

Weedsport Central School District

District-Wide School Safety Plan

Pursuant to Commissioner's Regulation 155.17

Adopted: August 22, 2016 | Revised for the 2026–2027 School Year

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School 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 coordination with local and county resources.

The District-Wide plan is responsive to the needs of all programs within the district and is consistent with the more detailed emergency response plans required at the school building level. School districts face a wide variety of risks, including acts of violence, natural disasters, and technological hazards. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort addressing risk reduction/prevention, response, and recovery. The Weedsport Central School District fully supports and maintains this legislation through regular, ongoing review and updates.

TABLE OF CONTENTS

- **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**
 - A. Purpose
 - B. Identification of School Teams
 - C. Concept of Operations
 - D. Plan Review and Public Comment
- **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**
 - A. Prevention/Intervention Strategies
 - Program Initiatives
 - Training, Drills, and Exercises
 - Implementation of School Security
 - Vital Educational Agency Information
 - B. Early Detection of Potentially Violent Behaviors
 - C. Hazard Identification
 - D. Construction and Capital Project Safety
- **SECTION III: RESPONSE**
 - A. Notification and Activation (Internal and External Communications)
 - B. Situational Responses
 - Multi-Hazard Response
 - Responses to Acts of Violence: Implied or Direct Threats
 - Acts of Violence
 - Response Protocols
 - Arrangements for Obtaining Emergency Assistance from Local Government
 - District Resources Available for Use in an Emergency
 - Procedures to Coordinate School District Resources and Manpower During Emergencies
 - Protective Action Options
- **SECTION IV: RECOVERY / REUNIFICATION**
 - A. District Support for Buildings
 - B. Disaster Mental Health Services
 - C. Reunification
- **SECTION V: SUDDEN CARDIAC ARREST PREPAREDNESS**
- **SECTION VI: REMOTE INSTRUCTION PLAN**

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

The Board of Education has appointed a District-Wide School Safety Team consisting of representatives from the school board, faculty, administration, law enforcement, fire service, school safety personnel, and other school staff.

District-Wide School Safety Team Roster

Members Name	Position/Affiliation
Gregory Stone	Superintendent of Schools
Melinda Ervay	Assistant Superintendent of Instruction/Middle School Principal
Sherri Monell	Director of Special Education/High School Principal
Nicole Kulikowski	Elementary Principal
Max Appleby	Director of Facilities
Amy Nemec	Transportation Supervisor
Brandy Quigley	School Resource Officer
Patrick Piascik	Director of Recreation and Public Relations
Sara Stark	Elementary School Nurse
Teneka Harmon	Elementary Special Education Teacher
Jessica Bradtke	School Counselor
Jeanette Rosenburg-Smith	School Counselor

C. Concept of Operations

- **Standard Operating Procedures:** General protocols reflected in this District-Wide School Safety Plan guide the development and implementation of Building-Level Emergency Response Plans. The safety plan sets forth general procedures to be adhered to at each school.
- **Stakeholder Involvement:** Key internal and external stakeholders are involved in creating and revising the plan to leverage local operational knowledge and emergency management expertise.
- **Initial Response:** In the event of an emergency or violent incident, the initial response at an individual school will be handled by the **Building Emergency Response Team (BERT)**.
- **Activation & Notification:** Upon BERT activation, the Superintendent of Schools or their designee will be notified. Where appropriate, local emergency officials will be contacted. Local efforts may be supplemented by county and state resources.

Chief Emergency Officer

Gregory Stone, Superintendent of Schools, serves as the Chief Emergency Officer. Responsibilities include:

- Coordinating communication between school staff and first responders.
- Ensuring widespread understanding of the District-Wide safety plan.
- Ensuring the completion and timely amendment of all Building-Level Emergency Response Plans.

D. Plan Review and Public Comment

- **Public Comment Period:** Pursuant to Commissioner's Regulation Section 155.17(e)(3), this plan will be made available for public comment at least 30 days prior to its formal adoption.
- **Public Hearing:** The plan may be adopted by the Board of Education only after at least one public hearing providing for the participation of school personnel, parents, students, and other interested parties.
- **Submission of Plans:** Full copies of the plan and any amendments will be submitted to the New York State Education Department (NYSED) within 30 days of adoption. Building-Level Emergency Response Plans will be shared securely with the New York State Police and the Cayuga County Sheriff's Department.
- **Annual Review:** This plan is reviewed periodically and maintained by the District-Wide Safety Team. The required annual review must be completed on or before September 1 of each year.
- **Public Access:** A copy of the district-wide plan is maintained publicly on the district website.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Improving school culture, climate, and communication substantially enhances the district's ability to prevent negative events. When prevention is not possible, the district relies on clear intervention strategies to reduce risk and minimize impact.

Program Initiatives

The district implements programs that improve school climate and encourage the reporting of dangerous, suspicious, or violent behaviors:

- **CHAD** (Drug and Alcohol Awareness and Prevention Program).
- Comprehensive health curriculum modules.
- Social and psychological counseling services (e.g., conflict resolution, social skills, grief/coping counseling).
- Principal and guidance counselor classroom visitations regarding student conduct guidelines.
- Staff presentations on identifying and assisting high-risk students.
- Clear referral pipelines for students and staff to guidance counselors or administration.
- Management strategies supporting a safe learning environment (e.g., community involvement, mentoring programs, and strategic scheduling to minimize conflict).

Training, Drills, and Exercises

- **Annual Training:** Multi-hazard school safety training is provided annually to all staff and students. Staff training is conducted at the beginning of the school year.
- **Drills:** The district conducts regular exercises to test Building-Level Emergency Response Plans. Tabletop exercises with local and county emergency officials may be utilized when live drills are impractical.

- **Minimum Mandated Drills:** At a minimum, **eight (8) evacuation drills (fire drills)** and **four (4) lockdown drills** are conducted each school year.
- **Early Dismissal Drill:** An annual early dismissal drill will occur, dismissing students no more than 15 minutes earlier than normal. Parents and guardians will be notified in writing at least one week in advance, and full transportation/communication protocols will be tested.
- **System Testing:** Emergency lighting systems are tested annually to verify functionality without electricity.

Implementation of School Safety

- **Routine Precautions:** All staff must immediately report any safety or security observations to their building principal. Staff are instructed to always err on the side of safety; no detail is too small or inconsequential.
- **Limited Access:** To secure buildings, the fewest exterior doors necessary for normal operations remain unlocked during regular hours (e.g., morning arrival), and these must be actively monitored. All entrances are securely locked shortly after the instructional day begins.
- **Visitor Access Control:** Primary entrances utilize an audio/video electronic visitor access control system to screen and approve visitors before entry.
- **Keyless Electronic Entry:** Authorized personnel utilize programmed proximity ID cards for access at designated days, times, and entrances. The system automatically locks/unlocks doors to accommodate arrival, dismissal, and after-school events.
- **Staff Photo ID Badges:** All employees must display their photo ID badges at all times while on district property.
- **Visitor Policy:** Unannounced visitors observed without proper identification (visitor pass or note) will be approached by staff to inquire about their business, or the main office will be contacted immediately.
- **Student Sign-Out Procedures:** Staff verify that only authorized individuals (as documented in *SchoolTool*) are permitted to sign out students. Photo ID is required if the person is unknown to staff.
- **Video Surveillance:** Digital video surveillance systems monitor, deter, and record activity in high-use, vulnerable, or chronic-concern areas.
- **Fire Alarm Systems:** Fire detection alarms are linked directly to a central monitoring station and tested regularly per NYSED regulations.

Vital Educational Agency Information

The district maintains general business and home telephone numbers for key officials of each educational agency located within the BOCES service area.

B. Early Detection of Potentially Violent Behaviors

- **Professional Development:** Violence prevention and early recognition training are integrated into all phases of staff professional development.
- **Community Resources:** Informative materials (brochures, newsletters, website updates) regarding early detection are made available to the school community.
- **Reporting:** Students, parents, and staff are encouraged to report conflicts, threats, or troubling behaviors to administrators to ensure timely investigations. This communication may extend to the Safety Team, law enforcement, and mental health professionals within legal boundaries.
- **Workplace Violence:** The district strictly adheres to the New York State Workplace Violence Prevention Program as prescribed by the NYS Department of Labor.

C. Hazard Identification

Potential emergency sites assessed by the School Safety Team include all school buildings, playgrounds, properties adjacent to schools, buses, and off-site field trip locations. Unique hazards are documented confidentially within the Building-Level Emergency Response Plans.

D. Construction and Capital Project Safety

During construction or capital projects, the Superintendent, Director of Facilities, and the construction manager ensure student and staff safety. Measures include worker background checks, maintaining code-compliant emergency egress routes, and notifying occupants of building changes. A safety committee (including the Director of Facilities, Superintendent, architect, construction manager, and contractors) meets as needed to monitor safety and address health or safety complaints.

Section III: Response

A. Notification and Activation (Internal & External Communications)

- **Law Enforcement Contacts:** Incident Commanders are authorized to establish immediate contact with law enforcement during a violent incident. The district maintains an updated contact list of local agencies.
- **Inter-Agency Communications:** Forms of emergency communication include telephone, email, district radio systems, NOAA weather radios, the district website, intercom/PA systems, and local media.
- **Parental Notification:** The district utilizes the *School Messenger System* to contact parents, guardians, or persons in parental relation during violent incidents, emergencies, or early dismissals.

B. Situational Responses

Multi-Hazard Response

In a catastrophic emergency (e.g., fire, building collapse), **evacuation and the preservation of life are the sole considerations**. Standard administrative operational lines of authority or protocols may be bypassed to ensure immediate safety.

Response variables considered by the Building Emergency Response Team (BERT) include time of day, weather, student age, student location, emergency responder arrival times, and available transport/personnel. The Superintendent of Schools serves as the **Incident Commander** during initial emergency responses. If unavailable, a Designated Alternate assumes full authority. The immediate objective is to contain and manage the incident until outside emergency responders arrive.

Contacting **9-1-1** automatically activates the county and local coordinated delivery system under Article 2-B of the Executive Law. Building-Level Emergency Response Plans detail these specific hazardous event actions and are kept legally confidential from the public.

Incident Command System (ICS) Chain of Command

Consistent with CR 155.17(c)(2)(v), the district's structural chain of command is organized as follows:

ICS Role	Description	Primary Contact	Alternate Contact
Incident Commander	Directs incident operations; establishes immediate safety priorities; interfaces with first responders.	Superintendent	Assistant Superintendent for Instruction
Public Information Officer	Serves as the liaison between the district and the media/public; coordinates information release.	District PR/Information Coordinator	Superintendent / Assistant Superintendent
Liaison Officer	Acts as the central point of contact for administrators; coordinates cooperating agencies.	Director of Facilities	Superintendent's Secretary
Safety Officer	Identifies/mitigates hazards for staff and students; monitors ongoing safety conditions.	School Resource Officer	Building Principals
Operations	Coordinates student supervision; manages evacuation plans; maintains contact with ICS Commander.	Building Principals	N/A
Planning	Collects and documents school data; provides operational input to Commander and Operations.	Director of Facilities	Assistant Superintendent of Instruction
Logistics	Coordinates temporary sheltering and off-site transportation for staff and students.	Transportation Supervisor & Director of Facilities	N/A
Finance	Manages all financial and administrative cost aspects of an active incident.	Business Manager	N/A

Responses to Acts of Violence: Implied or Direct Threats

Policies and detailed protocols for responding to implied or direct threats of violence (including suicide) by students, staff, or visitors are housed in the Building-Level Plans. General applicable procedures include:

- Utilizing staff trained in de-escalation strategies to diffuse volatile situations.
- Immediate notification of the Director or Building Principal.
- Collaborative threat level determination with the Superintendent or Designee.
- Contacting local law enforcement agencies as required.
- Active situational monitoring and adjustment, including deploying the Emergency Response Team.

Acts of Violence Procedures

If an overt act of violence is committed by any student, teacher, staff member, or visitor, the district may execute the following:

- Determine threat level with the Superintendent or Designee.
- Isolate the immediate area and evacuate occupants if safe to do so.
- Inform the Director or Principal immediately.

- Initiate lockdown procedures and contact 9-1-1/law enforcement.
- Monitor the situation, adjust responses, and implement early dismissal, sheltering, or evacuation as necessary.

Response Protocols (Examples)

The district maintains detailed protocols for specific hazards (bomb threats, hostage-taking, intrusions, and kidnappings) within Building-Level Plans, outlining:

- Clear identification of incident decision-makers.
- Safeguarding plans for students and staff.
- Transportation and evacuation routing.
- Parent and media notification procedures.
- Post-incident debriefing protocols.

Arrangements for Obtaining Emergency Assistance from Local Government

To obtain immediate assistance from emergency services and local government, officials will call **9-1-1**. Additional direct organizational support is coordinated through:

- Cayuga County Sheriff's Department
- New York State Police
- Weedsport Police Department
- Weedsport Fire Department
- Cayuga County Emergency Management Office

District Resources Available for Use in an Emergency

Available district assets include all district-owned vans, trucks, heavy equipment, and utility vehicles. The district also maintains an arrangement with the Town of Brutus Highway Department to request additional heavy equipment and municipal resources if needed. The Incident Command System (ICS) will be used to manage and coordinate all manpower and equipment allocations.

Protective Action Options

Building-Level Plans account for specific triggers and operational plans for school cancellation, early dismissal, evacuation, and sheltering.

Section IV: Recovery and Reunification

A. District Support for Buildings

Following an incident, the **District Crisis Plan** will be initiated by the appropriate emergency response team level. Necessary operational resources will be immediately deployed to support both the Building Emergency Response Team and the Post-Incident Response Team.

B. Disaster Mental Health Services

Mental health, grief, and trauma services will be systematically deployed and addressed using the specialized components outlined within the District Crisis Plan.

C. Reunification

Dedicated **Reunification Teams** are designated for each instructional building to facilitate the organized, safe, and accountable reunification of students with their families following an evacuation or emergency event.

Section V: Sudden Cardiac Arrest Preparedness

Cardiac Emergency Response Plan (CERP)

In compliance with Education Law §2801-a(n) (**Desha's Law**) and Public Health Law §917, the Weedsport Central School District has established this Cardiac Emergency Response Plan (CERP) to ensure a prompt, coordinated, and effective response to sudden cardiac arrest (SCA) or life-threatening cardiac emergencies on school grounds or at school-sponsored events, including athletic programs.

Policy Statement

The district maintains a district-wide CERP aligned with the American Heart Association's (AHA) evidence-based core elements. This plan is reviewed annually by the District Safety Team and approved by the Board of Education. Each instructional building must maintain a venue-specific CERP annex conforming to these standards, following the NYSED functional annex format requirements for Building-Level Emergency Response Plans.

Core Components

- **Cardiac Emergency Response Team (CERT):** Each building will establish a CERT comprising a minimum of **5 trained responders or 10% of total building staff**, whichever is greater. Defined roles include CPR provider, AED retriever, 911 caller, EMS liaison, and crowd control.
- **CPR/AED Training Requirements:** The District-Wide School Safety Team provides first aid, CPR, and AED training for relevant staff, explicitly including members of the building-level emergency response teams.
- **AED Placement and Maintenance:** Automated External Defibrillators (AEDs) must be strategically located to allow retrieval and deployment **within 3 minutes** from any location on campus. They must be clearly marked, unlocked during all public events, and maintained per manufacturer guidelines. Inspection and maintenance logs are kept at each building with the Safety Coordinator, and records are centrally managed by the Facilities Department.
- **Communication Protocols:**
 - *Internal:* Rapid CERT activation and immediate role assignment.
 - *External:* Immediate EMS activation (9-1-1 call) and structured coordination with incoming responders.
- **Practice Drills:** Each building must conduct **at least one annual CERP drill**, which includes physical AED retrieval, CPR initiation, and the timed measurement from collapse recognition to AED application (with a strict target goal of 3 minutes or less). Drill performance must be documented in after-action reports.
- **Continuous Improvement:** Post-incident/debrief updates will be integrated into the procedures during the annual review. An **After-Action Report must be completed within 24 hours** of any real cardiac emergency or practice drill and forwarded to the Safety Team for formal review.

EMS Coordination

The District Safety Team and building administrators coordinate directly with local EMS provider networks at least annually to integrate CERP procedures into local community responder protocols. This annual coordination includes sharing updated AED location maps, building site access points, and any shifts in building layouts or CERT personnel.

All formal CPR/AED staff training records are maintained within each respective Department's Office.

Section VI: Remote Instruction Plan

The district's comprehensive Emergency Remote Instruction Plan is maintained as an operational annex to guarantee academic continuity during unexpected facilities closures or multi-day emergency events.

[Click Here to Access the Weedsport CSD Remote Instruction Plan](#)