

# **DISTRICT-WIDE SCHOOL SAFETY PLAN**

Johnsburg Central School District

2020-2021 School Year

## TABLE OF CONTENTS

<b>Introduction</b>	Page 1
<b>Section I: General Considerations and Planning Guidelines</b>	Pages 1-2
• Purpose	
• Identification of Chief Emergency Officer	
• Identification of School Teams	
• Concept of Operations	
• Plan Review and Public Comment	
<b>Section II: General Emergency Response Planning</b>	Pages 2-5
• Identification of Potential Emergency Sites	
• Response Plan Options	
• District Resources	
• District Resource Coordination	
• Annual Multi-Hazard Training	
• Annual Drills and Exercises	
<b>Section III: Responding to Threats and Acts of Violence</b>	Pages 5-6
• Responding to Threats of Violence	
• Responding to Acts of Violence and Zero-Tolerance	
• Law Enforcement Involvement	
• Identification of Appropriate Responses	
<b>Section IV: Communication with Others</b>	Page 6-7
• Obtaining Local Emergency Assistance	
• Obtaining County and State Emergency Assistance	
• Educational Agencies within District Boundaries	
• NYS/BOCES Communication Flow Chart	
• ICS Communication	
<b>Section V: Prevention and Intervention Strategies</b>	Pages 7-8
• Building Security	
• Early Detection	
• Prevention/Intervention Strategies	
• Student Programs	
• Job Duties (hall monitors and security)	
<b>Section VI: Recovery</b>	Pages 8-9
<b>Appendix A: District Buildings, Contacts and Phone Numbers</b>	Page 10
<b>Appendix B: Potential Hazardous Sites</b>	Page 10
<b>Appendix C: Communicable Disease – Pandemic Continuity of Operations Plan</b>	Page 11

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan (district plan) designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Johnsburg Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### Purpose

The Johnsburg Central School District’s district plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Johnsburg Central School District Board of Education, the Superintendent of the Johnsburg Central School District appointed a district-wide school safety team and charged it with the development and maintenance of the district plan.

### Identification of Chief Emergency Officer

The Johnsburg Central School District designates the Superintendent as the Chief Emergency Officer, whose duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1st, of the district plan and the coordination of the district plan with the building-level emergency response plan (building plan);
- Ensure staff understanding of the district–wide school safety plan;
- Ensure the completion of the building plans for each school building and yearly update by September 1st;
- Assist in the selection of security related technology and development of policies for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including annual required training in the emergency response plan by September 15th; and
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

### Identification of School Teams

The Johnsburg Central School District has created a district-wide school safety team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel, including bus drivers and monitors.

### Concept of Operations

The district plan is directly linked to the building plan for the school building. Protocols reflected in the district plan guide the development and implementation of the building plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual building is by the building-level emergency response team. Upon the activation of the building-level emergency response team, the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified. Efforts may be supplemented by County and State resources through existing protocols.

### Plan Review and Public Comment

This plan shall be reviewed and maintained by the Johnsburg Central School District district-wide school safety team and reviewed on an annual basis on or before September 1st of each year. This plan is posted on the district's webpage.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The district plan is adopted by the Board of Education after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

While linked to the district plan, the building plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. The building plan shall be kept confidential and shall not be disclosed except to authorized department or school staff and law enforcement officers.

The district plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this public plan on the district's website. The building plan is supplied to law enforcement agencies in Warren County and the NYS State Police within 30 days of adoption.

## **Section II: General Emergency Response Planning**

The district plan provides the framework for the building plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders learn one system that can be used in the Johnsburg Central School District.

Identification of sites of potential emergency, including:

- The district-wide school safety team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.

- A list of areas has been identified as having the potential to impact within the district. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building plan.
- The district- wide school safety team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building plans.

The district has developed multi-hazard response guides. These guidelines are located in the building plan and are in Incident Command System (ICS) format. Plans for taking the following actions in response to an emergency where appropriate include, but are not limited to:

- Initial Actions
- Command Post Location (primary and secondary)
- **Shelter in Place:** Used to shelter students/staff inside the school
- Severe Weather
- Bomb Threat
- HazMat Incident
- **Hold-In Place:** Limits student/staff movement while dealing with short term emergencies
- **Evacuation:** Used to evacuate students/staff from the school
- Before, during and after school hours, including security during evacuation and evacuation routes
- Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.
- School Cancellation
- Early Dismissal

Emergencies include, but are not limited to:

Air Pollution	Earthquake	Heating System Failure	Natural Gas Leak
Anthrax/Biological	Elec. System Failure	Hostage Situation	Radiological
Aviation Crash	Energy Supply Loss	Intruder Situation	Roof Leak/Failure
Bldg. Structural Failure	Epidemic	Loss of Building	School Bus Accident
Bomb Threat	Explosion	Loss of Buses	Severe Weather
Civil Disturbance	Fire Alarm Evacuation	Mass Casualty	Threats of Violence
Crimes Against People	Flood	Medical Emergency	Water Emergency

The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

Using ICS the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies, including the identification of the officials authorized to make decisions and of the staff members

assigned to provide assistance during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. By October 1 of each school year, the superintendent provides written information to all students and staff about emergency procedures. All staff receive annual training by September 15th on the building plan which includes components on violence prevention and mental health. New employees hired after the start of the school year receive this training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner. The district certifies that this training is completed by October 1<sup>st</sup> every year in the New York State Education Department (NYSED) Basic Education Data System (BEDS).

The following procedures, which have been established to provide this training on an annual basis, include but are not limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.

The district conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing concludes each test to determine if changes to the plan are necessary.

#### Fire and Emergency Drills

The school district, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conducts one test of its emergency response procedures under its building plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

The Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills. The remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year (September 1 to December 31st).

The statute explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as lock-out or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

### Section III: Responding to Threats and Acts of Violence

The school refers to its Crisis Intervention Plan via the post-incident response team and the Multi-Hazard Emergency Response Guides located in the building plan. These are reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

- Informing the Superintendent or designee of implied or direct threats.
- Determining the level of threat with the Superintendent and building-level emergency response team members.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.
- Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the principal of the school in which the student attends directly contacts the respective parents/guardians.

The Multi-Hazard Emergency Response Guides in the building plan provide guidance on the district's policies and procedures for responding to direct acts of violence (i.e., Crimes Against Persons, Hostage Taking, Intruder and Kidnapping) by students, teachers, other school personnel, including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the plan:

- Inform the Superintendent/designee
- Determine the level of threat with the superintendent/designee and the building-level emergency response team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate law enforcement agency.

NOTE: The Johnsburg Central School District's "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

Response protocols are identified in the building plan in the ICS format along with definitions of ICS roles and responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to bomb threat, intruders, hostage takings and kidnapping.

The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:

- Identification of decision-makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

The district has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The Johnsburg Central School District uses a mass notification feature in its phone system, which automatically sends one message out to all staff and persons in parental relations, which would inform them of the event.

#### **Section IV: Communication with Others**

The Johnsburg Central School District is fortunate to have substantial ties to the community of North Creek and Warren County. If there were an emergency within our facility, we would call 911 for emergency assistance. If involvement is needed from other local government agencies, the Superintendent or designee would act as the contact person. Additional procedures for communications can be found in the building plan including local emergency contacts and phone numbers, and the NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government.

Arrangements for obtaining advice and assistance from emergency organizations and local government officials, including the county or city officials responsible for implementation of Article 2-B of the Executive Law, are noted in the NYS/BOCES Communication Flow Chart.

If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Chief Emergency Officer activates the above-referenced phone and/or e-mail mass notification system.

Along with the above-noted notification procedures, the district also maintains the following information about each educational agency in the confidential building plan:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

#### **Section V: Prevention and Intervention Strategies**

The district has developed policies and procedures related to school building security, including the use of security devices and procedures (i.e., secure entrance wherein visitors are observed and then buzzed in, and then they must sign in and obtain a badge).

The Johnsburg Central School District has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, school personnel, including bus drivers and monitors, persons in parental relation to students of the district, students and other persons deemed appropriate to receive such information.

Appropriate prevention and intervention strategies, such as:

- Collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

- Nonviolent conflict resolution training programs;
- Peer mediation programs and youth courts; and
- Extended day and other school safety programs;

The district has created and supported strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence.

- Non-violent conflict resolution training programs
- An Anti-Bullying Program/Committee that develops programs, practices and materials to educate the school community on how to determine and combat bullying
- Peer mediation programs
- On the Elementary School level, there is a monthly theme on behavior management training for employees
- Drug, Alcohol and Violence Prevention training through BOCES
- Drug Recognition Training for select staff through the New York State Police
- Warren County Sheriff's Department and/or NYS Police daily walkthrough
- Extended day and other school safety programs
- Youth & Government
- Student Leadership Conference on violence prevention
- Sexual Harassment training for staff
- Incident Command System training for staff
- Anonymous reporting mechanisms for school violence
- Athletic Programs

The Johnsburg Central School District does not employ any hall monitors or other school safety personnel acting in a school security capacity. In the future, if it is determined that school security personnel are required, a detailed description of their duties, training and the hiring and screening process will be added to the District-wide Safety Plan. In accordance with Project SAVE, after July 1, 2001, all new full and part-time employees are finger-printed and have background checks completed.

## **Section VI: Recovery**

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The district plan supports the school building plan by deploying district resources that support the school’s building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

### District Support for the Johnsburg Central School District

The building plan provides resources for supporting the building-level emergency response team and post-incident response team. The district’s ICS identifies back-ups to relieve team members. This provides team

members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The district realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents, the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate response.
- Monitoring the situation and adjusting the district's response as appropriate.
- Assisting with parent/guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security in conjunction with local and State Police.
- Assisting with offering a backup post-incident response team (i.e., another school district's team and/or an outside group) as needed, if needed.
- Offering debriefing sessions as needed working in conjunction with local Johnsburg Central, Warren County, and/or State emergency responders.

#### Disaster Mental Health Services

If/when a building-level emergency response team or post-incident response team is faced with an emergency that may overwhelm the school's ability to manage an extreme crisis, the district-wide school safety team assists as follows:

- Activating the district-wide post-incident response team. The district has a full-time counselor, a part-time school psychologists, and a part-time mental health counselor who have local connections to:
  - Neighboring school districts
  - Warren County Department of Mental Health
- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district's plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-try-nova; [www.try-nova.org](http://www.try-nova.org)).
- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer.

The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

**APPENDIX A**  
**District Buildings, Contacts and Phone Numbers**

The address for the instructional building and bus garage is 165 Main Street, PO Box 380, North Creek, NY 12853.

Contact:           Mike Markwica - Superintendent  
                      (518) 251-2921

**APPENDIX B**  
**Potential Hazardous Sites**

COMMUNITY BASED LIST: A list of areas has been identified as having the potential to impact within the district. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building plan.

SCHOOL BASED LIST: The district team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building plan.

## APPENDIX C

### Communicable Disease – Pandemic Continuity of Operations Plan

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which 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. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. 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.

The Johnsburg Central School District (district) will work closely with the Warren County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, coronavirus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts: (e.g., District Medical Director, Technology Staff).

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, call list/ROBO call (OneCall Now), email, district social media accounts, online training, correspondence (letters) to homes, town hall meetings (Zoom, WebEx, Google Classroom, etc.). The Superintendent has been designated to coordinate this effort. The Superintendent will work closely with the BOCES Technology Staff to ensure the proper function of all communication systems.

#### Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1 includes a list of essential positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title - a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- Description - brief description of job function.
- Justification - brief description of critical responsibilities that could not be provided remotely.
- Work Shift - brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol - how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

**Working/Learning Remotely**

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to determine:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need.

**Reducing Risk**

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by state or local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building and/or between buildings.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district may need to include additional strategies based on updated federal, state, and local guidance.

**Personal Protective Equipment (PPE) and Face Coverings**

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

PPE Type	Task/Role
N-95	Nurses/Nurses' Aides Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses/Nurses' Aides Special Education
Gowns	Nurses/Nurses' Aides Special Education
Gloves	Nurses/Nurses' Aides Special Education Cleaners/Custodians Maintenance/Mechanics

Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner, which will prevent degradation. These supplies will be monitored at least on an annual basis to ensure integrity and track usage rates.

**Continuity of Operations**

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task	Backups
Overall Operations	Have decision-making authority for the district.  Make district policies and procedures to reflect crisis response.	Those listed below are assigned to this role: <ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principal</li> <li>• Business Official</li> <li>• Dean of Students</li> </ul>
Business Office	Maintain overall function and facilities operation.  Review essential functions and responsibilities of back-up personnel.  Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary	Purchasing/Payroll/Etc. <ul style="list-style-type: none"> <li>• Business Official</li> <li>• Accounts Clerk</li> <li>• Superintendent</li> </ul>

<p>Facilities</p>	<p>Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained</p> <p>Provided building administrators with procedures for maintaining essential building functions (e.g., HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems</p> <p>Meet with staff and monitor their ability to maintain essential function</p>	
<p>Human Resources</p>	<p>Monitors absenteeism and ensures appropriate delegation of authority</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.</p>	<p>Recruitment/Staffing</p> <ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Principal</li> <li>• Business Official</li> <li>• Appropriate staff, as needed</li> </ul> <p>Workplace Safety</p> <ul style="list-style-type: none"> <li>• BOCES</li> <li>• Superintendent</li> <li>• Principal</li> <li>• Business Official</li> <li>• Appropriate staff, as needed</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• BOCES</li> <li>• Superintendent</li> <li>• Principal</li> <li>• Business Official</li> <li>• Appropriate staff, as needed</li> </ul> <p>Labor Law Compliance</p> <ul style="list-style-type: none"> <li>• District Attorney</li> <li>• Superintendent</li> <li>• Principal</li> <li>• Business Official</li> <li>• Appropriate staff, as needed</li> </ul> <p>Compensation Planning</p> <ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Official</li> <li>• Staff Attendance Clerk</li> <li>• Appropriate staff, as needed</li> </ul>

<p>Continuity of Instruction</p>	<p>Implemented in the event of significant absences or school closure. Alternate learning strategies will include:</p> <ul style="list-style-type: none"> <li>• Hard copy, self-directed lessons</li> <li>• Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)</li> <li>• On-line instruction; on-line resources; on-line textbooks</li> <li>• Communication modalities for assignment postings and follow-up: telephone;</li> <li>• Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings</li> </ul>
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**Response**

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the local health department and other experts.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the plan's activation and review responsibilities and communication procedures.
- The Superintendent will work closely with BOCES Technology Staff to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign a communicable disease safety coordinator for the district, whose responsibilities include continuous compliance with all aspects of the district's reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinator shall be the main contact upon the identification of positive communicable disease cases and are responsible for subsequent communication. The coordinator shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

The school district has determined employee policies for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These policies are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

**Hand Hygiene**

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

### **Communicable Disease Exposures**

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease has visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Contact Tracing**

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

### **Returning after Illness**

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "[Pre-K to Gr 12 COVID-19 Toolkit](#)" and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

### **Cleaning/Disinfecting**

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "[Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes](#)" and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

### **Housing for Essential Employees**

The school district, in coordination with the local health department, will determine when the emergency housing of essential workers is necessary. Essential workers who will be required to use emergency housing will be identified.

## Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will:

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from all essential functions. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and implemented.

Attachment 1 – Essential Positions

Title	Description	Justification	Work Shift	Protocol
Superintendent's Office	Responsible for the planning, operation, supervision and evaluation of the education programs, service, and facilities of the district	This group will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>• Sign in sheets will be used to track times entering and leaving</li> <li>• Health assessment will be completed electronically or on paper</li> </ul>
Principals' Office	Responsible for overseeing the daily operations of the institution, including coordinating staff schedules, overseeing the development of curriculum and enforcing school policies	This group will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>• Sign in sheets will be used to track times entering and leaving</li> <li>• Health assessment will be completed electronically or on paper</li> </ul>
Business Official's Office	Oversee all Business and Financial matters for the District. To include maintaining the inflow and outflow of District Funds. Maintaining all Payroll functions of reporting and paying employees. Preparing all financial reporting requirements of the state and federal. Preparing and maintaining grant reporting requirements along with any other financial matters of the district.	This group will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>• Sign in sheets will be used to track times entering and leaving</li> <li>• Health assessment will be completed electronically or on paper</li> </ul>
School Counselor's Office	Help students and staff manage and overcome mental and emotional Issues. Their duties include listening to	This group will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>• Sign in sheets will be used to track times entering and leaving</li> </ul>

Johnsburg Central School District – District-Wide School Safety Plan

Title	Description	Justification	Work Shift	Protocol
	students, developing treatment plans, and creating coping strategies.			<ul style="list-style-type: none"> <li>Health assessment will be completed electronically or on paper</li> </ul>
Buildings and Grounds	<p>Oversees buildings and grounds employees.</p> <p>Maintains the functioning of all district building systems (interior and exterior).</p> <p>Cleans, disinfects, and supplies district buildings.</p> <p>Removes snow and leaves, maintains lawns, and trims bushes/trees.</p>	<p>Dally building walkthroughs to determine if building systems are functioning properly</p> <p>Cleaning/disinfection of buildings</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
Transportation	Oversees all school bus drivers and bus mechanics	Coordinates transportation of students and when applicable delivery of meals, classroom materials and technological devices	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
Cafeteria	<p>Responsible for</p> <ul style="list-style-type: none"> <li>Meal planning and ordering of food Items.</li> <li>Preparing breakfast and lunch meals to be provided to students.</li> <li>Cleaning and sanitizing kitchen.</li> </ul>	<p>Ensures students receive breakfast and lunch each day whether in person or deliveries for remote learners.</p> <p>Food preparation needs to be performed in a DOH permitted facility.</p>	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
Technology - BOCES	Oversee the funding available to maintain all technology needed to operate the district.	This group will come in to assist with various district needs as required.	<p>As deemed necessary</p> <p>Remote or on-site</p>	<p>When on-site:</p> <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> </ul>

Johnsburg Central School District – District-Wide School Safety Plan

Title	Description	Justification	Work Shift	Protocol
	Coordinate with each department on needs and acquiring necessary technology.			<ul style="list-style-type: none"> <li>Health assessment will be completed electronically or on paper</li> </ul>
Instructional Programs <ul style="list-style-type: none"> <li>Teachers</li> <li>Teachers Assistants</li> <li>Teaching Aides</li> <li>Special Education</li> </ul>	Responsible for preparing lesson plans and educating students at all levels, assigning homework, grading tests, and documenting progress. Teachers must be able to	Provide lessons to in school and/or virtual students	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
School Resource Officer	Liaison between Warren County Sheriff's Office and the Johnsborg Central School District to provide security for the district's faculty, staff and students.	This person will come in to assist with various district needs as determined by Warren County Sheriff's Department and the Johnsborg Central School District	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
Nurse's Office	Provides technical assistance regarding health screenings, management of ill persons, Isolation areas, and day-to-day school health issues	This group will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>
Safety Specialist	Provides technical assistance on matters related to compliance with federal, state and local regulations.  Aids in the development of plans/programs and training.	This person will come in to assist with various district needs as required.	As deemed necessary  Remote or on-site	When on-site: <ul style="list-style-type: none"> <li>Sign in sheets will be used to track times entering and leaving</li> <li>Health assessment will be completed electronically or on paper</li> </ul>

Johnsburg Central School District – District-Wide School Safety Plan

Attachment 2 - Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff; staff and teachers	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors

Johnsburg Central School District – District-Wide School Safety Plan

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)	2x daily	2x daily	Custodial staff	
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces	
Shared equipment (e.g., hand tools, facilities equipment, groundskeeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectants.