

# Tupper Lake Central School District-Wide

## SCHOOL SAFETY PLAN

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Tupper Lake Central School District  
DISTRICT-WIDE  
SCHOOL SAFETY PLAN

# Commissioner's Regulation 155.

## **Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York enacted ProjectSAVE. ProjectSAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to the variety of emergencies that can and do occur in schools.

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

### **A. Purpose**

The Tupper Lake Central School District School-wide Safety Plan was developed pursuant to Education Law 2801-a and Commissioner's Regulations 155.17. At the direction of the Tupper Central School District Board of Education, the Superintendent of Tupper Lake Central School District will appoint a District Safety Committee and it will be charged with the development and maintenance of the District-wide Safety Plan.

### **B. Identification of School Teams**

The Tupper Lake Central School District will appoint a District Safety Committee. This committee will develop and maintain the District-wide Safety Plan, meeting periodically to review issues pertaining to district-wide safety; meeting in the event of an emergency to implement the District-wide Safety Plan; and meeting after an incident to evaluate the implementation of the plan. Committee members will be notified and their roles defined at the beginning of each school year.

Membership on the District Safety Committee will change from school year to school year and will include representatives of teachers, administrators, parents, other school personnel, students, local law enforcement officials, and local emergency response agencies. A listing of the members for the current school year is included in [Appendix A](#) of this document. Currently this list is only the school administrators as this committee is being re-established.

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

The District-wide Safety Plan will be directly linked to the individual Building-Level Emergency Response Plans for each of the two school buildings. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of the individual Building-Level Emergency Response Plans.

The initial response to all emergencies at Tupper Lake Central School District will be by the Superintendent of Schools, or designee, who will immediately notify the Building Principals and other members of the administrative team. Local emergency officials will also be notified. The Superintendent of Schools will then activate the District Safety Committee and/or Building-level Safety Teams, as appropriate. Village and state resources may supplement efforts through existing protocols.

To ease communication, a district staff directory will be developed. The directory includes staff names, addresses, and telephone numbers. In addition, each of the two school buildings

will create a building telephone tree that includes home telephone numbers, and when available, cell phone numbers. In most cases, ParentSquare will be used to notify staff and parents of important information in the event of an emergency. Recipients will receive a voice call, text message and/or email message.

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

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The plan was formally adopted by the Board of Education on September 17, 2024, and only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties.

The District-wide School Safety Plan will be reviewed by June 15th of each year by the District Safety Committee. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the District-wide Safety Plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow for the 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students, and other interested parties prior to Board adoption. All plans should be adopted by the Board of Education no later than September 1st.

The Superintendent of Schools shall be responsible for posting the District-Wide School Safety Plan on the district's website. Each Building Principal shall be responsible for filing selected information from the Building-Level Emergency Response Plan through the New York State Education Department Business Portal within 30 days after their adoption, but no later than October 15th of each year. Critical information, including phone numbers and building maps, is then shared with all law enforcement agencies through this portal.

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

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

The District continues to investigate and develop various strategies regarding violence prevention and intervention. The following strategies are just some that are used in either or both of our elementary and middle-high school:

- Systems of Care Grant - in-house counseling, family/care coordinator, community connections
- Citizen Advocates - in-house counseling
- Mentor Groups
- Citizen of the Month Program
- Maintain relationships with Social Services and the Office of Probation
- Active student groups - Middle School Student Council, High School Student Council, Green Team, Student Government
- Numerous extracurricular offerings including athletics at both buildings to keep youth productively engaged outside of school hours
- Close relationships with the Department of Social Services, Child Protective Services, Franklin County Probation Department, and the New York State Police Department and Village of Tupper Lake Police, Fire and Rescue Departments
- Student Support Teams in both schools identify students at risk and recommend appropriate academic, social, and emotional interventions and supports
- Functional Behavioral Assessments teams collaboratively identify the function of behaviors and design behavioral intervention plans
- Schoolwide expectations and positive behavioral supports
- Threat assessment training in collaboration with local and state law enforcement
- SAEBRS used to identify social, academic and emotional concerns
- Response to Intervention and Multi-Tiered Systems of Support

## **B. Training, Drills, and Exercises**

### **1. Multi-Hazard School Safety Training**

- The District Safety Committee will review the District-wide Safety Plan during the first meeting of the school year.
- When faculty and staff gather for the first time at the beginning of the school year, the Superintendent and/or principals will review key aspects of the District-wide Safety Plan as well as the five emergency responses.
- At the September faculty meeting, the school nurse in each building will provide training for the faculty and staff in Epi-Pen administration as well as in the management of the diabetic and epileptic students.
- The school nurses will provide additional training for teachers who have students with other specific medical needs.
- Each school year, all staff will receive training in Mental Health Awareness and Violence Prevention. In addition, the Suicide Protocol will be reviewed at the same time.
- School psychologists, school social workers and counselors will use the Columbia Suicide Severity Rating Scale (C-SSRS) and will review protocols during the month of September each year.
- In the future, an Emergency Response Plan Folder (color to be determined) will be distributed to all staff and kept in every classroom, office, and common area in both school buildings, the annex, and bus garage. The quick reference sheets will have simple directions for the five emergency responses: Evacuation, Hold in Place, Shelter in Place, Lockout, and Lockdown.
- During some monthly faculty meetings, faculty members will be given an emergency scenario to discuss in relation to the Building-Level Emergency Response Plan.
- All students and staff members will receive Dignity for All Students Act training Annually.
- At least once a year, the nurses will provide Concussion Awareness & Management training for staff.
- At least once bi-annually, the village police chief or designee will be in attendance to review emergency procedures with staff, debrief completed drills, and answer questions from faculty and staff members.
- First Aid, CPR and AED training will be offered to school staff and all coaches at least once each school year.



- All staff will receive training on Right to Know, Bloodborne Pathogens, and Sexual Harassment each year.

## **2. Drills and Other Exercises**

- Each school building will conduct twelve evacuation drills each year. Eight of these drills will occur prior to December 1st of each school year. Exits will be periodically blocked in a culturally responsive manner to test secondary evacuation routes during evacuation drills.
- Each school building will conduct at least four culturally responsive lockdown/shelter-in-place drills during the school year, as well as one emergency evacuation drill, or one shelter in place drill, each year. In addition, a series of tabletop drills will be conducted biannually by the District Safety Committee and/or Administrative Team.
- All drills will be conducted in a trauma-informed, developmentally and age-appropriate manner.
- All drills and training will not include props, actors simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency.
- Students and staff will be appropriately informed when a school is conducting a drill.
- If Tupper Lake Central School District decides to participate in full-scale exercises in conjunction with local and state emergency responders and preparedness officials, exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. Such exercises will not include students.

## **3. Hiring and Screening of Employees**

- Any and all employees hired after July 1, 2001, who will have direct contact with students will be fingerprinted.

## **C. Implementation of School Security**

Interior and exterior video surveillance cameras have been installed at all locations in the District. If a threat is determined via this means, protective actions such as lockdown, evacuation, or sheltering of the school population may be initiated.

In both buildings, all exterior doors are locked once the school day has begun. Staff members have been provided with electronic access cards. Visitors to the school buildings must be buzzed in by main office personnel.

All visitors to the school building are required to sign in the main office. Visitors must wear a visible visitor's badge.

All school staff have been issued a photo identification card.

The School Resource Officer will assist in emergency response and educating our school community on security measures.

## **D. Vital Educational Agency Information**

At the beginning of each school year, the District Clerk, in collaboration with the enrollment secretary and the Director of Transportation provides each administrator and supervisor with a summary of the following information: school population, number of staff, transportation needs, and business and home telephone numbers of key officials of each educational agency. **This information for the current school year can be found in Appendix B.**

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

The Tupper Lake Central School District recognizes that it is not always possible to predict behavior that will lead to violence. However, educators and parents, and sometimes students can recognize certain early warning signs.

Tupper Lake Central School District staff will be trained to recognize these early warning signs. When early warning signs are present, the following procedures will be followed:

- School staff members who detect early warning signs will bring the student to the attention of the Building Principal.
- If the threat is imminent, the Building Principal will immediately establish and maintain contact with the student. If the student is in school, he/she will be brought to an area where he/she can remain under surveillance using Therapeutic Crisis Interventions for Schools (TCIS). TCIS helps create a trauma-sensitive environment where students feel safe. If the student is not in school, the student's parent(s) will be notified. If the parent(s) cannot be reached, the Village or NYS Police will be notified.
- The Building Principal will assemble the Threat Assessment Team.
- The Threat Assessment Team will conduct a threat assessment.
- In situations where students present threatening behaviors, parents will be informed immediately. When warranted, the student will be referred to a mental health counselor.
- Under the following circumstances, the Therapeutic Crisis Intervention for Schools (TCIS) Team may be contacted, and the student may be referred to the Emergency Psychiatry Services:

- When a child is a substantial risk of physical harm to the person as manifested by threats or attempts at suicide or serious bodily harm or other conduct demonstrating that the person is dangerous to themselves.
  - When a child is a substantial risk of physical harm to other persons as manifested by homicidal or other violent behaviors (which may include but not limited to causing physical harm to any person or the environment) by which others are placed in reasonable fear or serious physical harm.
  - When a child is refusing or unable to meet his or her essential needs for food, shelter, clothing or health care, provided that such refusal or inability is likely to result in serious harm if there is not an immediate hospitalization.
- In rare cases, a Pickup Order may be issued. A pickup order is a legal document giving law enforcement the legal authority to bring a person into the hospital for a mental health evaluation with probable admission. A pickup order may only be issued by a Physician, Licensed Psychologist, Psychiatrist, Registered Nurse, Police Officer, or Parent/Legal Guardian.

## **F. Hazard Identification**

Once every three years a building safety audit will be conducted in conjunction with the Village or New York State Police. Once the audit is complete and appropriate photographs have been taken, the Building-Level Safety Team will review the results and develop a plan for addressing deficiencies. A memo to the Supervisor of Building and Grounds will be drafted to include any maintenance issues that should be addressed as a result of the Audit.

Twice a year, the Superintendent of Schools will conduct building tours. The Building Principals, School Business Manager, Supervisor of Buildings and Grounds, day custodians and maintenance workers will participate in the tour. Safety issues will be noted and addressed.

Custodial and maintenance staff will begin to carry two-way radios; staff who take students outside the building for recess or physical education classes will carry two-way radios as well. All classrooms are equipped with telephones and public address systems. Any school personnel who identifies a potential threat can initiate an emergency response by using the Page function on a school phone or by notifying the main office of the threat.

Carbon monoxide detectors have been installed in appropriate locations throughout the school buildings. At the civic center, carbon monoxide detectors are wired directly into the fire alarm system.

## **Section III: Response**

### **A. Notification and Activation (Internal and External Communication)**

The report of an incident or a hazard's development will be reported to the Superintendent of Schools or his or her designee as soon as possible following its Detection.

In the event of an emergency, the Superintendent of Schools will notify each Building Principal or his or her designee. Building Principals will then notify all building occupants to take the appropriate action.

#### **1. Internal Building Communication**

- Public Address System – Most emergency responses will begin with the activation of an alarm for lockdown or evacuation. However, the public address system may be used to make an announcement. The system is activated when a caller uses the “page” selection on the phone. In both buildings, the button is visible on every phone. Any staff member or student may activate the public address system in an emergency. When using the Public Address System, codes and code words will not be used, as they can be confusing. Plain language is the recommended way of communicating in an emergency situation.
- Telephone – An emergency telephone tree will be created each school year and distributed to staff. The telephone tree contains home numbers, and staff cell phone numbers, when available.
- Two-Way Radios – Each main office will be equipped with two-way radios. All daytime maintenance and custodial staff will begin to carry two-way radios with them at all times. Staff who monitor students during recess or take students out of the building for physical education classes will also be equipped with two-way radios. In the event of an emergency, the Building Principal and/or main office secretary will communicate with the other administrators and the maintenance and custodial staff via these two-way radios.
- Bus Radio System – All district school buses are equipped with radios that allow for communication from the bus garage to and from all buses.

#### **2. Emergency Notifications to Parents/Guardians**

- To the extent possible, parents/guardians will be made aware, in advance, of emergency response protocols. This may reduce confusion during an actual Incident. Parents/guardians are now required to receive at least a week's notice of lockdown drills.

- In the event of an emergency school closing, the Superintendent of Schools or his or her designee will notify the local radio and television stations. In addition, parents may elect to receive emergency notification via voice message, text message, or email using ParentSquare. School closings will also be announced on the school district's website and Facebook page.
- When practicable, written/digital notification will be sent home with students when there has been an emergency at school using ParentSquare.

### **3. Obtaining Information from Outside the School**

The State of New York has developed a web-based system designed to enhance the state's ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state, and local authorities. This feature will utilize email, facsimile transmissions, cell bursting, short message service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages. Information about NY-ALERT can be found at <https://alert.ny.gov/>

### **4. Managing the Media**

The Superintendent of Schools or his or her designee will serve as the Public Information Officer (PIO) for the district. Faculty and staff will refer all requests for information from the media to the PIO. In a multi-agency incident, unified command will often be used. Under unified command, the school district and the responding agencies' PIO should work in partnership to ensure that the incident has a single voice.

Should it be necessary, the Tupper Lake Middle-High School auditorium or LP Quinn library will be used to stage a media event. The media will be informed of the location in advance, and information will be disseminated only from this location.

Prior to an incident, the Public Information Officer will establish relationships with the media in the area to discuss any limits and expectations described in school policy. Concerns of student and school privacy will be addressed as well.

The media may be used to help disseminate important information regarding community assistance and schedule changes for school days or functions.

The Public Information Officer will provide accurate, timely, and factual information. He or she will explain actions being taken by the school district, as well as the support being provided to staff and students – as needed.

The Public Information Officer may allow interview requests, as appropriate.

## **5. National Incident Management Systems (NIMS)**

The Tupper Lake Central School District plans to adopt and implement the National Incident Management System (NIMS) in close coordination with members of the local and county emergency response communities. Further, the district hopes to adopt, as required, the Incident Command System (ICS) for managing all emergency incidents and pre-planned school and campus events, and incorporates NIMS and ICS into all tabletops, drills, and actual emergencies.

The Tupper Lake Central School District has established a chain of command consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) that will be used in response to an emergency. In the event of an emergency, the Building-Level Safety Team may adopt NIMS/ICS principles based on the needs of the incident. Should the emergency involve multiple school districts, the BOCES Superintendent is to be the Chief Liaison to educational agencies within that district.

### **National Incident Management System (NIMS) and Incident Command System (ICS) Chain of Command**

**INCIDENT COMMANDER (IC):** Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response; and coordinates and manages all ICS functions. The IC first establishes the Operations Section and remaining sections are established as needed to support the operation. The IC may delegate authority for performance of certain activities to the Command Staff and/or General Staff. The IC may be transferred during an incident; a school official may serve as the Incident Commander and lead a command team of school personnel but if there is a bomb threat, for example, the IC would transfer command to law enforcement. The IC is specifically responsible for:

1. Ensuring safety
2. Providing information services to internal and external stakeholders, such as parents
3. Establishing and maintaining liaison with other agencies participating in the incident

#### **COMMAND STAFF (Officers):**

1. **Public Information Officer (PIO):** Serves as the conduit for information to internal and external stakeholders, including the media or parents.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all response personnel.
3. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting at an incident.

#### **GENERAL STAFF (Chiefs):**

1. **Operations:** Roles and responsibilities focus on well-being and accountability (e.g. Health Services/First Aid, Search and Rescue) and may check outdoor areas for students and staff; maintain student and staff emergency contacts and medical/medication information; oversee emergency kits and supplies; keep cellular phones or two-way radios to ensure constant communication; and assist students and staff with special needs.
  - Site Facility Check/Security
  - Search and Rescue
  - Medical
  - Student Care
  - Student Release/Parent Reunification
  
2. **Planning:** Ensures that the needs of all students, staff, visitors, and parents are met by planning incident responses, assigning pre-designated roles and responsibilities and providing training to staff. Also plans and conducts exercises, completes after-incident debriefings and after-action reports, modifies the emergency plan as needed and documents all practice exercises and real responses:
  - Documentation
  - Situation Analysis
  
3. **Logistics:** Secures and coordinates resources needed by students, staff, and first responders during an incident including food, shelter and other supplies, and any physical items that may be needed (back-up generators, buses, etc.)
  - Supplies/Facilities
  - Staffing
  - Communications
  
4. **Finance and Administration:** Records staff hours and expenses and supplies documentation after the disaster for insurance claims and requests for assistance to district, state, or federal governments.
  - Timekeeping
  - Purchasing

Position Title	Personnel
Incident Commander	Superintendent of Schools or Designee (may yield to Fire Chief or State Police)
Deputy Incident Commander	Building Principal or Designee
Public Information Office	Superintendent of Schools or Designee

Safety Officer	Principal and/or Building and Grounds Supervisor
Liaison Officer	Superintendent of Schools or Designee
Operations	School Nurses
Planning	Chair, District Safety Committee
Logistics	School Business Manager
Finance and Administration	School Business Manager

## 6. ICS Facilities

- **Incident Command Post** is the location from which the Incident Commander oversees all incident operations.
- **Staging Areas** are where personnel and equipment are gathered while waiting to be assigned.
- **Base** is the location from which primary logistics and administrative functions are coordinated and administered.
- **Camp** is the location where resources may be kept to support incident operations if a Base is not accessible to all resources. Camps are equipped and staffed to provide food, water, sleeping areas, and sanitary services.
- **Helibase** is the location from which helicopter-centered air operations are conducted.
- **Helispots** are more temporary locations at the incident where helicopters can safely land and take off.

ICS Facilities	Tupper Lake Central Location
Incident Command Post	District Office/ Bus Garage Office/ TL Police
Staging Areas	Bus Garage
Base	District Office/ Bus Garage Office/ TL Police
Camp	High School Gymnasium



Helibase	Tupper Lake Airport
Helispots	Athletic Fields

## **B. Family Reunification Plans and Procedures**

Following a school emergency, the following procedures will be observed to bring students and their families together.

1. One central location will be established where parents can sign-out their children. If the emergency involves more than one school building, a sign-out station will be established in each building.
2. Efforts will be taken to ensure that all adults come to this central location and are not able to get directly to students without authorization.
3. Clerical staff manning the sign-out area will have access to student contact information. When possible a computer station will be set up so that clerical staff can access the student information system. If this is not possible, staff will use student emergency cards completed by parents at the beginning of each school year.
4. When a parent or other adult presents him/herself to sign-out a child, clerical staff will ask for photo identification. Staff will confirm that the presenting adult is a parent or is listed as an emergency contact.
5. The adult will be asked to sign-out the student(s) by listing the child's name, the adult's name, the date and time, and then providing a signature.
6. Clerical staff will monitor the sign-out sheet to be sure it is done completely and legibly.
7. Once a student has been signed out, the clerical staff will call the classroom for the child's release. If the student is being released from an alternate location (in the case, for example, of an evacuation), an adult runner will be sent to retrieve the student from his/her location and to escort the student to the authorized adult. When possible, the reunification area will not be visible from the parent/caregiver waiting area.

## **C. Responses to Implied or Direct Threats**

The Tupper Lake Central School District recognizes the importance of responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

Many district staff will be trained in Therapeutic Crisis Intervention in Schools (TCIS). Training will be offered to special education teachers, teaching assistants, teacher aide/monitors, school psychologists, counselors, social workers and administrators. Staff at each building will know who the contacts are for the TCIS Team. Active TCIS trainers will be on staff with a goal of at least one trainer in each building. All staff will be trained on emergency responses, violence prevention and mental health awareness.

The Tupper Lake Central School District will use the New York State Threat Assessment Model or other similar model.

In responding to threats of violence, the following procedures will be used:

- All threats of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat. The Threat Assessment Team may be assembled to help determine the level of threat.
- The Building Principal will immediately establish and maintain contact with the person making the threat. If the person is in school, he/she will be brought to an area where he/she can remain under surveillance. If the person is not in school, the parents will be notified (if a student).
- The appropriate law enforcement agency will be contacted, if necessary.
- If the threat is deemed to be plausible or imminent, the Building Principal will call 911 and initiate the appropriate emergency response (lockdown, lockout, shelter in place).
- The situation will be monitored, and the response adjusted as appropriate, including the possible use of the District Safety Committee.

## **D. Responses to Acts of Violence**

The Tupper Lake Central School District has established procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

In responding to acts of violence, the following procedures will be used:

- All acts of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat.

- If the situation warrants, the immediate area will be isolated, and an evacuation will be initiated, if appropriate.
- The Building Principal will call 911 and initiate lockdown procedures.
- The situation will be monitored, and the response adjusted as appropriate, including the possible use of the District Safety Committee.

## **E. Response to Pandemic**

When a pandemic influenza virus emerges, the virus can spread quickly because most people will not be immune and a vaccine might not be widely available to offer immediate protection. Spread of a pandemic influenza virus may occur in multiple disease “waves” that are separated by several months. As a pandemic influenza virus spreads, large numbers of people may need medical care worldwide. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems can become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected. Goals:

- Limit the number of illnesses
- Reduce the spread of the virus within school facilities
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses
- Work with local and state health departments to coordinate pandemic plans

### **1. Procedures**

- Ensure that staff members are trained in preventative measures such hygiene & respiratory etiquette and universal precautions.
- Ensure that staff members understand early detection and report any children exhibiting signs of illness to the school nurse.
- School campus will closely monitor attendance of students and staff and report findings
- Set up prominent notices at all entry points to the facility, advising staff, students and visitors not to enter if they have symptoms of influenza.
- Ensure that all personnel are informed with the latest developments of any pandemic episode.
- Maximize communication with parents and school community related to health and safety and any pandemic episode. Educate each person about what they can do to prepare or respond to minimize health risks. Information may be disseminated

through parent letters, mass communication service, news media, website postings, school newsletters or social media.

- Educate employees, students, parents and visitors on how to stop the spread of the virus and notices may be placed around the school (including entrances, notice boards, meeting rooms and restrooms.) Notices should contain information regarding hand hygiene, wearing masks, covering coughs and sneezes, and student spacing.
- Ensure maximum support and education for ill and affected children.
- Follow guidelines of local and state health departments related to school closings and guidelines for pandemic episodes.
- Support and work with local/county/state departments in the event vaccinations are offered through school sites.
- Follow the health department recommendations/guidelines related to social distancing, extracurricular activities, and school closings.

Student spacing refers to distancing individuals and strategies to reduce the spread of the virus between people; information should be distributed to all staff, students and Parents.

- Space students' desks (6) feet apart, in small cohorts.
- Eliminate congregation in the hallways, lunch rooms, etc.
- Limit group activities and interaction between classes.
- Cancel school activities/events that place individuals in close proximity.

## 2. School Cleaning

- Ensure adequate supplies of tissues, hand sanitizing gels, soap and water and cleaning supplies are available for employees and students.
- Disinfecting shared work areas and high traffic areas, counters, railings, and door knobs should be performed more frequently during the influenza pandemic.
- Filters of air conditioning systems should be cleaned and changed frequently
- Telephones should not be shared if at all possible.
- Where operationally possible, during the day increase ventilation to the facility to decrease spread of disease and following each school day the school may be thoroughly ventilated and cleaned (either opening all doors and windows or turning up the air conditioning/heating systems.)
- Consult with public health officials, dependent upon the significance of the outbreak, consider if/when the school will close.

## F. Response Protocols

### Identification of Decision Makers

Title	Name
-------	------

Superintendent of Schools	Jaycee Welsh
Business Manager	Jessica Rivers
Director of Special Programs	Trisha Wickwire
Middle-High School Principal	Chris Savage
Elementary Principal	Elizabeth Littlefield
Student Coordinator & Athletic Director	Hayden LaMere
Supervisor of Transportation and Building & Grounds	Pierre St. Pierre

**Plans to Safeguard Students and Staff**

- School staff members have been instructed to provide direct supervision of students at all times.
- The exterior doors of all school buildings are locked once the school day has begun.
- Visitors must be buzzed into the school and are required to sign in at the main office.
- All school personnel have been issued photo identification badges.
- Teachers are required to take attendance each class period; missing students are accounted for.
- Procedures are in place for early dismissal from school. Only those adults who have been authorized by students' parents/guardians may take students from school. These adults, including parents/guardians must sign students out of school in the main office.
- All school buildings conduct regular evacuation drills and other emergency drills.
- All school staff members are provided with written procedures for various emergency responses, including lockdown, lockout, shelter in place, and evacuation. Procedures are reviewed periodically.

- Staff members have been instructed to report all student injuries and illnesses immediately to the school nurse.

### **Procedures to Provide Transportation**

- In the event of an emergency that requires evacuation or early dismissal, the school bus fleet will be used to provide transportation.
- A list of employees who possess a license to drive a school bus is maintained in the District Office and the Transportation Office.
- The Head Bus Driver or designee will notify bus drivers that an evacuation or early dismissal is warranted.
- Students will be transported per emergency dismissal plans provided annually by parents.

### **Procedures to Notify Parents**

- In the event of an evacuation or early dismissal, the district will take reasonable steps to notify parents via ParentSquare.
- The information will be posted on the district's web page and shared via social media.

### **Procedures to Notify or Contact the Non-Public Schools of the Emergency**

- There are no non-public schools within the Tupper Lake Central School District.

### **Procedures to Notify the Media**

- In the event of an evacuation, early dismissal, school delay or closing, the Superintendent of Schools or designee will may contact using our app and/or the following media outlets:

North Country Public Radio  
My NBC 5  
Lake FM Radio

### **Debriefing Procedures**

- Following any emergency response, the District Safety Committee and/or Building-Level Safety Team(s) will meet to debrief.
- When appropriate, local Law Enforcement and/or Emergency Response Agencies will be invited to participate in the debriefing.

- Following the debriefing, modifications to the District-wide Safety Plan and/or Building-Level Emergency Response Plans may be made.

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

- The Superintendent of Schools or designee will contact the NYS Police Department (518) 897-2000 - Troop B serving Franklin County
- The Superintendent of Schools or designee will contact the highest-ranking local government official for notification and/or assistance.

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

The District recognizes that it may be necessary to obtain advice and assistance from local government officials including the town or village officials responsible for implementation of Article 2B of the Executive Law. In the event that advice or assistance are needed from local governments during countywide emergencies, the following procedures will be used:

- The Superintendent of Schools or designee will contact the 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: Tupper Lake Police Department, NYS Police Department, Franklin County Sheriff's Department, Tupper Lake Fire Department, Tupper Lake Emergency Rescue Squad, The American Red Cross, and the Adirondack Medical Center.

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

The District has identified district resources which may be available during an emergency. **A detailed inventory checklist is included in [Appendix B](#) of this Document.**

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

- In the event of an emergency, the Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds.

- The Superintendent of Buildings and Grounds will deploy all available custodial and maintenance staff to assist as needed.
- The District maintains a list of District staff who are certified Emergency Medical Technicians (EMT), as well as those who have been trained in First Aid and CPR/AED. Each Building Principal will maintain a list of the trained staff in their building and will deploy staff members as needed in emergency situations.  
**The list of trained staff is contained in Appendix C of this document**

## **K. Protective Action Options**

In response to an emergency, the following actions will be taken, as appropriate: school cancellation, early dismissal, and sheltering.

### **School Cancellation**

- The Superintendent of Schools and the Head Bus Driver will be in contact early in the AM while keeping watch of the weather conditions.
- The Superintendent of Schools will notify the administrative team, the Business Manager, and the District Clerk, if a delay or cancellation is to occur.
- The Superintendent of Schools will notify families via ParentSquare and then proceed to monitor the situation with the Head Bus Driver as the morning progresses.

### **Early Dismissal**

- The Superintendent of Schools or designee will monitor the situation, consulting as needed with the Head Bus Driver (for weather-related issues).
- If conditions warrant, the Superintendent of Schools or designee will close school.
- The Superintendent of Schools or designee will contact the Head Bus Driver to arrange transportation.
- The Superintendent of Schools, District Clerk and/or Principals will send a notification to all staff and parents via ParentSquare
- The Superintendent of Schools or designee will contact the media to inform parents of early dismissal.
- Clerical staff will be directed to provide information to parents who call with inquiries.
- Building Principals will retain appropriate personnel until all students have been returned home.



### **Evacuation**

- The Superintendent of Schools or designee will determine the level of threat, consulting as needed with the Safety Team Coordinator and/or Head Bus Driver and Building and Grounds (for weather related and building safety issues.)
- If conditions warrant, the Superintendent of Schools or designee will determine the need for an evacuation.
- The Superintendent of Schools or designee will contact the Head Bus Driver to arrange transportation.
- The Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds to deploy all available custodial and maintenance staff to clear all evacuation routes and sites prior to evacuation.
- Building Principals will evacuate all staff and students to the pre-arranged evacuation sites.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.
- The District Clerk will notify all parents via ParentSquare.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the evacuation site, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned home.

### **Sheltering Sites (Internal and External)**

- The Superintendent of Schools or designee will determine the level of threat.
- The Superintendent of Schools or designee will determine the location of sheltering, depending on the nature of the incident.
- Building Principal(s) will direct staff and students to relocate to the sheltering site.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.

- The Superintendent of Schools, in conjunction with the Building Principal(s) will determine other occupants in the building.
- The Superintendent of Schools, in conjunction with the Building Principal(s) will make appropriate arrangements for human needs.
- The District Clerk will notify all parents via ParentSquare.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the shelter, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned home.

## **Section IV: Recovery**

The Tupper Lake Central School District recognizes that a severe act of violence or other emergency will have a major effect on the well being of students, school staff, and the community at large. Therefore, the district has developed plans for both short and long term recovery following an incident.

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

- In the event of a crisis situation, the Superintendent of Schools will join the Building Principal in meetings with the Building-level Safety Team. Principals from the other school buildings may attend as well, to offer support.
- Substitute coverage for impacted staff will be arranged; staff from other school buildings may be asked to provide coverage as needed.

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

- The District Office will assist in the coordination of Disaster Mental Health Resources in support of the Building-level Safety Team in the affected school(s).
- Counseling staff from BOCES and other local school buildings, both within the district and from other schools will be deployed to the building experiencing a crisis.

### **C. Academic Recovery**

- Building Principals will work with instructional staff to evaluate the curriculum following an incident. Sensitive topics, for example, might be removed or scheduled for a later date.
- If students are out of the school buildings for a lengthy period of time, the school calendar will be revisited. Students and staff may need to attend school during previously scheduled school vacations in order to meet The State Education Department's 180-Day requirement. Any changes to the school calendar will be communicated with parents via local media, ParentSquare, district email, social media, etc.

# Appendices

# Appendix A

## District Safety Committee

(to be revised in September)

### Tupper Lake Central School: District Safety Team

Name	Position
Jaycee Welsh	Superintendent
Trisha Wickwire	Director of Special Programs
Elizabeth Littlefield	Elementary Principal
Chris Savage	Middle-High School Principal

# **Appendix B**

## **Vital Educational Agency Information**

### **Vital Educational Agency Information**

16 school buses

12 -- 66 children or 44 adults per bus

4 -- 60 children or 40 adults per bus

2 special needs buses

1 -- 44 children or 33 adults per bus, 3 wheelchairs

1 -- 40 children or 26 adults per bus, 3 wheelchairs

2 Vans

1 -- 5 children or 6 adults per van

1 -- 6 children or 7 adults per van

Total Capacity:

1137 Children

760 Adults

6 Wheelchairs

# Appendix C

## Trained District Staff

### 2024-2025

NAME	EXP DATE	SPORT	COURSE	CLASS DATE
<b>INSTRUCTOR CERTIFICATION</b>				
Chris Savage	05/29/26		r.21 First Aid/CPR/AED Instructor Recertification Assessment	5/29/24
<b>SCHOOL NURSES &amp; ADMINISTRATION</b>				
DeVirgeles, Melissa	6/20/26		CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	6/21/24
Fortune, Frances	10/26/25		CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	10/26/23
Welsh, Jaycee	8/29/25		CPR/AED Responding to Emergencies First Aid	8/29/23
Wickwire, Trisha	2/28/26		CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	2/29/24
<b>STAFF &amp; COACHES</b>				
Bennett, Brian	8/8/25	Basketball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/8/23
Bennett, Courtney	8/8/25	Volleyball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/8/23
Brown, Dan	8/1/25	Civic Center & Baseball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Cook, Jennifer	8/1/25		CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Cuttaia, Camille	1/26/26	Basketball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	1/26/24
Dattola, Ricky	8/8/25	Football	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/8/23
Dupuis, Travis	8/1/25	Football	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Godin, Grant	1/26/26	Basketball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	1/26/24
Guerette, Broyce	11/17/24	Hockey	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	11/17/22
Klossner, Dennis	8/1/25	Football	CPR/AED for Professional Rescuers &	8/1/23

Approved - September 2024

			Responding to Emergencies First Aid	
Klossner, Hannah	8/1/25	Track/Cross Country	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
LaBarge, Evan	11/17/24	Hockey	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	11/17/22
LaMere, Andrea	2/16/25	Soccer	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	2/16/23
LaMere, Hayden	11/17/24	Athletic Director	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	11/17/22
McLear, Nick	10/28/25	Football	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	10/28/23
Mitchell, Laurie	8/1/25	Soccer	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Sorensen, Carl	8/1/25	Football	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Sorensen, Sundy	8/1/25	Volleyball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	8/1/23
Tremblay, Shannon	10/26/25		CPR/AEDfor Professional Rescuers & Responding to Emergencies First Aid	10/26/23
Tyo, London	1/26/26	Basketball	CPR/AED for Professional Rescuers & Responding to Emergencies First Aid	1/26/24