



Canandaigua City School

District Safety Plan

2022-2023



## TABLE OF CONTENTS

<b>Mission Statement .....</b>	<b>6</b>
<b>Introduction .....</b>	<b>8</b>
<b>Planning Assumptions and Limitations .....</b>	<b>8</b>
<b>Dissemination.....</b>	<b>8</b>
<b>Response Agency Access to Building and District Plans .....</b>	<b>9</b>
<b>School Building Security Procedures .....</b>	<b>9</b>
<b>Prevention and Intervention Strategies.....</b>	<b>9</b>
<b>Concept of Operations .....</b>	<b>11</b>
<b>Implementation of the Incident Command System (ICS).....</b>	<b>12</b>
<b>Initial Response.....</b>	<b>12</b>
<b>Organization and Assignment of Responsibilities.....</b>	<b>12</b>
<b>District-Wide Command.....</b>	<b>12</b>
Incident Command – Personnel .....	12
Chain of Command Consistent with the National Incident Command System.....	13
District Command Post .....	13
Building Command Post .....	14
<b>Superintendent.....</b>	<b>14</b>
Teachers / Substitute Teacher / Student Teachers.....	14
Teaching Assistants.....	15
Counselors, Social Workers & School Psychologists.....	15
Custodians/Maintenance Staff.....	15
Principal’s Secretary/Office Secretaries.....	16
Food Service/Cafeteria Workers .....	16
Bus Drivers.....	16
Other Staff.....	16
Parents/Guardians.....	16
School Monitors .....	17
School Safety Personnel.....	17
<b>Training .....</b>	<b>17</b>
<b>Procedures for Annual Safety Training for Staff and Students .....</b>	<b>17</b>
Training .....	18
Drills & Exercises .....	18
<b>Special Training Procedures Regarding Bus Transportation .....</b>	<b>18</b>
<b>Procedures for Review and Conduct of Drills to Test Components of the Plan .....</b>	<b>19</b>
<b>Hiring/Screening Process for School Employees.....</b>	<b>21</b>
<b>Who Must Be Fingerprinted .....</b>	<b>21</b>
<b>Individuals Who Are Specifically Excluded .....</b>	<b>22</b>

<b>Removal from the SED Criminal History File .....</b>	<b>22</b>
<b>Emergency Procedures .....</b>	<b>23</b>
Procedures for Disseminating Information Regarding Early Detection of Potentially Violent Behavior .....	23
Responding to Implied or Direct Threats by Students, Staff, and Visitors.....	24
Responding to Acts of Violence.....	24
Post-Incident Responsibility for ALL acts of Violence.....	26
<b>Internal Communication Systems.....</b>	<b>27</b>
Description of Internal Communication System.....	27
Emergency Response Team .....	27
Post-Incident Response Teams (PIRT) .....	27
External Communication Systems .....	27
Evacuation Procedures, Sheltering Sites, Medical Assistance, Transportation Arrangements, Emergency Notification to Parents in response to a “Serious Violent Incident” .....	28
Closing School – Go Home Early .....	28
School Cancellation.....	28
OTHER SPECIFIC SITUATIONS .....	29
Psychological Response to a Disaster .....	31
<b><i>Protocols for Responding to Emergencies .....</i></b>	<b><i>33</i></b>
1. Active Shooter and Violent Threat.....	33
2. Bomb Threat .....	33
3. Fire.....	34
4. Custodial Interference/Missing Student/Kidnapping.....	35
5. Intruder on Premises.....	36
6. Hostage Taking.....	36
7. On-Site Chemical/Toxic Spill .....	36
8. Off-Site Chemical/Toxic Spill .....	37
9. Severe Weather.....	37
10. Earthquake .....	38
11. Fuel Spill .....	38
12. Natural Gas Leak.....	39
13. Explosion.....	40
14. Electrical Outage .....	40
15. Bus Accident/Severe Incident .....	40
16. Water Emergency .....	41
17. Biological Threat.....	42
18. Hazard Identification.....	42
19. Protocols for Responding to a Declared Public Health and Emergency Involving a Communicable Disease .....	43

<b>APPENDIX I</b> .....	45
<i>Emergency Phone List -- Canandaigua City School District</i> .....	45
<i>Emergency Phone List – Outside Agencies</i> .....	46
<i>Educational Agencies in the Canandaigua City School District</i> .....	47
<b>APPENDIX II</b> .....	49
District Equipment Inventory .....	49
<b>APPENDIX III</b> .....	52
<b>APPENDIX IV</b> .....	52
<b>APPENDIX V</b> .....	54
<b>APPENDIX VI</b> .....	54

# Canandaigua City School District Safety Plan

## Mission Statement

Explore - Enrich - Empower

The Canandaigua City School District is dedicated to creating enriched, world-class educational experiences that engage all learners, foster meaningful exploration, and empower our school community to have their voices heard.

### **ORIGINAL COMMITTEE MEMBERS (2000-2001)**

Linda Azzarella – Clerical, Elementary School	April Dawson – Member, Board of Education
Dan Ball – Canandaigua Police Department	Scott Goble – Director of Transportation
Cheryl Birx – President, CTA	Margie Greer – President, PTO
Mark Blazey – Student, Academy	Frank Kerwin – Asst. Superintendent for Business
Tammy Brand – Clerical, Middle School	Valerie Knoblauch – Pres., Board of Education
Brian Brinn – Teacher, Academy	Jessica Lemmon – Student, Middle School
Ed Button – Parent	Sue Litzelman – Parent
Diane Clark – Teacher, Middle School	Patrick McCarthy – Chief of Police
Mike Colacino – Canandaigua Police Department	Mary Phillips – Parent
Nick Cutri – Director of Facilities & Operations	Tom Poplasky – Teacher, Primary School
Mike Delfs – Student, Middle School	Nancy Ruscio – Asst. Superintendent for Instruction
David DiRaddo – Principal, Elementary School	Jim Simmons – Assistant Principal, Academy
Kathy Eagan – Teacher, Primary School	Judy Smith – Clerical, Academy
Bruce Edwards – Bus Driver	Paul Taeschner – Teacher, Academy
Lynne Erdle – Principal, Academy	Stephen J. Uebbing – Superintendent of Schools
Judy Evarts – Clerical, Primary School	Ralph Undercoffler – Principal, Middle School
Roger Gardner – Parent	Jon Winkler – Student, Academy
Eileen Gerace – Principal, Primary School	Nick Zappia – Student, Academy

### **COMMITTEE MEMBERS (as of 7-1-2021)**

John Polimeni – Member, Board of Education	Brian Nolan – Asst. Spt. Pers. & Support Services
Leslie Mast – Parent Representative	Mary Casella – Nurse, Primary
Jill Cross – Nurse, Elementary	Marcia Jewell – Nurse, Academy
Lorraine Ryan – Nurse, Middle School	Kelly Smith – Nurse, Middle School
Kaylee Kelley – Teacher	Seth Clearman – Director of Transportation
Mike McClain – Dir. Facilities & Operations	Darrin Bartolotta – School Resource Officer
Vince Delforte – School Resource Officer	Ben Cramer – Fire Department
Frank Magnera – Fire Chief	Anne Ceddia – Middle School Asst. Principal
Eric Jordan – Academy Asst. Principal	Lindsay Lazenby – Pri-Elem Asst. Principal
Vernon Tenney – Dir Stu. & Admin. Services	

Original Public Hearing on May 21, 2001 at Academy Auditorium

A summary of the plan was adopted by Board of Education on June 21, 2001.

The Plan was submitted to the State Education Department on July 24, 2001.

The Plan was submitted to: New York State Police  
Ontario County Sheriff  
Canandaigua Police Department  
BOCES

Updated Plan will be submitted to the above plus: Canandaigua Fire Department  
New York State Troopers (Headquarters E)  
Ontario County Office of Emergency Management

The plan was revised on October 2008

Revised on October 2012

Revised on September 2014

Revised on February 2016

Revised on May 1, 2017

Revised on June 26, 2018

Revised on July 9, 2019

Revised on May 7, 2020

Revised on January 25, 2021

Revised on May 6, 2021

Revised on July 7, 2022

## **Introduction**

The purpose of this plan is to maximize the safety of every student, staff member and visitor of the Canandaigua City School District. This includes the District's campus, buildings, motor vehicle fleet and programs. In conjunction with the Building Emergency Response Plans it is intended to offer guidance and direction to District personnel in a variety of emergency situations.

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

## **Planning Assumptions and Limitations**

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The School ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the School ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

## **Dissemination**

All staff will receive a copy of the Emergency Quick Reference Guide and/or Building Level Emergency Binder within the first three (3) days of the academic school year (or at time of hire) and will be trained in its application during the District Emergency Drill Day.



Parents can access the District Safety Plan on the District website at [www.canandaiguaschools.org](http://www.canandaiguaschools.org) and a copy at the District Office.

The District Safety Plan will be shared with appropriate state and local agencies. All emergency incidents shall be reported to the Ontario County 911 center, which will dispatch necessary emergency agencies. Appropriate emergency response agencies assume control of a situation and/or scene as the situation dictates

### **Response Agency Access to Building and District Plans**

Blueprints and schematics are available through the Director of Facilities & Operations. Large-print copies have been provided to County and Local Police, Fire Department and County Emergency Planning Agency. District Office administrators will have copies of all floor plans.

### **School Building Security Procedures**

All entrances to the District buildings are locked during normal business hours. The building receptionist at each main entrance will greet persons entering, identify them, scan the visitor's identification into the Raptor system, have them sign in on a visitor's log and issue a visitor's pass. The receptionist then notifies the individual to be seen and directs the visitor to the correct location, as appropriate.

District staff and faculty are issued photo identification badges that provide entry to rooms and restrict entry to the buildings during other than normal hours. Photo identification is required to be worn at all times unless it interferes with teaching of students. Building principals will enforce this provision. Individuals found without a District identification badge or a visitor's badge will be asked for identification, questioned as to their purpose, and taken to the main office.

The District security system constantly monitors access to the facilities during other than normal hours and denies access to unauthorized individuals. Cameras located inside and outside of District buildings are recording daily. Assistant Superintendent for Personnel and Director of Facilities and Operations can lock down all inside and outside doors through the District security system. All Building Principals can lock down all inside and outside doors with badge access.

### **Prevention and Intervention Strategies**

The primary components of District prevention strategies are as follows:

1. There exists a District and state-wide commitment to comprehensive character education stressing Civility, Accountability, Integrity, Compassion, Perseverance, and Healthy Living. According to the Dignity For All Students Act, or DASA, "it is the policy of the state to afford all students in public schools and environment free of discrimination and harassment." Decreasing and eliminating incidents of bullying or any behavior that is inconsistent with the school's educational mission is a major initiative of the District Character Education Committee.
2. Each Building Character Education Team, under the supervision of the principal, is charged with developing an initiative specifically aimed at identifying and reducing

bullying. Emphasis should be given to creating a school-community culture in which bullying is not tolerated.

3. Building-level specialists (counselors, school psychologists, prevention specialists, etc.) facilitate early identification of inappropriate behavior. There is a commitment to a parent/school partnership in all phases of school operations.
4. Safe Harbors of the Finger Lakes conducts personal safety lessons with UPK – 5 students.
5. The Academy and Middle School Peer Mediation Program is a process by which students who are having a problem meet together, with the aid of two trained student mediators, to attempt to resolve their conflict.
6. Anger Management programs at the Academy and Middle School have been established. Students who have had difficulty managing their anger may attend sessions to review triggers and reducers. This program is ongoing based on need.
7. Above the Influence is a program at the middle school. The goal is to help teens stand up to negative pressures, or influences, and to make healthy, positive choices.
8. Sources of Strength is a program at the Academy. It is a best practice youth suicide prevention project designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse.
9. GSA is a school club that meets under the guidance of a school advisor intended to provide a safe and supportive environment for lesbian, gay, bisexual, transgender and queer (LGBTQ) with the goal of educating students and staff of the District on all types of diversity with the hope of teaching tolerance for all differences and creating a safer school environment.
10. The Canandaigua City Fire Department conducts safety lessons at the Primary and Elementary School. General fire safety lessons are presented to the Primary Students and at home fire safety planning is presented to third grade students.
11. The District participates in the Safe School Helpline 1-800-4-1-VOICE ext. 359 ([www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)), an anonymous tip line where students, parents, staff and faculty can anonymously report information to school administration. This service is reviewed with students and faculty during assemblies and staff meetings each year.
12. District-wide support services including family services, psychological service, and counseling services are available.
13. Training for select staff, in student conduct issues including de-escalation skills and procedural issues are conducted based on perceived need during Superintendent's Conference Days, monthly faculty/staff meetings, and through GCN (Global Compliance Network) online tutorials.

14. The District has a comprehensive drug, alcohol, and violence prevention program under the leadership of Prevention Specialists at the Academy and Middle School. These Prevention Specialist collaborates with community resources to reduce high-risk behaviors.
15. Behavior Intervention Team meets regularly to assess threats and concerning behaviors, review risk-relevant data and uses tools and protocols to assess and maintain line-of-sight on subjects of concern.

The primary components of the District intervention strategy are as follows:

1. Proactive, frequent parental contact.
  2. Multiple referral options.
  3. Progressive, reasonable consequences for violation of the school code.
  4. Staff training in student intervention issues.
  5. Appropriate administrative support levels.
  6. Cooperative working relationships with outside agencies including the criminal justice system, social services, community agencies, BOCES and other Districts.
  7. Cooperative working relationship with the health care community (Comprehensive Psychiatric Emergency Program, or C.P.E.P., local physicians).
16. The Alco-Sensor is an instrument that may be utilized by trained Canandaigua City School District staff members to ensure the health and safety of all students. The Alco-Sensor is a pocket-sized breath alcohol tester that offers a simple method of determining approximate blood alcohol levels. Use of the Alco-Sensor is intended to support the district's Code of Conduct and District Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.
  17. The DITEP (Drug Impairment Training for Education Professionals) process is conducted by trained Canandaigua City School District staff members to identify potentially chemically impaired students for the purpose of ensuring a safe learning environment. Drugs may alter a student's perception or behavior thus reducing their ability to function appropriately at school. The process of identifying suspected impaired students is based on the totality of information gathered through systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call emergency services. The use of DITEP staff members is intended to support the District's Code of Conduct and Safety Plan as required through the SAVE legislation.

## **Concept of Operations**

The overall strategy of a School ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment

resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

## **Implementation of the Incident Command System (ICS)**

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System.

## **Initial Response**

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

## **Organization and Assignment of Responsibilities**

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions. The included titles and responsibilities are for illustrative purposes and should be edited to meet the needs of your school as necessary.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

## **District-Wide Command**

### **Incident Command – Personnel**

#### **1. Command Staff**

1. Superintendent of Schools
2. Assistant Superintendent for Personnel and Support Services: Chief Emergency Officer
3. Director of Facilities & Operations
4. Director of Transportation

5. Director of Student and Administrative Services
6. Director of Communications and Advisement

When the District command staff have been notified that an emergency exists, they will activate the Plan and direct the operation from the Command Post.

The command staff will take FULL CONTROL in the event of an emergency and will direct the appropriate personnel to implement the emergency response. They will be in continual communication with the Superintendent to update the situation of the emergency.

The command staff will meet with local government and emergency service organization officials for advice and assistance in emergency situations that exceed the expertise and/or resources of the District. They will be prepared to turn over control to these outside agencies.

The command staff will submit post-emergency reports to the Board of Education.

The command staff will oversee and assure that there is an annual performance testing of the Emergency Management Plan.

## 2. Public Information Officer

Director of Communications and Advisement

In the event of a disaster, the Superintendent and those so designated by the Superintendent will be the only individuals authorized to communicate with the media. Where appropriate, parents and guardians will be notified via the media of any situation that requires a school building to be evacuated or otherwise closed. A Public Information Officer shall be designated by the Superintendent to provide assistance in compiling information about the disaster for release to the media.

**Media access to the disaster scene can only be granted by the Superintendent or his/her designee.**

## **Chain of Command Consistent with the National Incident Command System**

Command staff shall establish a Command Post for each incident. The District shall work with other agencies to establish a Mobile Command Center.

- Command - District/Building: Superintendent of Schools/Designee
- Operations - District/Building: Director of Facilities & Operations
- Planning - Safety Team
- Logistics - Assistant Superintendent for Personnel & Support Services

## **District Command Post**

During an emergency, the District will maintain a Command Post. If possible, this post will be at the site of the incident or if necessary at District Office. The Command Post should have available, complete and up-to-date maps of all District facilities. The Command Post should also have available:

- Material Safety Data Sheets for chemicals on site.
- Directories of all staff and students including names, addresses, contact names and phone numbers.
- Emergency health information on all staff who wish to provide such information. (Emergency information on staff should be annually reviewed for whom to notify in an emergency).
- The locations of any hazardous materials on site.

### **Building Command Post**

Each building will designate a safe area (min. 300 square feet) in each building as a Command Post.

A properly equipped school bus may be provided as shelter for the Command Post.

The building principal will be stationed at the Command Post along with other critical building personnel as predetermined by the building principal, until the Superintendent arrives.

All attendance reports and communications will be received at this Command Post.

The Command Post should also have available:

- Material Safety Data Sheets for chemicals on site.
- Directories of all staff and students (incl. names, addresses, contact names and phone numbers).
- Emergency health information on all staff who wish to provide such information. (Emergency information on staff should be annually reviewed for whom to notify in an emergency).
- Locations of any hazardous materials on site.

In the event that the building is evacuated to another site, a Command Post is to be established at the new site as soon as possible.

### **Superintendent**

The Superintendent (or their designee) will serve as the **Incident Commander** and designate a minimum of two qualified individuals to serve as alternates in the event that the Superintendent is unable to serve in that role. At all times, the Superintendent still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP
- Coordinate/cooperate with emergency responders

### **Teachers / Substitute Teacher / Student Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

### **Teaching Assistants**

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

### **Counselors, Social Workers & School Psychologists**

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type
- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

### **School Nurse/Health Assistant**

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid, medical supplies and student health care plans
- Execute assignments as directed by the Incident Commander

### **Custodians/Maintenance Staff**

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

## **Principal's Secretary/Office Secretaries**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

## **Food Service/Cafeteria Workers**

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

## **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

## **Other Staff**

Responsibilities include:

- Execute assignments as directed by the Incident Commander

## **Students**

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. "If you see something, say something.")
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

## **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information



- Listen to and follow directions as provided by the School District.

### **School Monitors**

The school monitor assists school staff members in supervising students. Their duties include:

- Assisting teachers in supervising students during recreation, lunch periods, class periods, study halls and on the school bus.
- Assisting bus drivers in loading, transporting, and unloading disabled students.
- Guiding students safely across streets and intersections.
- Maintaining order in gymnasiums, locker rooms, and swimming pools.
- Overseeing students passing between classes and on premises before and after school.
- Helping students in lower grades with wearing apparel.
- May perform clerical duties under supervision.
- Working cooperatively with school personnel, students, and the community.
- Carrying out other assigned duties and/or responsibilities which may be deemed appropriate by the Superintendent of Schools (or designee) and the Board of Education.

### **School Safety Personnel**

The School Resource Officer (SRO) is a sworn Police Officer charged with developing a strong, supportive relationship between students, faculty, and law enforcement in order to deter criminal behavior and maintain a safe learning environment.

Day-to-day responsibilities:

- The SRO shall act as educator, counselor, and police officer.
- The SRO shall coordinate all his/her activities with the principal and will seek advice, guidance, and permission from the school administration prior to enacting any program within the school.
- When appropriate and authorized by the Police Supervisor, the SRO may keep the school Principal and Superintendent of School informed of the nature of an investigation of any alleged criminal activities involving students, employees, teachers, or third parties that have allegedly occurred on school grounds.

### **Training**

The Police Department shall provide the necessary training considered by the Police Department as needed to maintain the skills and knowledge of the SRO in his capacity as a Police Officer. Scheduling of training and/or conferences during the school year shall be coordinated between the school administration and the police supervisor prior to attendance by the SRO at training.

The position of School Resource Officer is the result of the Municipal Cooperation Agreement between the city of Canandaigua and the Canandaigua City School District.

### **Procedures for Annual Safety Training for Staff and Students**

The district understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

## **Training**

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – Deliver at start of school year
- Annual training
  - Review ERP with staff
  - Conduct full staff briefings on roles to perform during an emergency
  - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
  - Conduct student briefings on roles they perform during an emergency

## **Drills & Exercises**

At a minimum, the school will conduct the following exercises/drills annually:

- 4 – Lockdown Drill – All Announced
- 8 – Evacuation/Fire Drills – All Announced

Bus drivers are scheduled to speak in every Primary and Elementary School classroom concerning safety and proper conduct procedures for the students on the buses.

“Tabletop Disaster Drills” will be conducted with State, County and Local emergency response agencies. These drills may involve a thorough critique of the entire District Safety Plan as well as planned responses by emergency response agencies. In addition, a review of potential emergency sites will be conducted throughout the year involving the District and the community. Upon completion of the drill, a review of the exercise will be conducted. Revisions to Building and District Emergency Plans will be completed as needed.

Building Health and Safety Committees will conduct an annual review of their Building Safety Procedures. In addition, they will evaluate building security and access procedures. Policies and procedures will be reviewed with receptionists at each facility annually.

District Health and Safety Committee will conduct an annual review of the District Safety Procedures. In addition, they will evaluate District-wide building security and access procedures.

District-wide AED training drills will be completed for each building twice a year (October and February). In addition, training sessions for basic certification in CPR and AED’s will be scheduled throughout the school year. Bi-annual (2 year) re-certifications will be scheduled as required.

## **Special Training Procedures Regarding Bus Transportation**

A school bus driver’s first priority is the safety of the children on the bus. In the event a school bus driver requires assistance, he/she should request assistance through the bus radio and move to the side of the road in a safe and expeditious manner. In the event of a fight on the bus, the driver should pull safely off the road, secure the vehicle, radio for assistance and then direct the participants of the fight to

immediately desist. The driver is not to take unreasonable risks of injury or to expose the other children on the bus to injury.

Bus drivers conduct evacuation drills three (3) times during the school year, the first being held in the first week of school. The reason and importance of the drills are explained to the students at the beginning of each drill.

Together with the teacher, drivers conduct in-classroom sessions for grades K through 5 focusing on proper bus behavior, making good decisions, showing respect for the bus driver and other students, proper procedures for entering and exiting the bus, and crossing the road at school and at home. These sessions are conducted twice during the year.

Bus drivers are required to attend a two-hour refresher course twice during the year covering a variety of topics such as: bullying, dealing with unruly students, teaching respect and healthy lifestyles, administering first aid and CPR, and handling emergency procedures.

### **Procedures for Review and Conduct of Drills to Test Components of the Plan**

Each year, the District will conduct at least one (1) test of the emergency response procedures for each student-occupied facility. Each year a review, involving emergency response agencies, will be conducted to evaluate the various aspects of the District Emergency Plan and emergency procedures outlined therein. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible. A review of potential emergencies and the response by the emergency agencies, with emphasis on existing and potential hazards that affect the entire school District, will be conducted. The review will include the District and Building Emergency Response Teams, Fire Dept, Ambulance Corps, City Police, Sheriff's Department, State Police, State, County and Municipal Highway Departments. Potential emergency sites for review each year include:

#### *School Facilities:*

District Office, 143 North Pearl Street, Canandaigua, NY  
Operations Center, 5500 Airport Road, Canandaigua, NY  
School Facilities & Operations, 239 North Pearl Street, Canandaigua, NY  
Academy, 435 East Street, Canandaigua, NY  
Middle School, 215 Granger Street, Canandaigua, NY  
Primary/Elementary School, 96 West Gibson Street, Canandaigua, NY  
Academic and Career Center, 5262 Parkside Drive, Canandaigua, NY  
Off Site Suspension/LTS/Tutoring, 400 Fort Hill Ave. Building 18. Access via East St.  
Evans Field, Fort Hill Avenue, Canandaigua, NY

#### *Outside Facilities:*

PACTIV, North Road, Canandaigua, NY – Storage of plastic goods and user of Haz/Mat  
Finger Lakes Railroad, East North Street, Geneva, NY – Runs through school property  
Rt-332 Corridor – Main North/South artery for Commercial Vehicle Traffic into Canandaigua  
Canandaigua Winery, Buffalo Street, Canandaigua, NY – Potential for chemical spills  
Ontario County Correctional Facility, 3024 County Complex Drive, Hopewell, NY – Possible escapees  
City of Canandaigua Water Treatment Facility, Saltonstall Street, Canandaigua, NY – Chemicals  
Canandaigua Airport, 2450 Brickyard Road, Canandaigua, NY – Airplane related incidents  
Rt 5 and 20 – Commercial Vehicle Traffic into Canandaigua

## Finger Lakes Railway – Commercial Freight Traffic into Canandaigua

## **Hiring/Screening Process for School Employees**

Unless otherwise authorized in accordance with law and regulation, the District shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). The District shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

Prior to initiating the fingerprinting process, the District shall furnish the applicant with written notice on a form prepared by the Commissioner of Education addressing the fingerprinting requirements and the applicant's right to obtain, review and seek correction of his/her criminal history information. Additionally, where the prospective school employee is not already in the SED criminal history file, the District shall obtain the signed, informed consent of the applicant to perform the criminal history check. Every set of fingerprints taken shall be promptly submitted to the Commissioner of Education for purposes of clearance for employment.

Where the prospective District employee is already in the SED criminal history file, the District shall request the clearance for employment on forms or an equivalent manner prescribed by SED. Furthermore, the District shall notify SED, in a manner prescribed by the Department, of a prospective school employee who has commenced employment with or began providing services for the District, the date of the commencement of such employment or service, and the position held by such individual. Similarly, the District shall notify SED, in a manner prescribed by the Department, of a fingerprinted employee who has been separated from employment with the District or ceased providing services for the School District, and the date of such separation from employment or cessation of services. All criminal history records processed by DCJS and the FBI and sent to the Commissioner of Education are confidential. The records may not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law.

Unless otherwise exempted pursuant to law, the applicant shall be responsible for the payment of fees to SED for a criminal history record check. However, if approved by Board resolution, the District may authorize the payment of such fees on behalf of prospective employees. The Board is also authorized to waive the payment of such fees in cases of unreasonable financial hardship to the applicant or his/her family. If the Board decides to waive payment of the fees for the prospective employee, payment of the fees becomes the District's responsibility.

## **Who Must Be Fingerprinted**

All "prospective school employees" of the District must be fingerprinted. For purposes of this policy and the applicable provisions in law and Commissioner's Regulations, "prospective school employee" shall mean any individual who will reasonably be expected by the District to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of twenty-one (21) and who is either:

- Seeking a compensated position with the District and is not currently employed by the District or a student enrolled in the instructional program of a grade level in the School District; or
- An employee of a provider of contracted services to the District who is to be placed within the District; or
- A worker who is to be placed within the District under a public assistance employment program pursuant to Title 9-B of Article 5 of the Social Services Law, directly or through contract; or
- Any individual who is employed by or associated with a supplemental educational services provider and who will provide supplemental educational services through direct contact with eligible children, regardless of the location in which such services are delivered.

### **Individuals Who Are Specifically Excluded**

Individuals excluded from a criminal history record check/fingerprinting pursuant to this provision of law and regulation are those individuals who:

- Are seeking a position as a school bus driver or monitor and are cleared for employment pursuant to the Vehicle and Traffic Law; or
- Have provided services to the District in the previous school year either in a compensated position, or as an employee of a provider of contracted services to the District, or as a worker placed within the School District under a public assistance employment program pursuant to Title 9-B of Article 5 of the Social Services Law directly or through contract; or
- Will reasonably be expected by the District to provide services for the District on no more than five (5) days in the school year in which services are to be performed, provided that the District provides in-person supervision of such individual by one (1) or more employees of the District while that individual is providing such services. Individuals providing such time-limited and supervised services may include but shall not be limited to artists, guest lecturers and speakers, and sports officials.

Any prospective employee who previously has been fingerprinted in order to obtain certification, and whose fingerprints remain on file with the Division of Criminal Justice Services (DCJS), will not be required to be fingerprinted again for purposes of a criminal history record check.

### **Removal from the SED Criminal History File**

Where individuals have been separated from employment at the School District and have not become employed in this District or another school district, BOCES or charter school within twelve (12) months of such separation, SED shall notify DCJS of such separation for the purpose of destroying the fingerprints of that individual. Further, upon request of such individual, SED shall notify DCJS prior to the expiration of such twelve-month period for the purpose of destroying his/her fingerprints. Such individuals shall be removed from the SED criminal history file.

## Emergency Procedures

All staff members are required to notify the building administrator of any violent incident. The building administrator will determine the seriousness of the situation and contact SRO/law enforcement immediately if the situation warrants. However, in an emergency, any staff member may call 911.

Prior to the arrival of law enforcement representatives, the building administrator will make every effort to **restrict access to the crime scene** in order to preserve evidence. Upon arrival of law enforcement officials, they will take over this responsibility with the full support of the building administrator.

The chain of command call list will be utilized in order to inform all educational agencies of a substantial emergent situation.

### CALL LIST:

1. Superintendent	396-3710
2. Director of Transportation	396-3741
3. Asst. Supt. of Personnel & Support Services	396-3722
4. Asst. Supt. of Instruction	396-3715
5. Asst. Supt. of Business	396-3732
6. Director of Communication and Advisement	396-3714
7. Building Principal: Primary	396-3953
8. Building Principal; Elementary	396-3904
9. Building Principal: Middle	396-3856
10. Building Principal: Academy	396-3805
11. CACC Coordinator	396-3982
12. Director of Facilities and Operations	396-3745
13. Director of Athletics	396-3826
14. Vince Delforte, CA School Resource Officer	396-3966
15. Darrin Bartolotta, MS School Resource Officer	396-3875
16. Director of Student and Administrative Services	396-3997

### Procedures for Disseminating Information Regarding Early Detection of Potentially Violent Behavior

1. Building Emergency Response Teams, Post Incident Response Teams, and Behavior Intervention Team will be introduced at the first faculty meeting of each year. Current procedures for referring students will be outlined.
2. Building counselors shall establish referral procedures.
3. All students shall be encouraged to “tell an adult” about any potential act of violence.
4. Students will be encouraged to utilize the Safe Schools Help Line:  
1-800-4-1-VOICE ext. 359  
1-800-418-6423 ext. 359  
[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

## **Responding to Implied or Direct Threats by Students, Staff, and Visitors**

All threats of violence against any person or property are considered serious. Such threats shall be immediately reported to a supervisor or administrator, who shall immediately contact the SRO who will lead an investigation. The very act of a threat shall be cause for discipline against a student or staff member and immediate removal of a visitor. All threats of violence will be reviewed by the Behavior Intervention Team. Violators will be subject to criminal prosecution upon consultation with District administrators, police investigators, and the District Attorney's office.

A threat of imminent violence will result in immediate removal from school facilities. Assistance from law enforcement officials may be sought.

## **Responding to Acts of Violence**

### **1. Student Fights**

The staff member discovering a fight therefore should:

- Order the students to cease and desist.
- Immediately report the fight to the office by telephone, school radio, or, if necessary, send a student to report the incident.
- Assess any personal risk.
- Refrain from personal involvement until a preponderance of force reduces personal risk.
- Defer to administrators/supervisors and assist in crowd control.

### **Police Involvement**

If a staff member believes a student fight poses a serious, imminent risk, and staff or administration cannot control it, **a staff member should call 911.**

### **Administrative Involvement**

Upon arrival at the scene, the building administrator shall take control of a situation unless police are present. The building administrator shall attempt to end the fight and move the participants to another area. If personal involvement is required, the building administrator shall attempt to amass a preponderance of force to handle the situation.

### **2. Weapons**

As per the District weapon policy, no student, staff member or visitor is to be in possession of any weapon at any time on school grounds, in school buildings, or at school events unless there is a clear and specific educational purpose and that purpose has been approved by a school principal.

### **When Confronted with an Armed Person**

- Try to stay calm.
- If safely possible, leave the area with your students or barricade in a safe location.
- In the event of a firearm, try to safely place as much distance as possible between you and the individual.
- Immediately call 911, notify the office and seek assistance.



**Administrative Responsibility**

- In all cases of students, staff or visitors brandishing or suspected of having a weapon, SRO/police will be called.
- The individual will be closely observed until police arrive.
- At the decision of an administrator, any time there is reasonable suspicion that a student is in possession of any weapon, the administrator may implement search procedures. A search should be carried out with two or three other same-sex adults. The search may include a pat down of the student's person and backpack as well as a locker search. If the student is non-cooperative with the search, SRO/police will be called. In case of a suspected firearm, SRO/police will be called first.
- In all cases involving weapons, the Superintendent of Schools will be notified.
- When necessary, lockdown procedures will be implemented.

**Acts of Violence by Others**

An act of violence by a non-student or any visitor to the school District will always be immediately reported to police authorities. All other guidelines in this plan shall pertain.

## **Post-Incident Responsibility for ALL acts of Violence**

After any violent incident, appropriate disciplinary measures shall be enforced by the building administration. In all cases, parents shall be informed. SRO/Police will be informed regarding any serious issue of violence or any time the incident constitutes a crime under the NYS Penal Law or any time a student or parent requests that police be informed.

1. **Contacting Parents Regarding Violent Incidents**

For incidents involving one or more students, the building administrator shall notify the parents of all students involved as soon as possible regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy, all parents will be notified of the circumstances of the incident as soon as possible.

2. **Obtaining Written Statements**

Administrators or the police investigators may take statements and supporting depositions, in written form, if deemed necessary. When juveniles, who are under the age of 16, are being questioned by the police on school property, parents and/or school officials must be present. In all incidents, parents must be notified of the involvement of the police department.

3. **School Resource Officer Office**

The School Resource Officer office is considered an officially designated space for police business.

## **Internal Communication Systems**

### **Description of Internal Communication System**

Each building shall ensure clear communication for all emergency actions. Communication standards and procedures shall be reviewed annually.

Buildings shall access telephones, cellular phones, and two-way radios as appropriate.

### **Emergency Response Team**

The Emergency Response Team for the District shall be:

Superintendent of Schools

Chief of Police

County Emergency Management

Fire Chief

Assistant Super. of Personnel & Support Services: Chief Emergency Officer

Assistant Superintendent for Business

Assistant Superintendent for Instruction

Director of Communication and Advisement

Director of Facilities & Operations

Director of Special Programs

Director of Student and Administrative Services

Director of Transportation

All Principals

Principals will form Building Emergency Response Teams for each building.

### **Post-Incident Response Teams (PIRT)**

The PIRT shall include counselors, representatives from local agencies and the community at the direction of the Superintendent or designee.

### **External Communication Systems**

In the event of a pending emergency, the following means of communication may be used in order to disseminate pertinent information:

- Telephone, fax, e-mail, local media, NOAA weather radio, Emergency Alert System (EAS), Parent Square/Braves Square School Messenger Service, District website.

## **Evacuation Procedures, Sheltering Sites, Medical Assistance, Transportation Arrangements, Emergency Notification to Parents in response to a “Serious Violent Incident”**

Each building shall establish individual evacuation and sheltering procedures. See Building Emergency Preparedness Plan.

1. Emergency notification and health information will be moved to evacuation sites.
2. Medical assistance shall be coordinated through the F.F. Thompson Health System. Building nurses shall be the medical liaison for each building.
3. Parents shall receive information regarding official designated radio and television stations for emergency information as well as the County Emergency 911 center. The Director of Advisement and Communications will notify the Media (listed below) of any information as may be necessary to keep parents updated as to locations of students, pick up instructions, or other relevant information.

WHAM - 1180 AM  
WCGR - 1550 AM  
WYLF - 850 AM  
WGVA - 1240 AM  
WARM - 101.3 FM  
WCMF - 96.5 FM  
Daily Messenger

WHAM - Channel 13 TV  
WHEC - Channel 10 TV  
WROC - Channel 8 TV  
Spectrum News - Cable Channel 14  
WPXY - 97.9 FM  
ZONE - 94.1 FM  
Democrat and Chronicle

4. Director of Advisement and Communications will update the District’s website with any pertinent and available information as soon as possible.
5. Parent Square (Braves Square) will be used to contact Parents, Staff and Students as soon as possible.

### **Closing School – Go Home Early**

The implementation of a Go Home Early Plan is imperative when a situation requires the District to return students to their homes and families as quickly as possible. An example of a condition that might require this plan to be implemented would be an impending blizzard, making it extremely hazardous to transport students’ home at their normal time.

Go Home Early Plans for all school District buildings can be found in the site-specific school building "Emergency Management/Disaster Plans"

### **School Cancellation**

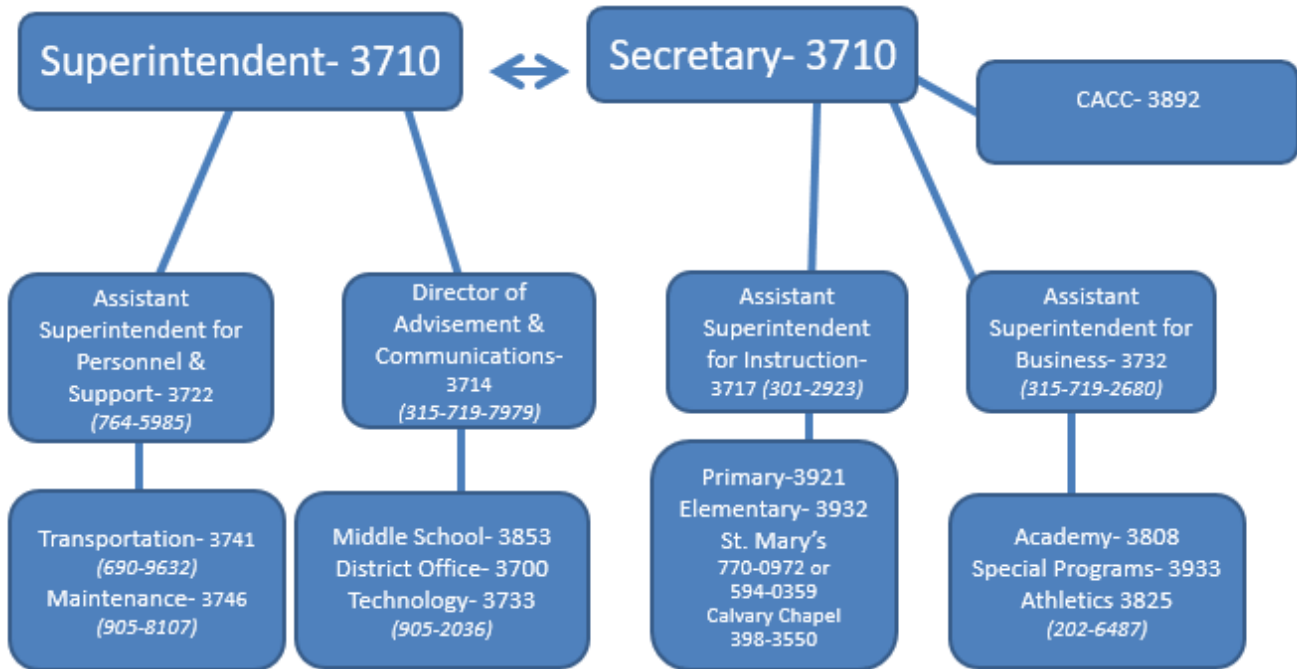
In the event that an emergency incident requires school cancellation, students, staff, and parents will be contacted using the Braves Square, e-mail, and the Canandaigua City School District website.

## **OTHER SPECIFIC SITUATIONS**

The School Building Emergency Response Plan will be followed in the event of any of the below situations:

- Airplane Crash
- Building Structural Failure
- Civil Disturbance
- Fire Alarm System Activation
- Heating System Failure
- Loss of Building
- Loss of Power/Electricity
- Roof Failure/Leak
- Sewage System Failure
- Train Derailment
- Vehicle Crash

## Emergency Communication from Central Office



All Central Office gather in Superintendent's office for disbursement

Updated: May 2022

## Psychological Response to a Disaster

At the appropriate time following a disaster, the Building Post Incident Response Team will determine what role the mental health system could play in the response to the incident.

Timely crisis intervention and stress management is essential to help prevent stress related problems for staff and students later.

### Persons to be Notified:

#### School Psychologists in each building

Primary	396-3937
Elementary	396-3913
Middle School	396-3857
Academy	396-3928
Academy	396-3911
CACC	396-3729
Director of Stud. & Admin. Services	396-3997

<u>Employee Assistance Program (EAP)</u>	800-225-2527
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#### Post Incident Response Teams

<i>Primary-Elementary School</i>	<u>Work</u>
Brian Amesbury	396-3904
Michelle Reynolds	396-3905
Lindsay Lazenby	396-3935
Emily Bonadonna	396-3953
Dennis DesRosiers	396-3934
Chris Paige	396-3905
Amy Wade	396-3947
Deanna Dramer	396-3876
Denise Shimmon	396-3998
Katie Mancuso	396-3945
Shauna Karley	396-3912
Mary Cywinski	396-3848
Kathleen Bremer	396-5703
Mary Casella	396-3940
Jill Cross	396-3910
Lynnette Jones	396-3940
Jacqui Tessena	396-3910

<i>Middle School</i>	<u>Work</u>
John Arthur	396-3856
Anne Ceddia	396-3855
Peter Jensen	396-3882
Maureen Houlihan	396-3883
Michelle Jones	396-3872

Lorraine Ryan	396-3860
Kelly Smith	396-3860
Rachel Wendt	396-3857
Cassie Mauro	396-3854
Victoria Gashlin	396-3865
James Brenchley	396-3929

<i>Academy</i>	<u>Work</u>
Marissa Logue	396-3805
Cary Burke	396-3803
Eric Jordan	396-3803
Rachael Schading	396-3803
Heather Raulli	396-3841
Lisa Rounds	396-3810
Kristen Kelly	396-3810
Chris Gietler	396-3810
Leanne Ducharme	396-3810
Mandy Dedrick-Gerstner	396-3928
Kristin Smith	396-3810
Amy Principato	396-3911
Cindy Vanderlee	396-3859
Mary Green	396-3820
Marcia Jewell	396-3820

<i>Canandaigua Academic and Career Center</i>	
Heather Pawlak	396-3892
James Brenchley	396-3929

<i>District Team Administrative Cabinet</i>	
Jamie Farr	396-3710
Brian Nolan	396-3722
Matt Schrage	396-3717
Matt Fitch	396-3732
Seth Clearman	396-3741
Mike McClain	396-3746
Dan Bowman	396-3773
Caroline Chapman	396-3714
Debbie Sundlov	396-3710
Vernon Tenney	396-3997
Tracy Lindsay	396-3944
Kristine VanDuyne	396-5757



## ***Protocols for Responding to Emergencies***

### **1. Active Shooter and Violent Threat**

Building occupants will vacate the halls into the nearest room and either barricade the door or move to a safer area, possibly evacuating the building if it is deemed safer to do so.

Document and attend to any injuries as well as possible. Do not answer or communicate through your locked door. Do not answer a classroom telephone. Do not respond to a Fire Alarm unless imminent signs of fire are observed. Do not talk within your secured area except only as absolutely necessary. Do not attempt to respond to the intercom or other announcements. Take attendance—include additions. Missing students' last known locations should be noted.

Cell phones and personal electronic devices should not be used.

**LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM BY EMERGENCY RESPONDERS.**

### **2. Bomb Threat**

In the event of a bomb threat, schools will contact law enforcement agencies for their assistance. Practiced procedures will be put in to action to alert and protect students and staff.

Any District employee receiving information about a bomb threat - by way of telephone, e-mail, social media, written note, or through observing a suspicious object, must proceed as if the threat were real and immediately notify the building administrator(s) and/or SRO.

The potential risk of the threat will be evaluated and determine the credibility of the threat and proceed to implement the District Safety Plan as required.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm to keep students and staff safe.

Individual(s) receiving bomb threats should notify the Incident Commander as soon as possible. Appropriate announcements shall be made and the incident Commander shall implement the procedures specified in this annex.

#### **Actions of Individual Receiving Bomb Threat**

- Immediately notify the Incident Commander.
- Keep handling of written threats to a minimum, it may be used as evidence in a criminal investigation and may be processed for fingerprints or DNA.
- A written threat on a wall, mirror, bathroom stall, etc. should not be removed until law enforcement authorizes.
- The NYSP Bomb Threat Instruction Card is available on each computer desktop.

## **Staff Actions**

- Implement the appropriate response procedures to keep students safe.
- Contact SRO and/or dial 911. When police arrive, they assume control and decision making.
  - Establish a Building Command Post in a safe location.
  - Activate the District Command Post.
- Police may enlist the assistance of school staff who are familiar with the building and can recognize objects that do not belong or are out of place.
- Do not touch or handle any suspicious object, bag or container.
- When safe to do so and instructed by the Incident Commander implement Accounting for All Persons and Reunification Annexes.

## **Incident Commander Actions**

- Notify law enforcement, provide threat details.
- Determine what procedures should be activated depending on the nature of the threat.
- Issue instructions, e.g. shelter-in-place or evacuation depending on the situation.
- Coordinate with emergency responders at the command post; provide a site map and keys.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Determine whether school will be closed or remain open.

In all emergent situations, specific procedures included in the Building-level Emergency Response Plans will be initiated.

## **3. Fire**

An alarm system will be activated or **911** will be called. Activate call list.

ALL building occupants are to evacuate immediately and go to designated areas.

Close interior doors and all windows to provide firebreaks.

The Fire Department assumes control of the building upon their arrival on the scene. Control remains with the fire department emergency personnel until such time as they return control to the District.

### **Follow Practiced Evacuation Procedures:**

1. Establish a building Command Post in a safe location away from the building
2. Activate the Command Post
3. Take attendance and report to the Command Post.
4. Wait for further directions from the Command Post.

Upon notification from the Command Post, activities will resume, be curtailed, or cease for the day.

#### **4. Custodial Interference/Missing Student/Kidnapping**

**During school hours**, when a student has already been documented as present, but is now missing the following protocol is to be followed:

1. The first person aware of a missing student will immediately notify the building administrator's office.
2. The office will do an all-call on the walkie-talkies to look for student.
3. The office will call over the PA system
4. If student is still not found, the police and Superintendent will be contacted
5. The office staff will print student information with photograph from Infinite Campus
  - a. Questions to review:
    - i. Determine if any friends are also missing, student's means of transportation to school.
    - ii. Access cameras to find the last known location of student, print a photo to show police clothing, attire
6. Parent/guardian will be notified
7. The building administrator will turn over the investigation to the police upon arrival and assist as requested.
8. Parents will be notified immediately if the student is located. Parents should be asked to contact the school if the student is located.

**After school hours**, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.

1. Advise parent/guardian to contact friends and call student cell phone if available.
2. Gather any information available on the student and their departure from school.
3. Advise parent/guardian to contact police. Building administration should also contact police.
4. Ask parent/guardian to re-contact school if student is located.

#### **Off Campus – during field trips, extracurricular activities, sporting events, etc.**

1. The first person aware of a missing student will immediately notify the building administrator or chaperone in charge of the trip.
2. If school transportation was used, the transportation office is to be called or the bus driver notified. The Transportation Office will do an "ALL CALL" using the transportation radio system to determine if the student is on any bus.
3. If student is still not found, the police and Superintendent will be contacted
4. The office staff will print student information with photograph from Infinite Campus. This will be shared with staff at the off-campus event and with police.
5. Parent/guardian will be notified
6. The building administrator will turn over the investigation to the police upon arrival and assist as requested.
7. Parents will be notified immediately if the student is located. Parents should be asked to contact the school if the student is located.

## 5. Intruder on Premises

### Procedures to Follow

Establish a Building Command Post in a safe location.

Determine if evacuation, hold in place, lockdown or lockout is necessary.

Activate the District Command Post.

Activate call list. Principal will determine the following before acting:

- Does the intruder appear armed?
- Is it safe to approach the intruder?

Principal will notify the building occupants of evacuation, hold in place, lockdown or lockout using the intercom system.

If the intruder appears to be unarmed, the principal may choose to speak to the intruder and ask him to leave. The intruder should be escorted off the premises.

If the intruder refuses to leave or appears to be armed, maintain camera surveillance and summon the SRO/police. **An intruder with a weapon, or one who refuses to leave the premises, has broken the law; the SRO/police will be notified even if the intruder leaves when requested.**

The principal and or police will clear the emergency when appropriate.

## 6. Hostage Taking

### Procedures to Follow

The first person aware of the situation will immediately notify the building administrator and call 911.

The building administrator or designee will issue an appropriate alert (such as a lockdown) if necessary and isolate the area.

The building administrator or designee will notify the Superintendent.

The building administrator or designee will turn over authority to the police upon their arrival and assist as requested.

## 7. On-Site Chemical/Toxic Spill

### Procedures to Follow

Establish a Building Command Post in a safe location upwind from the building.

Activate the District Command Post.

Activate call list.

The principal will notify building occupants of an emergency, using the intercom system.

The building will be evacuated using practiced procedures, avoiding the area of the spill.

The emergency will be turned over to the appropriate agency or HAZ-MAT team.

Upon direction from the Command Post, the building will resume, curtail or cease operations for the day.

## **8. Off-Site Chemical/Toxic Spill**

### **Procedures to Follow**

Ontario County Emergency Management or the City of Canandaigua will notify the District when an emergency exists.

All District personnel will follow the directions of the Ontario County Disaster Coordinator or the City Disaster Coordinator.

The Superintendent/Designee will activate call list and direct the actions to be taken.

The emergency can only be declared over by either the Ontario County Emergency Management Office or the City Emergency Operating Center.

The Superintendent/Designee will notify the staff of the termination of the emergency.

## **9. Severe Weather**

### **Procedures to Follow**

Establish a Building Command Post.

Activate the District Command Post.

Activate call list.

The National Weather Service in Buffalo will notify the District. Notification may also be received from the District's emergency radio resources, Ontario County Emergency Management Office, City Emergency Operating Center, American Red Cross, or BOCES. All are to be considered reliable weather information sources.

The Superintendent/Designee will notify the appropriate staff of the emergency and direct the action to be taken.

If severe weather necessitates early dismissal, the Superintendent will direct the Assistant Superintendent for Personnel & Support Services to call the designated radio and TV stations with the appropriate announcement. In the absence of the Superintendent, the Assistant Superintendent for Business will assume this responsibility.

If the weather forecast is for high winds, then the Principal should announce an emergency to initiate a high winds response. Building occupants will be directed away from windows, out of gyms and cafeterias and off the playing fields.

Following termination of the emergency, the District may resume, curtail or cease operations for the day.

## **10. Earthquake**

### **Procedures to Follow**

Establish a building Command Post.

Activate the District Command Post.

Activate call list. Buildings should be evacuated using the fire alarm.

Structural collapse will cause the building to be evacuated. Do not assume that everyone has heard the alarm and has evacuated. Such collapse could cause an interruption in communications. Verbal commands should be shouted from a safe location.

The Superintendent, along with emergency personnel, will determine if the building is safe to re-enter.

Upon directions from the Command Post, the building will resume, curtail or cease operations for the day.

Building occupants may need to be sheltered at another site until the emergency is declared over.

Structural collapse warrants an investigation by a structural engineer.

**Buildings are inspected annually for structural weakness.** This inspection is merely visual and cannot determine accurately the integrity of internal structures.

## **11. Fuel Spill**

### **Procedures to Follow**

Establish a building Command Post in a safe location.

Activate the District Command Post.

First person on the scene will activate call list.

District personnel will use absorbents as a first response to contain the spill.

The DEC will be notified and the District will follow the agency's directions:

<b>Department of Environmental Conservation</b>	<b>226-2466 (Avon Headquarters-days)</b>
	<b>1-607-324-4504 (nights)</b>
	<b>1-800-457-7362 (Hot Line)</b>

Only emergency personnel on the scene will terminate the emergency.

## **12. Natural Gas Leak**

### **Procedures to Follow**

Establish a Building Command Post in a safe location.

Activate the District Command post.

First person on the scene will report the leak to the building principal. NYSEG will be notified and the District will follow the company's directions.

The building will be evacuated using the public address system.

Upon direction from the Command Post, the building may resume, curtail or cease operations for the day.

## **13. Explosion**

### **Procedures to Follow**

Establish a Building Command Post in a safe location.

Activate the District Command Post.

The building will be evacuated using the fire alarm and the call list activated. An explosion could interrupt the communications system. Do not assume that all have heard the alarm. Verbal commands should be called out from a safe distance.

The District will follow the directions of the Fire Chief.

The emergency will be declared over by the emergency personnel on site.

Upon direction from the Command Post, the building will resume, curtail or cease operations for the day.

## **14. Electrical Outage**

### **Procedures to Follow**

Establish a Building Command Post.

Activate the District Command Post.

The Principal will be notified of the outage.

The Principal will call RG&E to report the trouble.

**RG&E Phone Numbers: 546-1100** (Sundays & Holidays: 724-8916) & 1-800-743-1701

The Superintendent/Designee will declare an emergency if necessary. An emergency exists when the duration of the outage will endanger the welfare of the building occupants.

Upon notification from the Command Post, the building will resume, curtail or cease operations for the day.

## **15. Bus Accident/Severe Incident**

### **Procedures to Follow**

Driver is to notify transportation if able to do so. Transportation will activate call list.

Driver or Transportation should call 911. Be specific as to the location of the incident.



Establish a Command Post at the location of the accident.

Activate the District Command Post.

Superintendent/Designee will maintain Command Post at the Administrative Center. Director of Transportation and others appropriate to the situation are to respond to the scene unless requested to remain at Command Post by the Superintendent.

Public Information Officer shall be alerted to stand by.

Emergency personnel at the scene will handle other calls (Ambulance, Fire Dept., DEC, etc.).

**IN THE EVENT OF A MAJOR ACCIDENT**, call Red Cross (394-2260) for a disaster vehicle with cots, blankets, support personnel.

Document all activity on accident response log.

After the event, key personnel shall meet to debrief and evaluate response.

## **16. Water Emergency**

### **Procedures to Follow**

First person to detect a problem with water supply (interior or exterior) will notify the building principal.

Establish a Building Command Post.

Activate a Building Command Post.

The Principal will activate the call list to report the problem.

The Department of Public Works will be contacted to help determine the source of the problem:

**City Public Works Dept.                      396-5060**

The Superintendent/Designee will declare an emergency if necessary. An emergency exists when the duration of corrective measures will endanger the welfare of the building occupants.

Upon notification from the Command Post, the building will resume, curtail or cease operations for the day.

## **17. Biological Threat**

### **Procedures to Follow**

Establish a Building Command Post.

Activate the District Command Post.

Immediately isolate the threat by not moving the letter, package or container from its original location.

Move people away from the immediate location and do not allow ANYONE to touch or move the threat. Those exposed to the original threat should remain isolated from others and away from uninvolved individuals. Those exposed should be advised not to eat, drink, smoke, chew or rub their eyes, ears, nose, or mouth or place their hands near their face.

Close all doors and windows to the area and lock the room if possible.

Call **911** and advise the operator of the situation. Remain on the line until instructed to hang up.

Activate the call list.

Isolation/containment procedures will vary from one locale to another. It is recommended that, if possible, the threat be isolated and confined to a given room or area as described above. It is not necessary to confine students to classrooms, evacuate the building, or send students to a predetermined assembly area unless these actions aid the response efforts of the emergency response team or if the location of the threat within the school is unknown.

It is not necessary to shut down HVAC systems within the building unless the threat was directed at the HVAC system or the package/container was found within the HVAC system. Law enforcement and health officials will advise if any additional precautions need to be taken by any potentially exposed individuals or if specific clean-up procedures should be taken. Upon notification from the Command Post, activities will resume, be curtailed, or cease for the day.

## **18. Hazard Identification**

The following sites have the potential for internal or external emergency situations:

The buildings and grounds associated with each of these facilities have the potential for a District or building-level emergency or incident.

The following items/facilities that are proximate to the Canandaigua City School District have been identified as having a potential for presenting emergencies that could affect the District:

PACTIV, North Road, Canandaigua, NY -- Storage of plastic goods and user of Haz/Mat  
Finger Lakes Railroad, East North Street, Geneva, NY – Runs through school property

Rt-332 Corridor – Main North/South artery for Commercial Vehicle Traffic into Canandaigua  
Canandaigua Winery, Buffalo Street, Canandaigua, NY – Potential for chemical spills  
Ontario County Correctional Facility, 3024 County Complex Drive, Hopewell, NY – Possible escapees  
City of Canandaigua Water Treatment Facility, Saltonstall Street, Canandaigua, NY – Chemicals  
Canandaigua Airport, 2450 Brickyard Road, Canandaigua, NY - Airplane related incidents.

## **19. Protocols for Responding to a Declared Public Health and Emergency Involving a Communicable Disease**

**Essential Personnel and Staff:** In the event of a state-ordered reduction of in-person workforce the district would use a remote learning educational delivery model. The employees that would continue to be needed on campus would be custodians and maintenance/grounds staff to clean, disinfect, and to keep buildings and grounds operational. Technology department staff would be needed to support the Information Technology needs of the district. Food Service staff would be needed to prepare and distribute meals. Various Administrative titles may need to work from campus on a given day depending on need. Those titles include Superintendent, Assistant Superintendents, Directors, Principals, District Clerk, and selected Business Office Personnel. Other employees would work from home to support the virtual learning educational delivery model.

**Telecommuting Protocols:** The district has provided the following employees with either a laptop or Chromebook to enable them to work from home; Administrators, Clerical, Teachers, Nurses, Occupational Therapists, Physical Therapists, Librarians, Counselors, Psychologists, Social Workers, Speech Language Pathologists, Teaching Assistants, and Prevention Services Specialist. The employees are able to log into the district's network from home and access all software and programs as though they were working on campus. Employees have been instructed on how to forward calls from their work telephone, and how to change their voicemail message.

**Overcrowding Reduction Protocol:** The employee groups Custodial, Technology, Food Service will have no more than 50% of their employee group work on campus at a time. They will be scheduled by the Director of Technology, Director of Facilities, and Food Service Director. The employee groups Maintenance and Grounds may have more than 50% of their employees continue to work from campus depending on needs.

**PPE Procurement:** The Director of Student and Administrative Services coordinates the district's efforts to ensure the proper supply of PPE is obtained. He receives weekly updates on the PPE supply in each of the district's buildings and orders enough PPE to ensure that at least two pieces of each type of PPE is available for each essential employee for more than 6 months. The supply of PPE is housed at District Office where the Director of Student and Administrative Services is located, and is distributed to buildings as needed.

**Exposure Protocol - Employee or Contractor:** In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, or exhibits symptoms, that employee if on campus will be isolated. If the employee is okay to drive they will

be sent home. If they are not okay to drive, their emergency contact will drive them home. The employee will be directed to stay home until they are released per Ontario County Public Health guidelines at the time. If the employee is home when it is learned they were exposed to a known exposure, or they exhibit symptoms, or they test positive, they will be directed to stay home until they are released per Ontario County Public Health guidelines. The employee will use their own collectively bargained accrued time unless there is State or Federal leave made available for the public health emergency.

**Essential Employee Work Hours and Locations:** A work schedule will be developed and tracked by the Director of Facilities, Director of Technology, and Director of Food Service, and approved by the Assistant Superintendent for Personnel.

**Essential Employee Emergency Housing:** The district will work with Ontario County Public Health regarding emergency housing.

## APPENDIX

### APPENDIX I

#### **Emergency Phone List -- Canandaigua City School District**

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Office</u></b>
*Superintendent	Jamie Farr	396-3710
Asst. Supt. For Instruction	Matt Schrage	396-3717
* Asst. Supt. of Personnel & Support Services: Chief Emergency Officer	Brian Nolan	396-3722
Asst. Supt. For Bus.	Matt Fitch	396-3732
* Transportation	Seth Clearman	396-3741
* Facilities & Operations	Mike McClain	396-3745
Athletic Director	Jim Simmons	396-3825
Director of Technology	Dan Bowman	396-3773
School Resource Officer FT	Vince Delforte	396-3966
School Resource Officer PT	Darrin Bartalotta	396-3875
*Director of Student and Administrative Services	Vernon Tenney	396-3997
Director of Special Programs	Dennis DesRosiers	396-3934
<i>* Command Staff</i>		
*Director of Communication and Advisement	Caroline Chapman	396-3714
<i>Principals:</i>		
Academy	Marissa Logue	396-3808
Middle	John Arthur	396-3856
Elementary	Brian Amesbury	396-3900
Primary	Emily Bonadonna	396-3953
St. Mary's	Lisa Milano	394-4300
Calvary Chapel	Pastor Mark Leckie	398-3550
<i>Head Custodians:</i>		
Academy	Bob Cornish	396-3958
Middle	Walter Romashko	396-3888
Primary/Elementary	Jennifer Bergstresser	396-3918

**Emergency Phone List – Outside Agencies**

<b>Office</b>	<b>Non-Emergency</b>	<b>Emergency</b>
Canandaigua City Police	396-5035	911
Ontario County Sheriff	394-4560	911
NY State Police	398-3200	398-4100
Canandaigua Fire Department	396-5050	911
Canandaigua Emergency Squad	394-5860	911
Canandaigua City Manager	396-5000	
Canandaigua DPW	396-5060	
Ontario County Fire Coordinator	396-4310	
Ontario County Public Health	396-4343	
Rochester Gas & Electric	Days	546-1100
	Nights	546-1100
	Sunday/Holiday	724-8916
NYS Gas & Electric	Days	1-800-572-1121
	Nights	1-800-227-0888
	If no answer	526-5434
D.E.C. Spills	Days	226-2466
	Nights	1-607-324-4504
	Hot Line	1-800-457-7362
F.F. Thompson Hospital		396-6000
F.F. Thompson Emergency Department		396-6600
Poison & Drug Information Center		1-800-333-0542
Finger Lakes Railway		1-315-781-1234
National Response Center		1-800-424-8802
CHEMTREC		1-800-424-9300
		1-800-262-8200
Mercy Flight	1-800-443-4375	396-0548
NYS OGS Div. Of Donated Food		1-518-473-9376
Employee Assistance (EAP)		800-252-4555

**Educational Agencies in the Canandaigua City School District**

1. Saint Mary's School  
6 Gibson Street, Canandaigua, New York 14424  
Phone - 585-394-4300  
Fax - 585-394-3954
2. Our Children's Place of Canandaigua  
55 Wilcox Lane, Canandaigua, New York 14424  
Phone - 585-394-5310  
Fax - 585-394-5207
3. YMCA Canandaigua  
32 North Main Street, Canandaigua, New York 14424  
Phone - 585-394-6866  
Fax - 585-394-7781
4. Canandaigua Montessori School  
5273 Parkside Drive, Canandaigua, New York 14424  
Phone - 393-8155  
Fax - None
5. Canandaigua Head Start  
5415 County Road 30, Canandaigua, New York 14424  
Phone - 585-394-1190  
Fax - 585-394-5326
6. Finger Lakes Community College Child Care  
3225 Marvin Sands Dr., Canandaigua, New York 14424  
Phone - 585-394-6666  
Fax - 585-394-5005
7. Little Lambs Preschool  
320 South Pearl Street, Canandaigua, New York 14424  
Phone - 585-394-2760  
Fax - 585-394-2760
8. Wings Christian Pre-School  
3360 Middle Cheshire Road, Canandaigua, New York 14424  
Phone - 585-394-5857  
Fax - 585-394-6642
9. Care-A-Lot Childcare  
1780 Rochester Road, Farmington, New York 14425  
Phone - 585-398-3111

10. Calvary Chapel Christian School

1777 Route 332, Farmington, New York 14425

Phone - 585-398-2218

11. Happiness House

5415 North Bloomfield Rd., Canandaigua, New York 14424

Phone – 585-394-9510



## APPENDIX II

### District Equipment Inventory

The following listed equipment being available for deployment to any location within the District to assist in any emergency under the direction of the Director of Facilities and Operations. The Director of Facilities and Operations has direct radio communications with the Ontario County 911 center, with the Ontario County Sheriff's Office, and the City of Canandaigua Police Department.

The equipment inventory is maintained by the Director of Facilities and Operations and the Director of Transportation.

General maintenance tools such as welders, grinders, air compressors, pumps, fans, air movers, plumbing fixtures and complete cabinet shop in premises. Exterior maintenance tools such as shovels, rakes, ladders, etc. are available.

Updated: 6/23/2022

Client Veh#	Year	Make	Model	Vehicle ID Number
	1993	Ford	Bucket Truck	1FDXK84APVA04009
	2001	Ford	F250	1FTNF21S61EA99301
	2003	Ford	F250	3FTNF21SX3MB17909
	2008	Ford	F350	1FTWF33Y28EE59475
	2008	Anderson	Trailer	4YNBN18228C054991
	2008	Ford	F250	1FTSF21Y98EE59467
	2008	Bri-Mar	Dump Trailer	43YDC16208C071696
	2009	Ford	E-150	1FMNE11W89DA87194
	2009	Ford	E-150	1FMNE11W69DA87193
	2010	Ford	F250	1FTSF2BY3AEA21726
	2011	Ford	Expedition	1FMJU1G5XBEF53854
	2011	Down To Earth	Utility Trailer	5MYUU1214BB035241
	2012	Ford	F250	1FRBF2B69CEC96423
	2012	Ford	F250	1FTBF2B67CEC96422
	2015	Ford	F250	1FTBF2B62FEB72546
	2015	Ford	F250	1FTBF2B66FEB36696
	2016	Ford	Suburban	1FMJU1GTXGEF08872
	2016	Ford	P/U	1FTBF2B68GEA84649
	2017	Western Star	Dump Truck	5KKHAXDV5HLJA9847
	2017	Ford	F250	1FTBF2B60HEE28167
	2017	Ford	F250	1FTBF2B69HEE28166
	2018	Carry On	Trailer	4YMBU1217KU003983
	2021	Ford	F550	4P5DL1420M3049364
10	2015	Freightliner	Bus	4UZABRDT0FCGD4160
11	2015	Freightliner	Bus	4UZABRDT2FCGD4161
12	2015	Freightliner	Bus	4UZABRDT4FCGD4162

Client Veh#	Year	Make	Model	Vehicle ID Number
13	2015	Freightliner	Bus	4UZABRDT6FCGD4163
14	2015	Freightliner	Bus	4UZABPDT5FCGD2912
16	2016	Freightliner	Bus	4UZABRDT0GCHG4568
17	2016	Freightliner	Bus	4UZABRDT7GCHG4566
18	2016	Freightliner	Bus	4UZABRDT9GCHG4567
19	2016	Freightliner	Bus	4UZABRDT2GCHG4569
20	2016	Thomas	Bus	1T7Y54D22G1097894
21	2016	Thomas	Bus	1T7Y54D20G1097893
22	2017	Thomas	Bus	1T7Y54D24H1106967
23	2017	Thomas	Bus	4UZABRDT2HCHS6961
24	2017	Thomas	Bus	4UZABRDT0HCHS6960
25	2017	Thomas	Bus	4UZABRDTXHCHV4684
26	2017	Thomas	Bus	4UZABRDT1HCHV5240
27	2017	Thomas	Bus	4UZABRDT3HCHV5241
28	2017	Thomas	Bus	1GB3GRBF7G1291541
30	2018	Thomas	Bus	4UZABRFC7JCJN5368
31	2018	Thomas	Bus	4UZABRFC9JCJN5369
32	2018	Thomas	Bus	4UZABRFC5JCJN5370
33	2018	Thomas	Bus	4UZABRFC0JCJN7348
34	2018	Thomas	Bus	4UZABRFC2JCJN7349
35	2018	Thomas	Bus	1T7Y54D27J1127723
36	2019	Thomas	Bus	4UZABRFC2KCKF2605
37	2019	Thomas	Bus	4UZABRFC4KCKF2606
38	2019	Thomas	Bus	4UZABRFC6KCKF2607
39	2019	Thomas	Bus	4UZABRFC8KCKF2608
40	2019	Thomas	Bus	4UZABRFCXKCKF4294
41	2019	Thomas	Bus	4UZABPFC6KCKF4295
42	2020	Thomas	Bus	4UZABRFC3LCLW0141
43	2020	Thomas	Bus	4UZABRFC5LCLW0142
44	2020	Thomas	Bus	4UZABRFC7LCLW0143
45	2020	Thomas	Bus	4UZABRFC9LCLW0144
46	2020	Thomas	Bus	4UZABRFC0LCLW0145
47	2021	Thomas	340TS	4UZABRFC4MCML9156
48	2021	Thomas	340TS	4UZABRFC6MCML9157
49	2021	Thomas	340TS	4UZABRFC8MCML9158
50	2021	Thomas	340TS	4UZABRFCXMCML9159
51	2021	Thomas	340TS	4UZABRFC6MCML9160
52	2021	Thomas	340TS	4UZABRFC8MCML9161
53	2021	Thomas	340TS	4UZABRFCXMCML9162
54	2023	Thomas	340TS	4UZABRFC9PCNS9164
55	2023	Thomas	340TS	4UZABRFC0PCNS9165
56	2023	Thomas	340TS	4UZABRFC2PCNS9166
57	2023	Thomas	340TS	4UZABRFC4PCNS9167
58	2023	Thomas	340TS	4UZABRFC6PCNS9168
59	2023	Thomas	340TS	4UZABRFC8PCNS9169

Client Veh#	Year	Make	Model	Vehicle ID Number
60	2023	Thomas	340TS	4UZABRFC4PCNS9170
61	2023	Thomas	Minotaur	1GB3GRB77N1148028
62	2023	Thomas	Minotaur	1GB3GRB78N1147843
84	2012	Freightliner	C-2	4UZABRDT0CCAZ9492
85	2012	Freightliner	C-2	4UZABRDT2CCAZ9493
92	2014	Freightliner	BUS #92	4UZABRDT5ECFR0983
93	2014	Freightliner	BUS #93	4UZABRDT7ECFR0984
94	2014	Freightliner	BUS #94	4UZABRDT9ECFR0985
95	2014	Freightliner	Bus #95	4UZABRDT4ECFR0988
96	2014	Freightliner	BUS #96	4UZABRDT2ECFR0987
97	2014	Freightliner	Bus #97	4UZABRDT0ECFR0986
99	2015	Freightliner	Bus	4UZABRDTXFCGD4165
C3	2016	Nissan	Altima	1N4AL3AP9GC203914
C4	2020	Chevy	Tahoe	1GNSKAKC5LR186349
C5	2020	Chevy	Tahoe	1GNSKAKC7LR186174
C6	2022	Chevy	Traverse	1GNEVFKW6NJ165085
C7	2022	Chevy	Traverse	1GNEVFKW8NJ165122
ST1	2014	Ford	F350	1FDRF3H66EEA26740

## **APPENDIX III**

### **Point of Distribution**

The school District has signed a MOA (memo of agreement) with Ontario County Public Health in regard to using a District facility as a large-scale vaccination distribution center. The Operations and Transportation facility has been designated for the POD center. Per the agreement the District will assist and follow the standard operating guide that was distributed by Public Health.

## **APPENDIX IV**

### **Emergency “To Go” Bag Guidelines and Contents**

School Health Services personnel are responsible to provide initial emergency care i.e., First Aid and Basic Life Support in school and school-related settings.

The following items are included in the office emergency bag that is kept in the Nurse’s Office at the Primary/Elementary, Middle, and Academy buildings:

- AED
- OSHA equipment (non-Latex gloves, gown and mask)
- Anaphylactic equipment: Epi-Pen
- Emergency Procedure for anaphylactic Shock (copy in a plastic sleeve)
- Resuscitation mask
- Frosting gel
- Band aids
- 4x4 gauze bandages – non-sterile
- Sanitary pad(s)
- Gauze roller bandage
- Adhesive tape
- Scissors
- Triangular sling
- Safety pins
- Stop the Bleed Kit
- Narcan
- Blanket
- Flashlight
- Anti-bacterial wipes
- Thermometer
- Blood pressure cuff
- Stethoscope
- Magazine or cardboard (for splinting)
- Chemical ice pack
- Tongue blades
- Notebook and pen

- Brown lunch bag
- Large plastic trash bag
- Building-specific medication roster
- Building-specific health care plans
- Emergency bag guidelines
- Student contact information

## APPENDIX V

### Communications Resources

During the event of an emergent situation, the District has the following communications resources available:

- PA (Public Address) system (all schools)
- Land Line Telephones (all district buildings)
- Fax machines (all district buildings)
- Television (all district buildings)
- Computers (all district buildings)
- Two-way radios (all district buildings)
- Bull horns (all schools)

## APPENDIX VI

### MUNICIPAL COOPERATION AGREEMENT BETWEEN THE CITY OF CANANDAIGUA AND THE CANANDAIGUA CITY SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS

This agreement is made this 31<sup>st</sup> day of August, 2020 by and between the City of Canandaigua (the "City") with its principal office at 2 North Main Street, Canandaigua, New York, 14424, and the Canandaigua City School District (the "School District") with its principal office at 143 North Pearl Street, Canandaigua, New York 14424.

#### WITNESSETH:

**WHEREAS**, the School District desires to continue the school resource officer (SRO) program, to develop a strong, supportive relationship between students, faculty and law enforcement in order to deter criminal behavior and maintain a safe learning environment; and

**WHEREAS**, the School District desires to continue the SRO program with one full-time and one part-time SRO, for the 2020-2021 school year; and

**WHEREAS**, the City desires to provide SRO services to the School District; and

**WHEREAS**, it is in the best interests of the citizens of the City and the School District to maintain this program; and

**WHEREAS**, the School District has agreed to reimburse the City for 100% of the expense of the part-time Police Officers assigned to the SRO program;

**NOW, THEREFORE**, it is mutually agreed by and between the parties as follows:

**Term**

1. The term of this agreement shall commence on August 1, 2020, and terminate on July 31, 2021.

**Eligibility and Appointment**

2. The SROs shall be sworn City Police Officers employed by the City.
3. If there is a need to replace an SRO, the School District shall participate in the selection of the SRO and shall be offered the opportunity to interview at least two applicants. The City shall be the hiring authority.
4. The City reserves the right and authority to periodically monitor and evaluate the performance of SROs and, if necessary, initiate remedial measures to correct deficiencies or improve performance. Input from the School District administration will be part of this process. At the time of each SRO's performance evaluation, the School District shall provide a written evaluation of the SRO's work performance to be attached to and included as part of the City's review.

**Funding and Compensation**

5. During the term of this agreement, the School District shall reimburse the City for the full cost of the part-time Police Officer assigned to the SRO program, including wages and benefits, health insurance, and all other benefits that may be payable to the part-time SRO as required by the current or future collective bargaining agreement between the City and the Canandaigua Police Benevolent Association and all other associated costs (dry cleaning, uniform issue, equipment issue and all other required annual in-service training). It is agreed if these accumulated costs reach \$35,000 for the school year that the City and the School District will meet to determine and reconcile the cause of the expenditure overage for the part-time SRO.
6. The City and School District agree to share the cost of a full-time police officer to serve as an SRO and Youth Officer. The estimated cost is \$134,000, to be shared equally by the City and School District. It is agreed if these accumulated costs exceed the estimated \$134,000, the City and the School District will meet to determine and reconcile the cause of the expenditure overage for the full-time SRO and Youth Officer.
7. In recognition of the value to the City of having SROs stationed at the School District's facilities, the City will not ask for reimbursement from the School District for the expense of providing the SROs with the use of a Police vehicle(s).
8. The City shall invoice the School District for the periods ending December 31, 2020, March 31, 2021 and June 30, 2021.
9. The work hours of the part-time SRO will not exceed an average of 30 hours per week (averaged over a 40-week period), nor exceed 40 hours in any work week, except for a full-time Police Officer in accordance with paragraph 6 of this agreement.
10. The full-time SRO will be assigned work from the City's Police Department during the summer months when school is not in session. Nevertheless, said full-time SRO will be available to the School District as needed, and will continue to fill their role as Youth Officer for the City's Police Department.

**Day-to-Day Operation during the School Year**

11. The SROs shall act as educators, counselors and police officers. The SRO's hours may be allocated between assignments at the locations of the Academy, the Middle School and the Primary/Elementary School as determined by the School District with consent of the City.

12. The SROs shall coordinate all of their activities with the principal and staff members concerned and will seek advice, guidance and permission from the school administration prior to enacting any program within the school(s).
13. The SROs shall on a daily basis, during their regularly scheduled hours, confer with the on-duty supervisor regarding current police activities. Both SROs will be directly supervised by, and report directly to, an assigned supervisor within the City's Police Department.
14. The SRO's regular working hours may be adjusted on a situational basis with the consent of the School District's administration and approval from the SRO's supervisor at the City's Police Department.
15. When appropriate and authorized by the City, the SROs may keep the School Principal and/or Superintendent of Schools informed of the nature of any investigation of any alleged criminal activities involving students, employees, teachers, or third parties that have allegedly occurred on school grounds. The role of school discipline shall remain with the School District administration.
16. On a daily basis, the SRO's shall update their direct supervisor at the City's Police Department (Sergeant/Lieutenant), and the Assistant Superintendent for Personnel and Support Services regarding any pertinent activities, issues or situations.

### **Training**

17. The City's Police Department shall provide the necessary training considered by the Police Department as needed to maintain the skills and knowledge of the SROs in the capacity of Police Officers. Scheduling of training and/or conferences during the school year shall be coordinated between the School District's administration and the police supervisor prior to the training.

### **Independent Contractor**

18. The City shall be providing services to the School District as an independent contractor, and any and all services performed by an SRO under this Agreement shall be performed in such capacity. The SRO shall not hold himself/herself out as, nor claim to be, an officer or employee of the School District, nor make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the School District, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The SRO shall not have or hold himself/herself out as having the authority or power to bind or create liability for the School District by the SRO's acts or omissions. As the SRO's employer, the City shall comply with all Federal, State, and local laws rules and regulations, and shall pay any applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over the City's Police Department or its relationship with the School District. The City further agrees to indemnify and hold the School District harmless against any claim, cost, penalty, damage, or expense (including attorneys' fees) related to either parties nonpayment and/or underpayment of any such taxes or payments. These provisions shall survive any expiration, termination, or non-renewal of this Agreement. An SRO assigned to the School District is under the direct supervision of the command officers of the City's Police Department.



## **Mutual Indemnification**

19.

(a) Except for any liability, damages, claims, demands, costs, judgments, fees, and attorneys' fees contributed to, caused by or resulting from the negligence or willful misconduct of the City, its Police Department, or the Police Department's officers, employees or agents, the School District shall indemnify and hold harmless the City, its Police Department, and the Police Department's officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the School District; and the School District shall provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of such acts or omissions and shall bear all other reasonable costs and expenses related thereto.

(b) Except for any liability, damages, claims, demands, costs, judgments, fees, and attorneys' fees contributed to, caused by or resulting from the negligence or willful misconduct of the School District, its officers, employees or agents the City shall indemnify and hold harmless the School District, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the City, the SRO, or third parties under the direction or control of the City; and the City shall provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of such acts or omissions and shall bear all other reasonable costs and expenses related thereto.

## **Governing Law**

20. The Agreement shall be construed and interpreted in accordance with the laws of New York State.

## **Assignment**

21. This Agreement may not be assigned by either party.

## **Applicability**

22. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

City of Canandaigua

Canandaigua City School District

*Brian Young*

*Jamie M. Farr*

City Manager  
August 31, 2020

Superintendent  
August 31, 2020