



Heuvelton Central School

District Wide Emergency Response Plan | 2025-26

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District-Wide Emergency Response Plan

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 of 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.

The Heuvelton Central School District has developed its safety plan based on the recommendations of [Project SAVE](#) with input from various stakeholders including: board members, administrators, teachers, support staff, community members, law enforcement and emergency responders.

The Heuvelton Central School District supports the SAVE Legislation, and intends to engage in an annual planning process and review of its School Safety Plan. The Superintendent of Schools encourages and advocates on-going District-Wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

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

Name	Title	Agency	Contact Information
Jesse Coburn	Superintendent	Heuvelton CSD	
Jill Farrand	PK-6 Principal	Heuvelton CSD	
Shannon Jordan	7-12 Principal	Heuvelton CSD	
Lacey Leroux	Assistant Principal/ CSE Chair	Heuvelton CSD	
Jonathan Putney	Athletic Director	Heuvelton CSD	
Kevin Gamble	Head of Building & Grounds	Heuvelton CSD	
David Basford	Transportation Director	Heuvelton CSD	
Sara Roberts	School Nurse	Heuvelton CSD	
Emily Murdock	School Nurse	Heuvelton CSD	
Andrew Bigelow	Technology Director	Heuvelton CSD	
Brett Bailey	Fire Chief	Heuvelton VFD	
Mike Hebert	EMS Captain	Heuvelton VFD	
Michelle McGaw	Board of Education Representative	Heuvelton CSD	
Barbara Lashua	Mayor	Village of Heuvelton	
Brock Tulley	School Resource Deputy	SLC Sheriff's Dept	
Al Spaman	DPW Supervisor	Village of Heuvelton	
Jennifer Gray	Teacher	Heuvelton CSD	
Mollie Ladouceur	PTA Member	PTA	
Vacant	Monitor	Heuvelton CSD	

C. Concept of Operations

- The District-Wide School Safety Plan is directly linked to the Building-level Emergency Response Plan, which was developed using the Building-level Emergency Response Plan Template developed and distributed by the New York State Safety Improvement Team. The School Safety Team worked in collaboration to assure that all aspects of the plan met the requirements of NYSED.

- In the event of an emergency or violent incident, the initial response to all emergencies at Heuvelton Central School will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and state resources will be contacted immediately for assistance if necessary.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), the District-Wide plan will be made available for public comment at least 30 days prior to its adoption.
- 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.
- This plan will be reviewed periodically and will be maintained by the District-Wide School Safety Team. A copy of the plan will be available at the district clerk's office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The district has in place programs and activities for improving communication among students and between students and staff, and reporting of potentially violent incidents, such as:

- Assemblies on non-violent conflict resolution training and anti-bullying programs
- Community-building activities (No Place for Hate, team-building, etc.)
- Restorative activities
- Safety programs:
 - Transportation Safety: Buster the School Bus
 - Hazard awareness, injury prevention, and EMS promotion: Andy the Ambulance
- Positivity Project K-12, Second Step
- Forums for students concerned with bullying or violence
- Internet-based reporting for the public via the school district website
- See Something link on all student chromebooks to report incidents & concerns
- InformaCast Emergency Response System, including panic buttons and staff phone access for emergency declarations via the public address system

The district has policies in place that address safety issues (see appendix):

- Athletic Safety Program Policy # 7420
- Bullying Policy # 7532
- Code of Conduct Policy # 3410
- Defibrillators Policy # 5683
- Dignity for All Students #7550
- Hazing Policy # 7533
- Internet Safety Instructions Policy # 8271
- Safety and Security Policy # 5680
- Safety and Conditions and Programs Policy # 8210
- School Bus Safety Program Policy # 5750
- Structural Safety Inspections Policy # 5630
- Student Safety Policy # 5680, #7530-7533, #8210
- Uniform Violent and Disruptive Incident Reporting System (VADIR) Policy # 3430
- Workplace Violence Prevention Program Policy #6190

Training, Drills, and Exercises

- All personnel shall be provided with training to comply with New York State “Right to Know” law and the Hazard Communication Standard.
- Emergency Response Plan will be reviewed with students and staff at the start of every school year.
- A minimum of twelve emergency drills will be conducted annually with at least four of them being lock-down drills. At least eight of the twelve drills will be completed by December 31st.
- At least one early go-home drill will be conducted annually
- Round table discussions by the Emergency Response Team will proceed and follow emergency drills to review and evaluate the procedures and preparedness of students and staff.
- Tabletop training exercises will be scheduled intermittently to help the safety leadership practice and prepare for emergency responses. Staff from St. Lawrence County Emergency Services will be invited to attend the exercises.
- Drills & training will be trauma-informed & developmentally appropriate, not include props, actors, or tactics to mimic a true emergency, and staff & students will be informed when a school is conducting a drill.

Implementation of School Security

In order to provide a safe environment for our students and staff, the following security measures have been put in place:

- Security Cameras for video surveillance have been installed: Interior and exterior cameras provide and archive video recordings for high-traffic and common areas. Cameras are accessed frequently to ensure functionality. Funds are allocated to replace cameras as they reach end of life.
- All staff members are made aware annually that physical and/or verbal threats to students/staff must immediately be reported to their direct supervisors for prompt

action. The supervisor must then inform the Superintendent, including any action taken, after learning of a threat.

- Occasional, random searches are conducted with the assistance of law enforcement officers and trained search dogs.
- The following procedures have been established for visitations to the school district and are published annually in the “Back to School” newsletter:

OFFICE SIGN-IN/SIGN-OUT:

Parents and visitors who wish to visit during the day will need to use the main office entrance as all other doors in the building including the lobby entrance will be locked for safety purposes during the school day. During school hours, the Main Entrance remains locked and visitors must be admitted by district staff. Visitors must sign in at the office and wear a visitor’s badge. This includes morning and end-of-the-day arrivals as well. It is critical that all visitors sign in at the office and wear a visitor’s pass while in the building regardless of the time of day or how long they plan on staying. The school district currently uses an electronic visitor monitoring system to record and track visitors to the building. It also cross-references visitor names with databases to identify individuals of concern (registered sex offenders, persons with restraining orders, etc.).

Students who arrive after the morning announcements or leave school before dismissal, will be signed in/out by an adult in the attendance office. Anyone picking up a child from school must be the custodial parent or an adult listed on the emergency card, or in the Student Management System as authorized to pick up the student. These cards are updated to avoid any confusion regarding the release of a student.

Parents who pick up their child before dismissal will report to the Main Office to sign out their child. Students leaving early will be called down to the main office while their parents wait for them in the Main Lobby or Office.

Parents who pick their child up at dismissal time are asked to follow the same procedure of waiting in the Main Office until their child meets them there. They may not enter the classroom hallways or wait outside a classroom to pick up their child.

Parents/guardians picking up elementary students via car in the parking lot must present proper identification and have approval to pick up the child prior to a student being released into their custody.

Releasing Students to Persons Other than a Parent/Guardian

Anyone picking up a student from school must be the custodial parent or an adult listed on the emergency card, or in the Student Management System as authorized to pick up the student.

A student shall be released to either parent if no custody information is available, as joint custody is the default custodial arrangement. If custody arrangements prohibit the release of a child to the noncustodial parent, official court documentation must be on file with the district.

A student shall be released to a person other than the parent/guardian only under the following conditions:

1. The parent/guardian has made a request in writing stating:
 - The first and last name of the person the student is being released to
 - Date and time of the release
2. The request must include a handwritten signature of the parent/guardian and provide a contact number to reach if the school has questions about the request.
3. Every effort should be made to notify the Main Office in a timely manner.
4. All notes should be sent to the receptionist as soon as possible.

In emergency situations permission for release to a person other than parent/guardian will be granted by telephone if the identity of the caller is verified as a parent/guardian. After the phone conversation, if the parent/guardian has access to the Internet he/she will be asked to email immediately the child's homeroom teacher, school receptionist and the building administrator confirming their request. If the parent does not have access to the Internet, the teacher and/or receptionist must notify the Building Principal of the parent's request.

Vital Educational Agency Information

The web based student information system houses current information on school population, the number of staff members, transportation needs, student/parent contact information, and class lists. Contact information (home addresses and phone numbers) of the employees of Heuvelton Central School and the SLL-BOCES staff housed within the district are updated annually in the staff personnel directory, which is distributed to employees by email and a paper copy. Court orders are also kept on file to alert staff to situations of concern (e.g. sole custody of a child where one parent is NOT permitted to pick up the child).

B. Early Detection of Potentially Violent Behaviors

Training is provided to employees on preparing for violent incidents and lessening their impact and in identifying early warning signs in students for early intervention/prevention strategies.

Efforts to increase school community awareness of safety, warning signs, and resources are ongoing. This includes signage and posters, and programming provided by school counselors, administrators, the school resource officer, and guest presenters.

A multi-disciplinary Behavioral Threat Assessment Team (the Behavior Intervention Team) exists to assess and manage potential threats to the school community, meeting on a weekly basis and involving stakeholders and outside agencies as needed.

C. Hazard Identification

Sites of potential emergency include: all school buildings, playground areas, the bus garage and athletic fields.

The district has developed a [Workplace Violence Prevention Program](#), to document and annually review incidents of workplace violence.

Section III: Response

A. Notification and Activation (Internal and External Communications)

- The district maintains a list of local law enforcement agencies which include: New York State Police and St. Lawrence County Sheriff's Department. The individuals authorized to contact the law enforcement agencies are the Superintendent, and designees, including the Principals, Assistant Principal, and the Head of Building & Grounds. In the event of imminent threat of harm, all staff are able to dial 911 from any district phone.
- The system established for informing all educational agencies within a school district of a disaster or an act of violence include:
 - Intercom
 - District Radio System
 - Telephone
 - Email
 - Local Media
 - NOAA Weather Radio
 - Parent Square, or similar mass notification system
 - InformaCast

In an event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take appropriate action.

- The procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal include Parent Square, School website, local television stations and radio stations.

B. Situational Responses

Multi-Hazard Response

The district's multi-hazard response plans for taking actions in an emergency include:

Shelter-In-Place: Used to shelter students and staff inside the building. Possible reasons for use:

- Threats of Violence

- Intruder
- Hostage/Kidnapping
- Explosive/Bomb Threat
- Natural/Weather Related
- Hazardous Material
- Civil Disturbance
- Biological
- Radiological
- Epidemic

Hold-In-Place: Used to limit movement of students and staff while dealing with short-term emergencies. Possible reasons for use:

- Outburst or behavioral disruption in hallway
- Medical emergency needing ambulatory services

Evacuate: Used to evacuate students and staff from the building. Possible reasons for use:

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

Lockout: Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. Possible reasons for use:

- Threats of Violence
- Intruder
- Hostage/Kidnapping
- Explosive/Bomb Threat
- Civil Disturbance
- Biological
- Radiological
- Gas Leak
- Epidemic

Lockdown: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. Possible reasons for use:

- Threats of Violence
- Intruder

- Hostage/Kidnapping
- Explosive/Bomb Threat
- Civil Disturbance

School Bus Accident:

Procedure for Bus Driver:

1. Call base by radio (if available). Give exact location of accident, along with information about severity, injuries and hazards. This information should be passed on to the responding emergency services (police, fire, ambulance).
2. Set parking brake; turn off ignition switch.
3. Remain calm and reassure passengers.
4. Be alert to the potential for fire or other hazards.
5. Use warning devices, such as reflectors, where applicable.
6. All passengers should remain in the vehicle unless fire or other hazardous conditions exist that warrant evacuation. In any event, it is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.
7. Protect the scene: Protect the passengers and vehicle from further accidents and injuries. Protect the scene from traffic and people so that evidence is not destroyed. Under normal circumstances, the vehicle(s) involved should not be moved until law enforcement personnel advise the driver to do so.

Procedure for General Operations:

1. Emergency services agencies (police, fire, EMS), if called, will take charge of the accident scene upon their arrival. A school district representative (the superintendent, or person designated by the superintendent to have decision- making authority) will be dispatched to the accident scene as soon as possible (distance and time permitting).
2. All injured and potentially injured persons (as determined by EMS personnel) will be transported to area hospitals. The on-scene emergency services personnel will determine the number of ambulances utilized and hospital destinations. Anyone not requiring an ambulance will be transported by additional school buses dispatched to the scene.

Responses to Acts of Violence: Implied or Direct Threats

The district's response responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school include the following types of procedure(s):

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact the appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the E
- initiate the lockdown procedure, and contact the appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The district's selection of appropriate responses to emergencies, such as responding to bomb threats, hostage takings, intrusions and kidnappings include:

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

Arrangements for Obtaining Emergency Assistance from Local Government

When assistance during emergencies from emergency services organizations and local government agencies are needed:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts the highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

When obtaining advice and assistance from local governments during countywide emergencies:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies:
 - o American Red Cross – 315-268-0102
 - o Fire Department – 315-344-2426
 - o New York State Police - 518-897-2000
 - o St. Lawrence County Sheriff's Department - 315-379-2222
 - o Grace Wesleyan Church (Pastor Ray Seldon 716.946.4210)
 - o St. Raphael's Church – 315-344-2383
 - o Picken's General Store as a refuge site (Dave Kingsley, 315-714-9250)
 - o St. Lawrence County Emergency Services, 315-379-2240

District Resources Available for Use in an Emergency

District resources available during an emergency include the Heuvelton Central School Building, the Heuvelton Central School Bus Garage and its bus fleet.

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

The district's procedures to coordinate the use of school district resources and manpower during emergencies, include the following officials authorized to make decisions and provide assistance during emergencies: Superintendent, PK-12 Principals, Assistant Principal, Head of Building & Grounds, Head of Transportation, and Counselors.

Protective Action Options

- School cancellation
 - Monitor any situation that may warrant a school cancellation. Decision maker: Superintendent. Designees: Head of Transportation, Pk-12 Principal, Director of Student Services, and Head of Building & Grounds
 - Make determination. Decision maker: Superintendent. Designees: Head of Transportation, Pk-12 Principal, Director of Student Services, and Head of Building & Grounds
 - Contact CSE Chairperson to contact remote programs hosting Heuvelton students.
 - Announce/Contact by ParentSquare, School website, School social media page(s), Television station: NEWS 10 NOW, WWNY Radio stations:
- Early dismissal
 - Monitor the situation. Decision maker: Superintendent. Designees: Head of Transportation, Pk-12 Principal, Director of Student Services, and Head of Building & Grounds
 - If conditions warrant, close school: Decision maker: Superintendent. Designees: Head of Transportation, Pk-12 Principal, Director of Student Services, and Head of Building & Grounds
 - Contact the Transportation Supervisor to arrange transportation.
 - Contact CSE Chairperson to contact remote programs hosting Heuvelton students.
 - Announce/Contact by One Call Now/ParentSquare, School website, Television stations: NEWS 10 NOW, WWNY.
 - Parents may make inquiries as to the situation by calling the Main Office.
 - Retain appropriate district personnel until all students have been returned home.
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat – Superintendent. Designees: Pk-12 Principal, Director of Student Services, Assistant Principal, and Head of Building & Grounds.
 - Contact Transportation Supervisor to arrange transportation
 - Clear all evacuation routes and sites prior to evacuation.
 - Evacuate all staff and students to pre-arranged evacuation sites.

- Account for all student and staff population. Report any missing staff or students to the Building Principal.
 - Make determination regarding early dismissal: Superintendent, Designees:Pk-12 Principal, Director of Student Services, Assistant Principal, and Head of Building & Grounds
 - If determination was made to dismiss early, inform parents by Parent Square or similar mass notification system, School website, School Facebook page, local television stations and radio stations.
 - Ensure adult supervision or continued school supervision/security.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate district personnel until all students have been returned home.
- Sheltering sites (internal and external)
 - Determine the level of threat – Superintendent/Incident Commander (PK-12 Principal, or Director of Student Services).
 - Determine location of sheltering depending on the nature of the incident.
 - Account for all students and staff. Report any missing staff or students to the designated party.
 - Determine other occupants in the building.
 - Make appropriate arrangements for human needs.
 - Take appropriate safety precautions.
 - Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
 - Retain appropriate district personnel until all students have returned home.

Section IV: Recovery

The Superintendent, or designee, is responsible for coordinating all recovery activities. Recovery operations that do not conflict with response operations will be initiated as soon as possible.

A. District Support for Buildings

Recovery of the facility begins with damage assessment and debris removal and continues until the affected area is returned to pre-emergency conditions. Recovery of the facility may be delayed until after the emergency/crisis has been successfully terminated.

In the event that an incident damages the school, the District will assess if it is necessary to:

- Identify alternate spaces within the school to serve as temporary sites if some functional areas are unusable during a repair/rebuilding stage.
- Locate an alternate facility or facilities to continue operations for a period of time.

The Superintendent will contact the St. Lawrence Lewis BOCES District Superintendent to identify remote site(s) along with all resources necessary to reestablish the school routine and

schedule as soon as possible. District Officials will work closely with insurers so that any disruption to the educational mission of the District is of short duration. The SLL-BOCES Cooperative Business Office will be contacted in a timely manner to assure that salaries and benefits continue.

B. Disaster Mental Health Services

Schools have a responsibility to ensure both the physical and mental safety of students. The District recognizes that a traumatic event could emotionally impact students and staff with long lasting effects. Therefore immediate attention will be given to crisis counseling using the District's available counselors. The Superintendent, Director of Student Services, or designee will determine the need for additional counselors from outside the District. School Counselors, working with Counselors from outside the district, as necessary, will begin counseling efforts as soon as possible during the recovery phase. St. Lawrence County and regional NYS resources may be contacted as needed.

Within 24 hours of the event, a parent meeting will be held to answer questions and address concerns. Counselors and Mental Health officials will address post-traumatic stress. Handouts on mental health issues and information on long-term mental health resources will be provided.

During the recovery phase the Heuvelton CSD will seek input from district stakeholders to reevaluate the district emergency preparedness and crisis response plan and make needed modifications and improvements to the plan. Surveys will be distributed for feedback from staff members, students, parents, community members, and agencies involved in the recovery. The Emergency Response Team will review and consider survey responses during the School Wide and Building Level Emergency Response Plans' annual review.

Appendix

This Appendix Includes:

- A. Relevant Heuvelton CSD Safety Policies are listed below. All policies are available for review at:
<https://4.files.edl.io/20c6/06/17/22/141237-d16a8a8c-6e65-493a-a211-a7c4fbfff90c.pdf>
The Policy Manual was recently revised and the current policies are being transferred to Board Docs, an online hosting platform. Both the old version and the new platform will be accessed through the school district webpage, www.heuvelton.k12.ny.us. Please contact the District Office if you need assistance accessing the most current version of any policy.
- Athletic Safety Program Policy # 7420
 - Bullying Policy # 7532
 - Code of Conduct Policy # 3410
 - Defibrillators Policy # 5683
 - Dignity for All Students #7550
 - Hazing Policy # 7533
 - Internet Safety Instructions Policy # 8271
 - Safety and Security Policy # 5680
 - Safety and Conditions and Programs Policy # 8210
 - School Bus Safety Program Policy # 5750
 - Structural Safety Inspections Policy # 5630
 - Student Safety Policy # 5680, #7530-7533, #8210
 - Uniform Violent and Disruptive Incident Reporting System (VADIR) Policy # 3430
- B. [Pandemic Response Plan:](https://docs.google.com/document/d/1YAEJdtCeuunA9B9MvWqIm72RhGbT0XaaRbXskkMcf9A/edit?usp=sharing)
<https://docs.google.com/document/d/1YAEJdtCeuunA9B9MvWqIm72RhGbT0XaaRbXskkMcf9A/edit?usp=sharing>
- C. School Reopening During a Pandemic:
https://drive.google.com/file/d/1P76aQ_Bjkosh8dv7zGnwozh23lPy4cLa/view
- D. [Remote Learning Plan](#)
- E. [Workplace Violence Prevention Program \(WVPP\)](#)
As of 2024-25, the Workplace Violence Prevention Program will be integrated into the District Wide Emergency Response Plan.

In 2006, New York State enacted legislation requiring employers to develop and implement programs to prevent and minimize workplace violence and help ensure the

safety of public employees. On September 6th, 2023, the Governor signed legislation to extend this requirement to public schools, which was previously covered under the education law school safety plans.

Among other requirements, Section 27-b requires every public sector employer to:

1. Conduct a risk assessment of its worksites to identify and address any existing risk factors that may increase the possibility of workplace violence;
2. Provide training for all employees, which informs them of the risk factors that may be present in their workplace(s), measures they can take to protect themselves from these risks, and the steps the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, and use of security alarms and other devices; and
3. For employers with 20 or more full-time employees, develop and implement a written workplace violence prevention program that lists the risk factors and the methods the employer is using to prevent violence and minimize or eliminate identified hazards.