLIC EMPLOYER COMMUNICABLE DISEASE /PANDEMIC PLAN

**Public Employer
Communicable Disease Plan**

Onondaga-Cortland-Madison BOCES



Date of approved plan: July 8, 2021

This Appendix J to our District Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law, paragraphs K and I of Subdivision 2 of Section 2801-a (as amended by Section 1, Part , Chapter 56 of the Laws of 2016), as applicable.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, Onondaga-Cortland-Madison Board of Cooperative Educational Services (the “BOCES”) has prepared the instant Public Health Emergency Communicable Disease Plan (the “Plan”) to guide the BOCES employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This Plan has been developed with the input of:

- CORTLAND-ONONDAGA-MADISON BOCES ORGANIZATION
 - MID-LEVEL ADMINISTRATORS’ ASSOCIATION
 - ONONDAGA-CORTLAND-MADISON BOCES FEDERATION OF TEACHERS
- as required by the amended New York State Labor Law.

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

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in BOCES Safety Plan.

BOCES publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. BOCES will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, BOCES will comply with the Authority.

The District Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

Table of Contents

Planning Assumptions	3
Concept of Operations	4
Essential Functions	4
Essential Positions	5
Reducing Risk Through Remote Work & Staggered Shifts	8
Remote Work Protocols	8
Staggered Shifts	8
Personal Protective Equipment	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	11
Employee and Contractor Leave	12
Documentation of Work Hours and Locations	12
Housing for Essential Employees	12

Planning Assumptions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The fundamentals of reducing the spread of communicable diseases include, but are not limited to:

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

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

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

Concept of Operations

In executing this plan, all employees and applicable contractors of BOCES shall be notified by emails and/or texts with additional information and updates provided on a regular basis, as information and updates become available. Superintendents and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The District Superintendent, or their designee, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon the conclusion of the public health emergency, as determined by the applicable governmental agency, the District Superintendent of BOCES, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, BOCES is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency;
2. Provide vital services and applicable supervision of those services;
3. Provide any services required by law;
4. Sustain critical operations and maintenance; and
5. Uphold the core values and mission of BOCES.

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function;
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of BOCES. ▽

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

The essential functions for BOCES have been identified as:

Essential Function	Description/Justification	Priority
Administration	Organizational leadership and presence are necessary for the safety, security and effective continuity of business operations. Certain aspects of administrative functions may be performed remotely as determined by the District Superintendent or their designee.	2
Personnel	Personnel matters related to operations and people management must continue regardless of remote or in-person operations. Certain aspects of personnel functions may be performed remotely as determined by the District Superintendent or their designee.	2
Business Operations	Fiduciary obligations and hardcopy functions including the internal operations and non-instructional external services to customers require in-person attendance.	1
Facilities and Maintenance	The management, operation, and maintenance of facilities including buildings and grounds must occur in order to preserve their safety and condition.	1
Food Service	To ensure that preparation of meals and continuity of food service operations	1
Instruction/ Student Services	Continuity of instruction and instruction-related services for customers may be required based upon applicable executive orders, law and regulations.	1
Instructional Support Services	Based on conditions and the needs of customers, in order to maintain services and offerings, in-person attendance may be required.	2
Technology	Delivery and support of key organizational functions both internally and externally to customers are critical to ongoing operations.	1

Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Administration/ Organization-wide	<ul style="list-style-type: none"> District Superintendent 	<ul style="list-style-type: none"> Ensures central point of communication and leadership, the safety of facilities and continuity of BOCES operations Ensures supervision and oversight of BOCES operations and hardcopy business functions and facilities Supports school district needs in the region by providing services and planning meetings for superintendents

	<ul style="list-style-type: none"> • Deputy Superintendent 	<ul style="list-style-type: none"> • Assist the District Superintendent in the leadership, supervision and support of day-to-day operations for instructional and non-instructional staff and student programs. • Management of facilities, instruction, instructional tools and access to the same.
	<ul style="list-style-type: none"> • Assistant Superintendent for Administration 	<ul style="list-style-type: none"> • Ensures supervision and oversight of BOCES business operations, hardcopy business functions, operations and facilities, health and safety & food service management
	<ul style="list-style-type: none"> • Assistant Superintendent for Student Services 	<ul style="list-style-type: none"> • Ensures supervision and oversight of student programs • Supports school district needs in the region by collaborating with superintendents
	<ul style="list-style-type: none"> • Director and Assistant Director of CNYRIC 	<ul style="list-style-type: none"> • Communication with component districts the continuity of CNYRIC services • Supervision and oversight of CNYRIC operations
	<ul style="list-style-type: none"> • HR Director/School Attorney 	<ul style="list-style-type: none"> • Point person for legal and HR function
	<ul style="list-style-type: none"> • Assistant Superintendent for Instructional Support Services 	<ul style="list-style-type: none"> • Facilitate Regional Meetings for BCIC and Principals, Oversee Operations for materials that are shared between districts
	<ul style="list-style-type: none"> • Principals and Assistant Principals 	<ul style="list-style-type: none"> • Provide instructional leadership and access to school buildings and resources as appropriate for instructional staff and students
	<ul style="list-style-type: none"> • Directors and Assistant Directors 	<ul style="list-style-type: none"> • Ensure student programs and staff across departments have resources needed to work remotely
	<ul style="list-style-type: none"> • Clerical staff 	<ul style="list-style-type: none"> • Rotation will be developed to ensure continuity of services and answering phones.
	<ul style="list-style-type: none"> • Information Aide 	<ul style="list-style-type: none"> • Information aides are responsible for checking in people that come in and out of the building to pick up mail, or other delivery items for districts.
	<ul style="list-style-type: none"> • Coordinators 	<ul style="list-style-type: none"> • The coordinators supervise programs that provide districts with physical items to support classroom learning. Additionally, they may be required to provide professional learning for districts and need to utilize the equipment at the main campus.
Personnel	<ul style="list-style-type: none"> • All staff including Labor Relations and Regional Certification Office staff 	<ul style="list-style-type: none"> • In-person processing and coordination of services is required in order to service internal and external business needs.

Business Operations	<ul style="list-style-type: none"> • Managers and Coordinators 	<ul style="list-style-type: none"> • Maintain continuity of payroll functions, purchasing, energy services, Medicaid tracking, accounts payable, claims, budgets, state aid and related fiduciary responsibilities while ensuring compliance with state and federal agencies
	<ul style="list-style-type: none"> • Safety Officers 	<ul style="list-style-type: none"> • Coordination, advisement and oversight of workplace safety and health for employees and visitors and ensuring compliance with local and state regulations
	<ul style="list-style-type: none"> • Driver Messengers 	<ul style="list-style-type: none"> • Responsible for the coordination and delivery of mail and materials to various departments necessary for the operation of the organization
Facilities and Maintenance	<ul style="list-style-type: none"> • Maintenance Workers/Mechanic 	<ul style="list-style-type: none"> • Maintenance workers and Mechanics are responsible for the upkeep of buildings and mechanical systems
	<ul style="list-style-type: none"> • Custodian/Custodial Workers 	<ul style="list-style-type: none"> • Responsible for keeping facilities clean and safe
Food Service	<ul style="list-style-type: none"> • School Lunch Director/Manager/Food Service Worker 	<ul style="list-style-type: none"> • Preparation of meals and oversight of food service operations
Instruction/ Student Services	<ul style="list-style-type: none"> • Instructional Titles 	<ul style="list-style-type: none"> • BOCES provides in-person instruction and services.
Instructional Support Services	<ul style="list-style-type: none"> • School Library Systems, Science Center, Health Kit Center Staff 	<ul style="list-style-type: none"> • Supports the libraries for component districts in two BOCES. This includes managing sharing between the digital and physical items housed in our library here.
Technology	<ul style="list-style-type: none"> • Directors of Technology 	<ul style="list-style-type: none"> • Coordination and communication between staff and helpdesk tickets
	<ul style="list-style-type: none"> • Lan Tech Support Specialists 	<ul style="list-style-type: none"> • Technical support with iPads, Chromebooks, laptops and other peripherals
	<ul style="list-style-type: none"> • Network Administrators 	<ul style="list-style-type: none"> • installing and configuring computer networks and systems. monitoring computer networks and systems (i.e. creating group policies; internet filtering)
	<ul style="list-style-type: none"> • Managers and Administrators 	<ul style="list-style-type: none"> • Coordination and monitoring technical support, network operation and out-of- District staffing (i.e. LAN techs) • Communication and coordination with technical support of district-specific software.
	<ul style="list-style-type: none"> • Printing staff 	<ul style="list-style-type: none"> • Schools require printing of instructional materials
	<ul style="list-style-type: none"> • Data Center staff 	<ul style="list-style-type: none"> • Operation of in-person equipment and servicing customer needs

Other	<ul style="list-style-type: none">• Complete as needed	<ul style="list-style-type: none">• Complete as needed
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Reducing Risk Through Remote Work & Staggered Shifts

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

Remote Work Protocols

In executing this plan, those employees identified by the District Superintendent, or their designee, as non-essential will be notified and authorized to work remotely, as needed working remotely requires:

1. Identification by the District Superintendent or their designee of the staff who will be authorized to work remotely and will communicate to appropriate administrators and directors;
2. Approval and assignment of remote work and related schedules;
3. BOCES, through its supervisors, shall provide remote work logs to track work progress and troubleshoot issues that arise;
4. Each supervisor shall review and determine the various needs for equipping staff for remote work. Supervisors will consider each employee's need for:
 - a. Internet-capable laptop;
 - b. Necessary peripherals;
 - c. Access to VPN and/or secure network drives;
 - d. Access to software and databases necessary to perform their duties;
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff
5. Supervisors shall be responsible for maintaining records of equipment and access needs of each employee.

Staggered Shifts

Implementing staggered shifts may be needed for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will determine whether opportunities for staff to work outside core business hours as a strategy of limiting exposure is possible. Regardless of changes in start and end times of shifts, the BOCES will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
 - Facilities and maintenance staff hours may be staggered based upon the current conditions and needs of the organization.
2. Approval and assignment of changed work hours; and
 - Assignments will be reviewed and discussed by Supervisors with applicable employees.
3. Communication with applicable parties.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of communicable disease is important to supporting the health and safety of our employees and contractors. PPE that may be needed can include but is not limited to:

- Masks;
- Face shields;
- Gloves; and/or
- Disposable gowns and aprons.

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. Protocols for providing PPE include the following:

1. Identification of the need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months.
 - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE shall be stored in a manner that will prevent degradation.
 - b. Employees and contractors have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
 - c. An eight-week supply of PPE will be monitored by Facilities to ensure integrity and track usage rates.
 - d. Storage will be located at the Operations and Maintenance building located at the Thompson Road Campus; local storage locations will be in storage closets at local campuses and sights.
 - e. Facilities personnel and administration shall monitor supply levels and conditions throughout the school year and adjust accordingly.
4. PPE Suppliers
 - a. Personal Protective Equipment is procured from the following vendors:
Amazon - <https://www.amazon.com/>
Grainger - <https://www.grainger.com/> 1-800-GRAINGER
Staples – Cleaning Supplies - <https://staplesadvantage.com/> 315-741-3768
 - b. Primary cleaning products are labeled as Buckeye International Green Seal G-37 Standard, ECO 12 Glass Cleaner, ECO 23 Disinfectant, ECO 32 Floor Cleaner, Oxivir Bactericidal and Virucidal Wipes, and Antimicrobial Hand Sanitizer. An electrostatic precipitator applicator of Clorox 360 and USCG Bioprotect disinfectant is deployed throughout each building.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a “close contact” with someone who is confirmed infected and it is determined the “close contact” isolate/quarantine, as determined by the local public health department):
 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
 - a. As determined by the District Superintendent, or their designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
 2. As authorized by law and applicable government agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to the current NYSDOH/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The District Superintendent or his/her designee shall ensure these protocols are followed.

- B. If an employee or contractor exhibits symptoms of the disease that is the subject of the public health emergency, the District Superintendent or their designee:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/local public health department guidance and/or have consulted with a healthcare provider, as applicable.
 4. The BOCES will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work unless there is a recommendation from the NYSDOH/public health officials to do so.
 5. Persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or in accordance with other NYSDOH/local public health department guidance.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/local public health department guidance.
 3. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
 4. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 5. See the section on Cleaning and Disinfection for additional information on that subject.
 6. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the communicable disease in question, the District Superintendent or their designee will inform all contacts of their possible exposure.
Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

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

Cleaning and Disinfecting

NYSDOH/local public health department guidelines will be followed for cleaning and disinfection of surfaces/areas. Employees including BOCES Facilities staff will adhere to the following guidance for routine cleaning during a public health emergency:

1. A cleaning protocol will include cleaning and disinfecting high-traffic areas and dust areas, spot cleaning, dust mopping, and disinfecting surfaces with approved cleaners frequently throughout the day. Trash will be emptied as needed.
2. For hallways, conference rooms, offices and classrooms, these areas will be cleaned and disinfected each night. Trash will be emptied each night.
3. Bathrooms will be disinfected with Clorox 360 Electrostatic Sprayer. This protocol will be instituted weekly.
4. Bathrooms will be cleaned at least three times per day.
5. A log to verify cleaning times will be posted in bathrooms.
6. Employees have been provided with disinfectant wipes to manage their workstation/desk areas as needed.
7. OCM BOCES will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.
8. OCM BOCES will clean high-touch surfaces frequently (at least three times) throughout the day.
9. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
10. Soiled surfaces will be cleaned with soap and water before being disinfected.
11. Products that meet EPA criteria for use against the virus in question and which are appropriate for that surface will be used.
12. Staff will follow instructions for cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which OCM BOCES is committed to reducing the burden on our employees and contractors. OCM BOCES shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Per our applicable collective bargaining agreements and board policies as of January 2021, employees subject to an order of quarantine shall not be charged with accrued time for the duration of such order, provided the circumstances warrant such quarantine leave, subject to the satisfaction of the District Superintendent.

Quarantine leave may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of OCM BOCES, and as such are not provided with paid leave time by OCM BOCES, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document the work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits.

This information may be used by the BOCES to support contact tracing within the organization and may be shared with local public health officials. During a public health emergency, the BOCES may consider the use of electronic “work logs” and paper logs to document work hours and activities during scheduled work shifts and while working remotely or on specific projects. These logs will be shared or managed by their supervisors periodically.

Housing for Essential Employees

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

If such a need arises, as determined by the District Superintendent, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the District Superintendent or their designee will coordinate with the local County Emergency Management Office to help identify and arrange for these housing needs.

- **Hampton Inn and Suites Carrier Circle** - 6377 Court Street Rd, East Syracuse, NY 13057 (315) 437-1060
- **Staybridge Suites Syracuse (Liverpool)**- 439 Electronics Pkwy, Liverpool, NY 13088 315-457-1900
- **Hampton Inn Cortland** - 26 River St, Cortland, NY 13045 (607) 662-0007