

**District School Safety Plan**  
**Falconer Central School District**  
**2 East Avenue**  
**Falconer, NY 14733**

BOE approved: June 20, 2006

BOE Revised: June 5, 2007

BOE Revised: July 15, 2008

BOE Revised: August 29, 2011

BOE Revised: January 7, 2013

BOE Revised: January 23, 2014

BOE Revised: March 22, 2016

BOE Revised: September 1, 2018

BOE Revised: July 31, 2019

BOE Revised: September 1, 2020

BOE Revised: September 21, 2021

BOE Revised: August 16, 2022

BOE Revised: August 2, 2022

## DISTRICT TEAM ~ EMERGENCY PLANNING COMMITTEE

The Board of Education directs the Superintendent of Schools to establish an EMERGENCY PLANNING COMMITTEE to consist of a representative from each of the areas listed below. The duties of the Committee will be to develop, continually review, and where necessary, to modify and update a School Emergency Management Plan in compliance with Commissioner of Education Regulation 155.13. During an emergency, the Planning Committee shall function as an operations group under the command of the district's Emergency Coordinator.

		<u>Work</u>
Emergency Coordinator	Jeff Jordan	716-665-6624
Superintendent of Schools	Stephen Penhollow	716-665-6624
Board of Education Member	Tracy Schrader	716-483-2683
Administration:		
Middle/High School	Terry English	716-665-6624
	Jeff Jordan	716-665-6624
Acting Superintendent Middle/High School,	Judy Roach	716-665-6624
	Mary Plumb	716-665-6624
Fenner	Gary Gilbert	716-665-6627
Temple	Holly Hannon	716-267-3255
Business Office	Sara Kennison	716-665-6624
Student Support Services	Julie Widen	716-665-6624
	Ashly Warner	716-665-6624
Faculty Representative	Tara Swan	716-665-6624
Faculty Representative	Casey Barber	716-665-6624
Support Staff Representative	Sarah Seaholm	716-665-6624
Transportation Supervisor Building &	Scott Peterson	716-665-5290
Grounds Supervisor Health Services	David Micek	716-665-6624
Food Services	Roxanne Brazie	716-665-6624
Physical Education	Mary Lynch	716-665-6624
Parent	Tom Fales	716-665-6624
Community Member	Matthew Bailey	716-665-6624
School Safety Advisor	Carl Caprino	716-499-8035
Student Safety Team	Todd Beckerink	716-665-6624
Emergency Fax Line		
Bill Ohnmeiss - Ellicott Police Chief		
Bryce Webster – Falconer Fire Chief		716-665-9265
Steve Rexford – Ellington Fire Chief		
Keith Bean – Kennedy Fire Chief		

## Introduction:

On April 7, 1989, Section 155.13 of the Regulations of the Commissioner of Education became effective. This required school districts to prepare emergency management plans by October 1990. The Falconer Central School District developed plans and procedures for effective responses to various emergencies.

The Board of Education directed the Superintendent of Schools to establish an Emergency Planning Committee to develop, continually review, and, when necessary, to modify and update the School Emergency Plan.

On July 24, 2000, The Safe Schools against Violence in Education Act (SAVE) was passed by the New York State Legislature and signed into law by Governor George E. Pataki. The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in November 2000 to ensure compliance with the new legislation. The revised regulations in Section 155.17 of the Commissioner's Regulations contain the requirements for schools concerning school safety plans. A major component of SAVE is the development of school safety plans at the district and at the building levels. The new District-wide School Safety Plan replaces Falconer Central School's School Emergency Management Plan.

The expansion and changes made to Falconer Central School's Emergency Plan to meet the new SAVE plan requirements will result in plans (District and Building,) that will define how the district and each of the school buildings in the district will respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

### A. Purpose 155.17 (b)

The Falconer Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Falconer Central School District Board of Education, the Superintendent of Falconer Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

### B. Identification of School Teams 155.17 (b) 155.17 (c) (13)

The Falconer Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Emergency Coordinator	Jeff Jordan
Superintendent of Schools	Stephen Penhollow
Board of Education	Tracy Schrader
Administrators: High School	Jeff Jordan

Middle School	Terry English
Harvey C. Fenner	Gary Gilbert
Paul B.D. Temple	Holly Hannon
Business Office	Sara Kennison
Student Support Services	Julie Widen
	Ashly Warner
Faculty Representatives	Tara Swan
	Casey Barber
Dir. of Instruction and Staff Development/ District Data Coordinator/Acting Superintendent	Judy Roach
STEAM Coordinator	Mary Plumb
Support Staff Representative	Kathy Hedstrand
Transportation Supervisor	Scott Peterson
General Maintenance Mechanic	David Micek
Health Services	Roxanne Brazie
Food Services	Mary Lynch
Physical Education	Tom Fales
Parent Groups	Matthew Bailey
School Resource Officer(s)	Brian Gustafson

### C. Concept of Operations

Falconer Central School District is a small school district, and its staff work closely together in emergency situations. An incident at a building will be handled at the building level per the Faculty/Staff REDI Action Guides A & B. The emergency operations plan is based on the Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. As soon as possible, the building Incident Commander will notify the District IC and Superintendent of Schools. The District IC will notify the District Team and the District Team will meet as needed to prepare support to the building team involved in the incident.

### D. Plan Review and Public Comment 155.17 (e) (3)

The District Safety Plan was made available for public comment and was reviewed at a public meeting. The plan was then adopted by the Falconer Central School Board of Education on June 20, 2006. This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year hereafter. A copy of the plan will be available at the School Superintendent's Office.

## Section II: Risk Reduction/Prevention and Intervention:

### A. Prevention/Intervention Strategies

#### (1) Program Initiatives 155.17 (e) (1) (xvii & v)

Falconer Central School District has implemented many programs for improving communication among students and between students and staff, such as:

At the Elementary level there is peer-mediation at grades 3 & 4, Life Skills at grades 3, 4, 6, 7 & 8.

At the Middle School level, the “Second Step” program and Life Skills. Also, at the Middle School there is a Thursday Discussion Group where grades 7 & 8 discuss such subjects as “bullying.”

At the Elementary level, there is a Social Worker who works as a mentor for the students and their parents.

At the Middle/High School level, there is a School Resource Officer who works as a mentor and serves as a source for students to report threats and the potential for school violence.

At the Middle/High School, Guidance Counselors are available to students during study hall periods.

(2) *Training and Drills* 155.17 (e) (1) (xiv)

The district’s staff will be given annual multi-hazard school safety training at the beginning of each new school year. Included is an Emergency Awareness Program designed to provide a plan of action for the faculty or staff member who first discovers or is notified of a critical incident. This training will have participants able to recognize a critical incident requiring immediate action, know the three actions to be taken when a critical incident occurs, know the roles of district personnel involved in a response, and know the general response options available to the district.

Students will be trained during assemblies. Discussions will be held on the types of multi-hazard situations that could develop, such as: threats of violence from students or outsiders; kidnappings – safety in coming to and leaving from schools; weather related incidents such as severe winter storms, tornados, lightning and severe winds; intruders in the buildings; bomb threats; school bus accidents; and hazardous material spills. The district will have each building team practice a minimum of a lockdown drill and an evacuation drill each year.

The district will have an early go-home drill. Parents will be notified prior to this drill and also receive information on the district’s emergency plan and options available to the district during situations.

(3) *Review of Drills* 155.17 (e) (1) (xv)

After a drill, the building teams involved will meet and do a debriefing of the drill, noting any areas that need to be improved or changed. The district team will then review the building team’s review to look for improvements that may be needed to be incorporated into other building team plans.

(4) *Hall Monitors and Other School Safety Personnel* 155.17 (e) (1) (xviii)

Falconer Central School does utilize separate hall monitors by individual staff per period. There is a School Resource Officer assigned to the district. Building security and student observation is a duty of all school staff. Teachers, teacher aides, administrators, bus drivers and chaperones (games, dances, etc.) have training during new teacher/staff orientation. Review of the duties is held during staff meetings.

*Duties include:*

1. Initiate preventive measures to reduce delinquent acts and school rule violations in school hallways and throughout the buildings.
2. Assist with emergency situations as directed.
3. Provide personal visibility and supervision in the hallways and throughout the building with special attention to the time periods before and after school and during passing time between classes.
4. Make periodic spot checks of restrooms, locker rooms, and practice rooms.

5. Provide surveillance of unauthorized persons on school premises and report their presence to the administration.
6. Assist in the investigating of all rule violations.
7. Assist with crowd control as needed.

*(5) Hall Monitors and Other School Safety Personnel* 155.17 (e) (1) (xviii)

Each school building will have all exterior doors locked at all times. The main entrances are equipped with video surveillance cameras and will be observed by staff. Some access doors are equipped with coded-key entrances. Each building will have a visitor badge/sign-in procedure. All staff are encouraged to ask the identity of any strangers in or around the school buildings. The district will use the resources of a School Resource Officer. He will be stationed at the Middle/High School building and will be available to all buildings in the district.

*(6) Vital Educational Agency Information* 155.17 (e) (1) (xx)

Information on the educational facilities located within the Falconer Central School District for the 2021-2022 school year is:

**Middle-High School Building:**

Students & Staff:	810 = 15 buses to evacuate + 1 wheelchair student
Superintendent:	Stephen Penhollow 716-665-6624
HS Principal:	Jeff Jordan 716-665-6624
MS Principal:	Terry English 716-665-6624

**Fenner Elementary Building:**

Students & Staff:	330 = 7 buses to evacuate
Principal:	Gary Gilbert 716-665-6627

**Temple Elementary Building:**

Students & Staff:	320 = 7 buses to evacuate + 1 wheelchair student
Principal:	Holly Hannon 716-267-3255

**B. Early Detection of Potentially Violent Behaviors** 155.17 (e) (1) (xiii)

Falconer Central School District has used the New York State Police Safe Schools Programs in training teachers, staff, and bus drivers in identifying early warning signs in students and procedures for dealing with student violence. The School Resource Office has done staff awareness on weapons and early warning signs. The District utilizes a school safety email to identify potentially violent behaviors. School Resource Officer has also met with parents to discuss drugs and violence in our schools. The District will continue to use the resources of the School Resource Office and the New York State Police Safe Schools programs to continually train and upgrade the staff of the Falconer Central School District.

**C. Hazard Identification** 155.17 (e) (1) (i)

Sites of potential emergency or external hazards will be identified by assessment with local Police, Fire and Highway Departments.

Potential off-campus sites identified in the school district:

**Major Highway:** Rt. 86 Expressway – runs adjacent to the High School and Fenner Elementary School and the athletic fields.

**Railroad:** Local line and side tracks in Village of Falconer approximately one mile from the campus.

Local line passes through the Village of Kennedy approximately ¼ mile from the Temple building.

**Building/Factories:** None of danger or proximity to school buildings.

District school buildings contain natural gas fired heating systems.

The High School has chemicals stored in the Chemistry Lab.

Field Trips have to potential to become emergencies due to bus accidents.

Staff in charge of trips should use the student rosters and carry the accident procedures with them.

### Section III: Response

#### A. Notification and Activation (Internal and External Communications)

(1) Contacting Law Enforcement Officials: 155.17 (e) (1) (vi)

Generally, emergency incidents will be managed per Incident Command System. Incident Coordinators will contact fire and police agencies through “911.” The Falconer Central School District is covered by three police agencies; the Ellicott Police Department, Chautauqua County Sheriff Department, and New York State Police Department. All are contacted through the county 911 system.

(2) Informing other District School Buildings of an Incident: 155.17 (e) (1) (xix)

In the event of an incident in a school building, the building IC will contact the District IC. The District IC will contact the District Team and notify the other school buildings of the incident. School buildings can be contacted by phone, cell phone, district radio system, and computer lines.

Middle/High School	716-665-6624
Fenner Elementary	716-665-6627
Temple Elementary	716-267-3255

Neighboring School Districts:

Frewsburg	716-569-7000
Bemus Point	716-387-2375
Cassadaga	716-962-5155
Jamestown	716-483-4420
Randolph	716-358-6161

(3) Contacting parents/guardians: 155.17 (e) (1) (xi)

Student emergency contact information is collected each school year. The Public Information Contact person for Falconer Central School District is the Superintendent. Falconer Central School District uses local radio and TV stations along with School Messenger Notification system to announce early dismissals, after school activity cancellations or school closings.

## **B. Situational Responses**

### **(1) Multi-Hazard Response 155.17 (e) (1) (xiv)**

The district and building teams will consider responses to multi-hazard situations, such as:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

Others determined by the District-wide School Safety Team

The Falconer Central School Emergency Operations Plan uses an “action guide” to provide guidance for personnel in an emergency situation. The plan aids in the resolution of events by structuring levels of potential responses, each designed to address a corresponding level of threat. The Incident command system concept means that all agencies and organizations having responsibility and authority at an incident will contribute to the process of determining overall response objectives, selecting response strategies, ensuring joint application of tactical activities, and maximizing the use of available resources. The Incident Coordinator determines the level of threat and sets proper response actions into motion.

*General response options are:*

Cancel School Prior to Start	Shelter in Place
Early Dismissal	Lockdown
Evacuation	Relocation

### **(2) Responses to Acts of Violence: Implied or Direct Threats 155.17 (e) (1) (iii)**

The building principal will be immediately notified of any implied or direct threat of violence. The principal will determine the level of threat and respond per the Emergency Operation Plan. (See appendix: Action Guide and Emergency Operation Plan.)

### **(3) Acts of Violence**

Procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school are found in the School Building and District Action Guides. The Action Guides will guide in determining the level of threat and the appropriate response to the threat. (See appendix: Action Guide and Emergency Operation Plan.)

### **(4) Response Protocols 155.17 (e)**



This emergency operations plan uses an “all hazards” approach, allowing it to be effective in any emergency situation. An “all hazards” approach calls for an initial response based on the threat posed by the event, not the event itself. This is possible because many events, though widely different in nature, create similar risks to lives and property. As such, planning for potential levels of threat is often more effective than planning for the multitude of situations that could conceivably happen. Once an initial protective action has been taken, more detailed strategies and plans for resolving a particular situation can be implemented. The faculty/staff action guides identify the decision makers (IC). The action guides list the initial actions and general response options. Building principals and the district public information contact will notify parents and local media of an emergency situation. Any event requiring the emergency team to be called into action will be followed by a team debriefing of the situation.

**(5) Arrangements for Obtaining Emergency Assistance from Local Government** 155.17 (e) (1) (vii)

In an emergency situation, the IC or designee would contact police and fire through 911 dispatch. Upon arrival at scene, the IC would update the fire or police commander on incident and turn control of situation over to fire commander.

**(6) Procedures for Obtaining Advice and Assistance from Local Government Officials** 155.17 (e) (1) (viii)

Local fire chiefs and police supervisors are included on district and building teams. They are available for advice and assistance as team members and as first responders. A countywide emergency that could affect the school district would be directed by the Chautauqua County Emergency Management Office, located in Mayville, NY, phone 716-753-4341.

Local resources that could be used in an emergency include:

Ellicott Police Department	Falconer, Kennedy, Ellington Fire Departments
Chautauqua County Red Cross	Falconer Grange
Local Ministerial Group	Ellicott, Falconer, Poland Highway Departments
Jamestown Community College	Levant Christian School
Chautauqua County Sheriff Department	New York State Police Department
	Neighboring School Transportation Departments

**(7) District Resources Available for Use in an Emergency** 155.17 (e) (1) (ix)

District resources which may be available during an emergency:

<b><u>Resources:</u></b>	<b><u>High School</u></b>	<b><u>Elementary School</u></b>	<b><u>Other Buildings</u></b>
Telephone System	X	X	Bus Garage
Zoned Fire Alarm	X	X	
Radio Station	X	X	Bus Garage and Buses
Public Address System	X	X	
First Aid Supplies	X	X	Bus Garage and Buses
Transportation System	X	X	
Potable Water	X	X	
Fire Extinguishers	X	X	Bus Garage and Buses
Electric Generators	X	X	
Water Supply-Fire	X	X	

Food Storage	X	X
Eye Wash Device	X	
Blankets, Cots	X	X
Candles, Flashlights	X	X
Building Floor Plans	X	X

The Building School Nurses will keep a list of staff qualified to administer first aid in their Building Team Emergency Plans.

**(8) Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies** 155.17 (e) (1) (viii)

The District Incident Commander will coordinate the use of school district resources and manpower during emergencies. The Incident Commander will designate duties to the Incident Management Team as needed to meet the level of threat.

**(9) Protective Action Options** 155.17 (e) (1) (viii)

Plans for taking the following actions in response to an emergency where appropriate:

School Cancellation

Early Dismissal

Evacuation

Sheltering

Are listed on the "Action Guide – General Response Options." (See appendix)

## **Section IV: Recovery**

### **A. District Support for Buildings**

The District Incident Management Team will take the lead in Post-Incident management. Building level Post-Incident contact people will be the Building School Nurse and the Building Principal.

### **B. Disaster mental Health Services**

A contact list of support and grief consolers will be maintained at the Middle/High School Office.

Mental Health resources will be accessed through the following:

Frederick W. Verdonik, PhD.

Clinical Psychologist/Director of Psychology at WCA Hospital

51 Glasgow Avenue, P.O. Box 840

Jamestown, NY 14702-0840

Phone: 716-664-8611

- As part of the Incident review process, the district will reevaluate the current violence prevention and school safety activities and what the school can do to improve its plan.

Project SAVE

APPENDICES

## FALCONER CENTRAL SCHOOL SAFETY PLAN – DESCRIPTION OF PROCEDURES

### CHAIN OF COMMAND (AUTHORITY)

The following chain of command will exist whenever there is a consideration of initiating an emergency response or during an emergency situation.

<b>DISTRICT</b>	<b>HIGH SCHOOL</b>	<b>FENNER</b>	<b>TEMPLE</b>
Stephen Penhollow	Jeffrey Jordan	Gary Gilbert	Holly Hannon
Jeffrey Jordan	Terry English	Lisa Carlson	Melissa Town
Judy Roach	Julie Widen		
Terry English	Roxanne Brazie		
Scott Peterson			
Mary Plumb			

<b>PROCEDURES</b>	<b>WHEN</b>	<b>RESPONSIBILITY</b>
School Messenger	September – June	District Superintendent
Crisis Phone Directory	September – June	Administration, Faculty, Staff
Radios (located in offices)	September – June	Administration, Office Staff, Guidance Staff, Nurses' Offices, Phys. Ed. Dept.
Safety Drills	September – June	Administration, Safety Committee

### CHAIN OF COMMAND

District Superintendent	Stephen Penhollow 10405 Miller Road Fredonia, NY 14063	716-665-6624 (work)	
Emergency Coordinator	Jeffrey Jordan 21 South Street Panama, NY 14767	716-665-6624 (work)	
	Sara Kennison 12122 Ruckh Hill Rd. South Dayton, NY 716-665-6624 (work)	Julie Widen 3109 Edkman Rd Jamestown, NY 14701 716-665-6624 (work)	Mary Plumb 524 Front St Jamestown, NY 14701 716-665-6624 (work)

### COMMUNICATIONS

System currently used: Telephone, Radio, Intercom System, School Messenger  
Interconnections with: Falconer Central School Bus Garage – 716-665-5290

Power Generator – capacity – 100 KW

### VEHICLE RESOURCES

15 Buses (capacity – 65 students or 43 adults), 1 Mini Bus (capacity – 30 students or 15 adults),  
2 Wheelchair buses (capacity – 2 wheelchairs each, 12 students or 8 adults)  
1 Mini-van (capacity – 7 adults)  
1 Full-size van (capacity – 8 adults)  
1 Full-size SUV (capacity – 8 adults)  
1 Pick-up truck (capacity – 3 adults)

# SAFETY TERMINOLOGY

**Falconer Central School District**  
**2 East Ave, N, Falconer, NY 14733**

## **Shelter-In-Place**

Used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.
- Continue class as normal and wait for further instructions.

## **Evacuate**

Used to evacuate students and staff from the building.

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for Updates.

## **Lockout**

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Listen for instructions regarding the situation and your actions.
- Lock all exterior windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.

## **Lockdown**

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

- When you hear lockdown announced, you should move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet, silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.

