



**GROTON CENTRAL SCHOOL**

**DISTRICT-WIDE**

**SAFETY PLAN**

Revised 7/2022

Approved by the Board of Education July 12, 2022

## 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 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-wide 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 are at risk for a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

Groton Central School District has had a district emergency plan in place for many years. In developing the District-wide School Safety Plan as required by Project SAVE, the plan has been reviewed for compliance with these requirements. The current district-wide plan, based upon the prior emergency plan, is written in the standardized format developed by the New York State Education Department. After revisions were completed, the plan was presented to the Groton Central School District Board of Education for adoption. The plan is updated as needed, and it is presented to the board of Education for their approval of the plan annually.

## SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Purpose

The Groton Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. The Groton Central School District Board of Education appointed a District-wide School Safety Officer and charged him with the development and maintenance of the District-wide School Safety Plan.

### B. Identification of School Teams

The Groton Central School District Board of Education appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the board of education, teachers, administrators, parent organizations, school safety personnel, and other school personnel. This team developed the District-wide School Safety Plan in a series of meetings held during the spring and summer and submitted the completed plan to the Board of Education.

The members of the team for the 2022-2023 school year are:

Margo Martin	Superintendent
Nicholas Darling	Facilities Supervisor
Billie Downs	District Administrator
Brian Kavanagh	Jr/Sr. High School Principal
Andrew Doane	Jr/Sr. High School Associate Principal
Kent Maslin	Elementary Principal
James Sedorus	Transportation Supervisor
Kelley Neville	Food Service Director
Robert Herman	Tech System Engineer
Dana Skinner	LAN Tech
Lorie Pitcher	School Nurse
Rayann Volbrecht	School Nurse
Adrienne Marquis	School Social Worker
Erin Pericozzi	School Psychologist
Kerin Schmid	School Counselor
Allyson Wilkins	School Psychologist
Dick Brecht	Teacher
Pete Amos	Teacher
Donna Davis-Howard	Teacher
Scott Weeks	Teacher
Sam Rose	BOE member

### **C. Concept of Operations**

The District-wide School Safety Plan has been developed based on the district's Emergency Management Plan. After the District-wide School Safety Plan was reviewed by the board of education, it was presented to the Building-level School Safety Teams as a basis for developing the Building-level Emergency Response Plans. Protocols reflected in the District-wide School Safety Plan have guided the development and implementation of individual Building-level Emergency Response Plans.

The District-wide School Safety Plan was based on the district's Emergency Management Plan. During development of the Emergency Management Plan, data had been collected regarding key elements of the plan, with input from school safety consultants at BOCES.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building Principal, who will activate the Building-level Emergency Response Team upon determination that an emergency exists. The principal or his or her designee will immediately notify the Superintendent of any emergency or violent incident and activation of the Building-level Emergency Response Team. The superintendent will activate the command post and take full charge of the incident, activating the District Emergency Management Team, if necessary.

Upon activation of the Building-level Emergency Response Team, the Superintendent will notify local emergency officials when appropriate. In the interest of speed in response to an emergency, the building principal or designee may request fire, ambulance, and/or police assistance while the superintendent is en route.

Groton Central School District has maintained working relationships with local, county, and state agencies which could offer assistance in time of emergency, including the Tompkins County Emergency Management Office, Tompkins County Mental Health Office, Tompkins County Sheriff's Department, New York State Police, Groton Fire Department, and American Red Cross. Through existing protocols, these agencies and others could supplement the resources available within the district.

### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment at least 30 days prior to its adoption. The public hearing provided for the participation of school personnel, parents, students, and any other interested parties. The public comment session continued until formal adoption of the plan

by the Board.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption or revision.

This plan will be reviewed periodically during the year and will be maintained by the Chief Safety Officer. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the central administration building and in each school's main office.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies**

#### *Program Initiatives*

The Groton Central School District recognizes the importance of open communication channels among students and between students and staff. The district also recognizes the importance of all students and staff having a reporting mechanism for potentially violent incidents. The district has a well-established community atmosphere that fosters this type of communication. To continue to improve communications between staff and students, all are encouraged to continue to form relationships of trust and mutual respect. Students who are concerned about violence or bullying may speak to any staff member about their concerns, and are encouraged to speak with the guidance counselor, school psychologist, or building principal regarding their concerns. At the discretion of the guidance counselor, social worker, school psychologist, or principal, a student forum to discuss violence and/or bullying may be initiated at any time.

Any student or staff member with a concern about a potentially violent incident must report the concern or suspicion to the superintendent, principal, guidance counselor, social worker, or school psychologist. Such reports will be kept confidential. Buildings will make appropriate arrangements for anonymous reporting of potential violence. When deemed necessary by the superintendent, the Crisis Response Team may be asked to assess the potential for a crisis in relation to any such report.

#### *Training, Drills, and Exercises*

At least once every school year, Groton Central School District will conduct a test of the emergency plans for sheltering and early dismissal, including transportation and communication procedures for all students and staff. Parents/guardians will be notified in writing at least one week prior to early dismissal drills. The Groton Central School District will also conduct a test of the lockdown procedures. These drills will take place throughout

each school year.

Upon notification of a sheltering drill, building principals shall direct pupils and staff to the designated assembly areas or to remain in classrooms as outlined in the Building-level Emergency Response Plans.

During an early dismissal or emergency evacuation drill, pupils will be released to their assigned buses when the buses are announced as available.

At least annually, the Crisis Response Team will conduct a tabletop exercise, which may be coordinated with local and county emergency response and preparedness officials. The Chief Safety Officer will continue to provide training in violence recognition, de-escalation, crisis intervention, and school safety procedures to all staff members during regular superintendent's conference days and during new employee orientation.

### *Implementation of School Security*

**Teachers will continue to perform *hall monitoring* duties during class change times at the secondary level.** The building principals and teachers monitor the arrival and departure of all students at bus times. Building principals also regularly monitor the lunch room with the assigned staff members. **At the elementary level, the classroom teacher escorts all students as a group to special classes, lunch, recess, etc. Teacher aides will continue to monitor recess activities at the elementary level.** The homeroom teacher will inform students of emergency procedures at the beginning of each school year.

**Visitors to school buildings within the district are required to be “buzzed in” to the vestibule area in each building, sign in at the main office and obtain a Visitor’s Pass before proceeding to any other office, classroom, or other area.** Visitors will be issued a pass identifying them as visitors. All staff members are expected to enforce this system and to refer any visitor without a pass to the main office. Visitors in violation of the procedure shall be asked to leave, with police notification by the building principal or designee if necessary.

If the building principal has reason to believe any visitor to the campus is in violation of the code of conduct, the principal may take action as described in the code of conduct.

Building principals will decide when and which doors are unlocked in each building and will designate one entrance as the entrance to be used by visitors. There are some security cameras but no formal hall monitors, etc. located in the hallways or outside the building, however, the Board may consider such at a future time.

### *Vital Educational Agency Information*

Information regarding school population, number of staff, transportation needs, and telephone numbers of key officials of each educational agency located within Groton Central School District is maintained in the administration building.

### **B. Early Detection of Potentially Violent Behaviors**

Groton Central School District will provide continued training in Bullying Prevention. Training may be provided by district personnel, BOCES personnel, community organizations, local, county or state emergency management or law enforcement agencies, or by any other means deemed appropriate by the superintendent and professional development personnel. The training may include 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, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

### **C. Hazard Identification**

Potential sites of emergency included herein have been identified using the previous district Emergency Management Plan. Other potential sites of emergency may be identified in cooperation with local emergency management agencies and/or BOCES and approved by the District-wide School Safety Team. When other potential sites of emergency are identified, the plan will be amended as the Board deems necessary.

- ***Natural Disasters***

*Severe Weather:* Analysis of weather patterns and previous disasters indicates that the highest likelihood of a natural disaster would be from a severe and sudden winter storm. Severe thunderstorms with high winds also have been known to cause significant damage in the area. Tornadoes and ‘microbursts’ have been recorded within Tompkins County and neighboring counties in recent years. Our schools could be impacted by these disasters by blocking transportation routes, causing loss of power and/or landline telephone communications, or damaging the buildings themselves.

*Flooding:* The Owasco Inlet is less than one eighth mile from the Jr./Senior High School campus. It has a history of flooding which could impact the school by cutting normal transportation routes. Flash flooding of several creeks in the area may also impact transportation. There is a moderate risk of damage (principally flooding) from hurricane path storms. In addition to transportation concerns, loss of power and/or landline communications could be a concern during a flood situation.

*Earthquake:* There is a moderate risk of damage from an earthquake, which could include damage to the buildings themselves, interference with normal transportation routes, or loss of power and/or landline communications.

- ***Man-made Disasters***

*Highways:* The Groton Central School Jr/Sr. High School (and District Office) complex is adjacent to NY State Route 38 and is approximately 2-3 miles from NY State Route 34B. There is some risk associated with toxic fumes or other leakage due to an accident on these highways.

*Railways:* There are no railways in the Greater Groton area.

- ***Civil Disturbances***

Groton Central School Buildings have as much likelihood of being attacked by a sniper, hostage taker, or bomb threat as any other institution that houses students from a variety of backgrounds.

- ***Other Disasters***

Fire, explosion, equipment failure, water line breaks, toxic substance release, or mass illness such as food poisoning could occur in any building. Therefore, these types of disasters are covered in the Building-level Safety Plans. General plans for some of these disasters are included herein as they relate to a district-wide emergency.

- ***Field Trips***

Should an emergency be encountered during a field trip, the bus driver will immediately contact the transportation office to report the incident. If contact cannot be made with the transportation office, the teacher, coach, or other person in charge will contact the Principal, or Superintendent. If the incident involves injury or death, it is the responsibility of the Superintendent to notify family members as soon as possible and to make any communications with the media.

- ***Business Travel***

Should an emergency be encountered while an employee is on business travel, the staff member will immediately contact the transportation office and the staff member will also immediately contact his/her supervisor. If the incident involves injury or death, it is the responsibility of the Superintendent or Emergency Management Coordinator to notify family members as soon as possible and to make any communications with the media.



## SECTION III: RESPONSE

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

In the event of a violent incident on school property, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration building and are as follows: New York State Police, 607-756-5604, and Tompkins County Sheriff's Dept. (607) 257-1345. **All other county emergency services are accessed by calling 911.** Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media by the Clerk of the Board. It is in operation at the time. Otherwise the media will be notified by telephone if available. If possible, parents will be notified using the district's digital voice and/or text systems in the event of an early dismissal or violent incident (if appropriate); however, parents are encouraged to be aware of media announcements and District Website regarding early dismissal. Prepared messages will be available to all media, as determined by the superintendent. Parents or guardians may be notified of a violent incident at school via letter home from the superintendent, if appropriate.

Local education agencies within the district will be notified by telephone and/or fax, if possible. In the event telephone service is out of order, other means of communication, including the use of a messenger, if possible, will be utilized. Other Communications Equipment:

1. The Weather Channel and NOAA Federal Updates.
2. Manually tuned, battery powered AM-FM commercial radio receiver at the command post, will be used to monitor emergency broadcast system announcements.
3. Radio receiver/transmitter capable of being set on school bus frequencies.
4. Scanner to monitor local emergency channels.
5. Hand held radios currently in use in different buildings and departments.
6. Cell phones.

#### *External Communications*

The Information Officer (Superintendent), in conjunction with the Emergency Management Coordinator shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO GROTON CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

*Family Notification*

In the event of an injury or death of Groton Central School District students or staff, family members shall be notified as soon as possible. Responsibility for notification:  
Superintendent and/or Emergency Management Coordinator

*Media Announcements*

Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

**B. Situational Responses**

*Chain of Command*

The superintendent has designated the following individuals to act in her/his absence in case of emergency:

First Designee	Kent Maslin, Elementary Principal
Second Designee	Brian Kavanagh , Jr/Sr. High School Principal
Third Designee	Nick Darling, Facilities Supervisor

*Multi-Hazard Response*

Following are the district's multi-hazard response plans for taking actions in an emergency. These plans are for emergencies that affect the district as a whole and supplement but do not supersede any Building-level Emergency Response Plans.

*Responses to Acts of Violence: Implied or Direct Threats*

**Any Groton Central School District employee or volunteer made aware of any threat of violence, whether direct or implied, by a student, staff member, or visitor while on school property will immediately report such threat to the building principal or his/her designee.** The building principal or designee may use de-escalation techniques, if trained, or call upon other trained staff to use de-escalation techniques. The building principal or superintendent may also take any necessary action as described in the Groton Central School District Code of Conduct.

Any student who is aware of any threat of violence, whether direct or implied, toward a student, staff member, visitor, or other person or persons, will immediately report such threat to a Groton Central School District staff member. The staff member will then immediately report such threat to the building principal as described above. If desired, the student may make such report anonymously.

### *Acts of Violence*

Any district employee or student who witnesses or is made aware of any act of violence by a student, teacher, other school personnel, or visitor upon any other person shall immediately notify the building principal.

The building principal may take intervening action to immediately isolate the area, if the situation warrants, and will determine the level of threat in consultation with the superintendent. If necessary, the principal may initiate a lockdown procedure.

The principal will refer to the district code of conduct and take any necessary action as soon as practicable. The principal may contact appropriate law enforcement agencies to report acts of violence in accordance with the code of conduct and after consultation with the superintendent.

### *Response Protocols*

In the event of an emergency, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration office. Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media and posted to the District's website by the Clerk of the Board. The media will be notified by telephone and by logging into the District's account on the media's website. If possible, parents will also be notified by the district's digital voice and/or text systems in the event of an early dismissal; however, parents are encouraged to be aware of media announcements and the District Website regarding early dismissal. Prepared messages will be available to all media, as determined by the superintendent. Parents may be notified of a violent incident at school via letter home from the superintendent, if appropriate.

### Other Communications Equipment:

1. The Weather Channel and NOAA Federal Updates.
2. Manually tuned, battery powered AM-FM commercial radio receiver at the command post, will be used to monitor emergency broadcast system announcements.

3. Radio receiver/transmitter capable of being set on school bus frequencies.
4. Scanner to monitor local emergency channels.
5. Hand held radios currently in use in different buildings and departments.
7. District cell phones.

In the event of an internal emergency that may endanger the health and welfare of students and staff, the superintendent has final discretion regarding appropriate responses. Such emergencies include, but are not limited to bomb threats, hostage takings, intrusions, and kidnappings. The superintendent may consult with the building principal, Emergency Management Coordinator, or other appropriate personnel in making the determination of how to respond. The superintendent may also consult with law enforcement or emergency response personnel. In the absence of the superintendent, the chain of command for emergencies will be followed.

#### *External Communications*

The Information Officer (Superintendent), in conjunction with the Incident Commander, shall issue all public communications, prepare news releases, and brief the media as appropriate. **NO GROTON CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.**

#### **C. Hazard Guidelines**

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The signal that an emergency exists at Groton Central High School is “LOCKDOWN” either over the P.A. system or from a recognized messenger. When the signal is received by a teacher or other staff member, the teacher or other staff member is to follow the protocol that has been established on the Emergency Response Card and await further instructions. If the fire alarm sounds after the signal is received, it is to be disregarded unless it is obvious to the staff member that there is immediate danger (fire or smoke in the room, etc.) by remaining in place. If the fire alarm sounds with no “LOCKDOWN” signal, all staff should follow the normal fire evacuation procedure.

#### **Operating Procedures for specific Crisis refer to Appendix 3**

#### **D. Evacuation Procedures**

Policies and procedures have been developed for the safe evacuation of students,

teachers, other school personnel, and visitors to the school in the event of a serious violent incident including:

#### *Evacuation*

- When the principal is present, he/she shall determine if evacuation is necessary. If evacuation is necessary:
  - Evacuation will be to the next closest Groton Central Building, if it is safe to do so.
  - The signal to evacuate will be by PA announcement or via messenger (Principal, nurse, or aide) to each room.
  - The custodian will sanitize the evacuation route, including areas around homes near the evacuation route.
  - Students, teachers, other school personnel, and visitors will exit the main entrance or proceed through the corridor to the receiving school.
  - Teachers will take attendance to assure everyone is accounted for.
  - The Principal will notify the Superintendent.
  - The district will notify parents as per the District-wide Plan.
- If the principal is not present during school, the principal's designee and/or custodian will implement the above plan.
- Before or after school hours when the principal is not present, the custodian will implement the plan. Evacuation will be to the next closest safe Groton Central Building. The person in charge of the activity (per the Use of Building Request) will assure that everyone is accounted for and stay with those evacuated and await instructions from the Superintendent (or her designee), Incident Commander, or other principal. Phone lines must be kept open for emergency purposes, so no outgoing phone calls will be permitted, except by district personnel. In the event there is no custodian or other responsible district employee present, the person in charge of the activity per the Use of Building Request will take appropriate action and immediately notify the principal or designee.

#### *Arrangements for Obtaining Emergency Assistance from Local Government*

In the event outside assistance is needed from local government emergency agencies, the superintendent, Emergency Management Coordinator, or designee will call 911 for fire or EMS response.

#### *Procedures for Obtaining Advice and Assistance from Local Government Officials*

When necessary, the superintendent or designee will contact the Tompkins County Emergency Management Coordinator at 607-257-3888 ( FAX: 607-266-8035) to obtain advice and assistance.

The district has identified resources available for an emergency from the American Red Cross, Groton Fire Department, Tompkins County Sheriff's Dept., and the New York State Police. An agreement with the American Red Cross and Groton Central Schools is updated annually. Red Cross services may be obtained by contacting the office at (607) 273-1900.

#### *District Resources Available for Use in an Emergency*

The district has at its disposal the physical facilities for use in an emergency. The facilities include three gymnasiums and two kitchens, as well as large lunchrooms in the Jr/Sr. High school, and the elementary school. The district stocks limited medical supplies in each of its two nurses' offices.

The district also has 18 buses, 3 vans, and 1 car.

#### *Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies*

When the Red Cross or Tompkins County requests use of Groton Central School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the superintendent or designee will approve such use. The Incident Commander and as many members of the Crisis Management Team as needed will staff the Command Post to coordinate activities and assist in communications.

The Chief Safety Officer or his designee will tour the portion of the building to be used with the Red Cross or county representative prior to occupancy to assess condition and inventory any equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

There are currently no volunteer Emergency Medical Technicians on staff. All school nurses and coaches are required to maintain basic first aid and CPR certifications and may be called upon in case of an emergency.

#### *Protective Action Options*

### Early Dismissal

Early dismissal may be considered as an option in the following circumstances:

- Flood Warning
- Severe Windstorm, Snowstorm, or Tornado Warning
- Fire
- Strategic Alert
- Post Disaster

Early dismissal should be used only if it is likely that all students will not reach their homes safely and be reunited with a family member or other responsible person. If a community-wide disaster is impending, it may be preferable to evacuate the students to a safe location where parents can pick them up. It may also be necessary to shelter in place during or following an emergency.

The decision for early dismissal rests solely with the superintendent, or his/her designee in the event the superintendent is unavailable.

Early dismissal will be announced on local media, and through the district's digital voice and/or text systems. The superintendent will notify the transportation supervisor immediately upon deciding to close school early. The transportation supervisor will summon all available drivers and may use emergency drivers as needed.

Building principals will remain at school until being notified by the transportation supervisor that all students have been returned home.

### Evacuation (Before, during, and after school hours)

In the event of an impending emergency, which may necessitate evacuation, the superintendent and Emergency Management Coordinator will closely monitor the situation and determine the level of threat.

If it is determined that an evacuation is necessary, all Groton Central School District staff licensed to drive school buses will be released to the transportation supervisor.

The decision for emergency evacuation shall be announced on the public address system, and any bus loading procedures that must be changed from the normal routine will be announced. The superintendent and Chief Safety Officer shall facilitate and supervise the rapid loading of school buses.

It may be appropriate to evacuate a school building in the event of fire, explosion, some toxic chemical releases, after earthquakes, or when ordered by law enforcement officers,

because of dangerous activity in the area. The signal to evacuate the buildings shall be as outlined in the Building-level Emergency Response Plan.

When released, all groups will evacuate the buildings as quickly as possible. Normal fire evacuation routes shall be used unless teachers are instructed otherwise. The first person through each exit door will hold or prop it open.

Teachers will be required to bring their class lists with them, assemble and count their students at the designated assembly areas. They will immediately notify the Command Post of any missing students.

Depending on the scope of the emergency, and the projections of likely safe areas, the initial designated gathering point for evacuated students and staff will be a rendezvous point. If the emergency is projected to extend for more than two hours, students will be transported to another school district for sheltering as advised by emergency authorities.

In the event of an evacuation, the clerical staff and the school nurse, and teacher shall be responsible for taking class lists, health records, medical supplies and parental release forms to the evacuation site. The school secretary shall be responsible for having parents sign releases to pick up their children from the evacuation site.

The emergency evacuation procedure as outlined on pages 11-14 will be followed.

No one is to reenter the building until an appropriate authority gives an “all clear”. In the event it is necessary to evacuate before or after school hours, the decision rests first with the superintendent, if present. If the superintendent is not present, the building principal may order evacuation. If there is no administrator present, the decision rests with the custodian. No activities should take place in any building without a custodian or administrator present.

Sheltering Sites (internal and external) The Groton Central School District has predetermined off-site evacuation locations which are to remain confidential.

Certain emergencies in the community may make it advisable for students and staff to remain in school beyond the end of the normal school day. The decision to shelter in place will be made by the Superintendent or Incident Commander. Students will normally remain in their classrooms, but groups may be taken to the libraries, gyms, or cafeterias. In the case of high winds and tornadoes, the gyms and cafeterias must not be used, and students should be prepared to move into the hallways marked for protective sheltering.

In case of such emergency, the principal shall give directions over the public address



system. Teachers removing students from their classrooms must take their class lists and accompany their students to the designated area.

Staff will stay with the students until formally relieved of their duties by their supervisor. Office staff will provide statements to parents and media outlets that has been generated by the Superintendent or her designee.

In the instance of extended sheltering-in-place, the Superintendent, or her designee, or if unavailable, the Incident Commander will notify the County Emergency Management Office and shall seek a declaration of emergency from the County Manager or the Town Supervisor so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources.

The Chief Safety Officer will then assume responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

The Groton Central School District has an agreement with the American Red Cross to use the District facilities to set up an Emergency Shelter. When the Red Cross requests use of Groton Central School buildings for such a shelter during an emergency, or when students from another school are evacuated to a school, the Emergency Management Coordinator and as many members of the Crisis Management Team as needed, will staff the Command Post to coordinate activities and assist in communications.

The Emergency Management Coordinator or his designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory any equipment present.

The manager of the cafeteria will be called in to supervise the use of the kitchen facilities. In the manager's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Coordinator and volunteers in assuring appropriate maintenance of the facility.

## **SECTION IV: RECOVERY**

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

The Building-level Emergency Response Team will respond first to any emergency upon

the activation of the Safety Plan by the Principal. The District-level Emergency Response Team (Crisis Management Team) will respond to any building upon activation of the Safety Plan by the Superintendent or Emergency Management Coordinator. The Crisis Management Team will take responsibility and control upon activation.

The Building-level Post-incident Response Team will assist the Crisis Management Team. The Crisis Management Team will formulate a critique for improvement of response to similar incidents in all buildings. A summary and critique will be shared with the Superintendent, Crisis Management Team, and District-level School Safety Team, and each Building-level School Safety Team.

## **B. Disaster Mental Health Services**

The Crisis Management Team takes responsibility for providing and coordinating disaster mental health services. The Chief Safety Officer will be the contact person for coordinating resources from other districts, BOCES, and county Mental Health Office services.