Canandaigua City School

District Safety Plan

2019-2020

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Canandaigua City School District Safety Plan

Mission Statement

We demonstrate our commitment to the whole child by

- providing rigorous opportunities in academics, the arts, and athletics;
- supporting the social, emotional, and developmental needs of all students;
- maintaining a focus on character development; and
- Engaging families and our community

ORIGINAL COMMITTEE MEMBERS

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

COMMITTEE MEMBERS (as of 6-26-19):

John Polimeni – Member, Board of Education
Marcia Rebman – Nurse, Pri-Elem School
Mike Dauphinee – Director of Transportation
Lindsay Lazenby – Pri-Elem School Assist. Principal
Eric Jordan – Academy Asst. Principal
John Lafave – Dir. Stud. Support Services
Cele Munn – Nurse, Primary-Elementary School
Anne Ceddia – Middle School Assistant Principal
Brian Nolan –Asst. Spt. Personnel & Support Services
Lorraine Ryan – Nurse, Middle School
Lon Sanford – School Resource Officer
Kelly Smith – Nurse, Middle School
Matt McGrath- School Resource Officer
Darrin Bartolotta- School Resource Officer
Mike McClain-Dir. Facilities & Operations
Frank Magnera-Fire Chief
Kaylee Kelley-Teacher

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

Board of Education Policy

#5675 – Subject: Emergency Management Plan

The Superintendent will prepare guidelines for the development of a District Emergency Management Plan in order to be prepared for an emergency or crisis in the District and to ensure prompt, thoughtful response. The plan shall make provision for:

a) Shelter,
b) Evacuation,
c) Early dismissal,
d) Annual written notification to students and staff,
e) An annual drill, and
f) Coordination with local emergency preparedness coordinators.

An Emergency Planning Committee (or Crisis Team) may be established to supervise the plan, and an Emergency Management Plan Coordinator (or Crisis Team Leader) may be appointed with responsibility for overall coordination and decision making should an emergency occur.

The Board of Education may create and sustain a control center in anticipation of an emergency. Further, a survey shall indicate the location of potential emergency sites on School District property as well as within the community itself.

8 New York Code of Rules and Regulations
(NYCRR) Section 155.13

Adopted: 12/10/98
Non Substantive Change: 4/23/12, 2/4/16

Introduction

In keeping with the policy of the Board of Education, 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 District Emergency Preparedness Plan (EPD), it is intended to offer guidance and direction to District personnel in a variety of emergency situations.

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 may view a copy of the District Emergency Management Plan at District Office.

Procedures for Coordinating the Plan with County and Statewide Plans

Contents of 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. (i.e. the police have control over a situation any time they believe the area is a crime scene or it is in the interest of public safety for them to do so; the fire department assumes control over a fire scene.)

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, 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 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 with badge access through the District security system from their office if necessary. All Building Principals can lock down all inside and outside doors with badge access as well.

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 respect, responsibility, honesty, caring, and healthful lifestyles. 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.

4. There is a commitment to a parent/school partnership in all phases of school operations.

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. The Natural Helpers Program exists at the Academy and Middle School. Students who are nominated by their peers attend a training retreat that emphasizes trust, self care, helping skills and referral skills. This group then returns to the school and combines with the informal network of peers and continues peer helping.

8. Students for Alphabet Soup is a school club that meets under the guidance of a school advisor 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.

9. The District participates in the Safe School Helpline 1-800-4-1-VOICE ext. 359 (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.

10. District-wide support services including family services, psychological service, and counseling services are available.

11. 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.

12. 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 Specialists collaborate with community resources to reduce high-risk behaviors.

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).

Procedures Outlining the Role of School Personnel and Equipment in School Safety Measures

All staff members are responsible for school safety and should immediately report any incident of threat or violence, any school intruder or any other threat to the safety of staff, students, or visitors. All staff members are expected to respond within their reasonable abilities, taking care to safeguard their own person without compromising the safety of the students.

Training throughout the year is conducted via e-mail distribution, staff meetings, and at Superintendent's Conference Days.

Procedures for Annual Safety Training for Staff and Students

1. In-house drills will be conducted throughout the school year. These drills will cover emergency situations that the District might encounter which include but are not limited to: Fire, Shelter in Place, Hold in Place, Go Home Early, Lockout, Lockdown, and Evacuation.

2. The District and Building Safety Plans and/or the Emergency Quick Reference Guide will be reviewed within the first seven (7) days of school during a faculty meeting.

3. 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.

4. "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.

5. 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.

6. 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.

7. 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/TASC, 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.

Description and Duties of School Monitors

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

1. Assisting teachers in supervising students during recreation, lunch periods, class periods, study halls and on the school bus.
2. Assisting bus drivers in loading, transporting, and unloading disabled students.
3. Guiding students safely across streets and intersections.
4. Maintaining order in gymnasiums, locker rooms, and swimming pools.
5. Overseeing students passing between classes and on premises before and after school.
6. Helping students in lower grades with wearing apparel.
7. May perform simple clerical duties under close supervision.
8. Working cooperatively with school personnel, students, and the community.
9. 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.

Description and Duties of 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:

1. The SRO shall act as educator, counselor, and police officer.
2. 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.
3. 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.

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:

a) 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

b) An employee of a provider of contracted services to the District who is to be placed within the District; or

c) 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

d) 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:

a) Are seeking a position as a school bus driver or monitor and are cleared for employment pursuant to the Vehicle and Traffic Law; or

b) 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

c) 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.

The entirety of Policy #6135 (*Fingerprinting of Prospective School Employees*) can be found at the following web address: https://www.canandaiguaschools.org/district/district-policies#5675

Emergency Policies and Procedures (Violent Behavior)

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.

Procedures for Disseminating Information Regarding Early Detection of Potentially Violent Behavior

1. Building Emergency Response Teams and Post Incident Response Teams 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

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 cause an investigation into the threat. The very act of a threat shall be cause for discipline against a student or staffmember and immediate removal of a visitor. Law enforcement officials will be contacted by the supervisor/administrator if deemed appropriate. 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

Staff Involvement

Violent behavior between and among students or directed by one student against any individual requires immediate staff response. Violence can be most effectively curtailed by a preponderance of force. Staff should assess the situation and seek to amass a preponderance of force. What constitutes a preponderance of force varies with the situation. For example, in the case of two kindergartners, that could be a single adult. In the case of two large high school students, that could mean a dozen or more adults.

The staff member discovering a fight therefore should:
Order the students to cease and desist.

a. Immediately report the fight to the office by telephone, school radio, or, if necessary, send a student to report the incident.
b. Assess any personal risk.
c. Refrain from personal involvement until a preponderance of force reduces personal risk.
d. 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

a. Try to stay calm and try to keep the armed person calm.

b. Try to determine what the armed person wants and ask for permission to leave with your students.

c. If safely possible, leave the area with your students. If reasonable, take the attendance log.

d. In the event of a firearm, try to safely place as much distance as possible between you and the individual.

e. Immediately call 911, notify the office and seek assistance.

Administrative Responsibility

a. In all cases of students, staff or visitors brandishing a weapon, SRO/police will be called.

b. If any individual is suspected of having a weapon, SRO/police will be called.

c. The individual will be closely observed until police arrive.

d. 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.

e. In all cases involving weapons, the Superintendent of Schools will be notified.

f. 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.

District-Wide Command

Incident Command – Personnel

1. Command Staff

Superintendent of Schools
Assistant Superintendent for Personnel and Support Services: Chief Emergency Officer
Director of Facilities & Operations
Director of Transportation

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

Community Relations Coordinator

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 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.*

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. Assistant Superintendent for Personnel & Support Services 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	WHAM - Channel 13 TV
WCGR - 1550 AM	WHEC - Channel 10 TV
WYLF - 850 AM	WROC - Channel 8 TV
WGVA - 1240 AM	YNN - Cable Channel 14
WARM - 101.3 FM	WPXY - 97.9 FM
WCMF - 96.5 FM	ZONE - 94.1 FM
Democrat and Chronicle	

4. Public Information Officer will update the District's website with any pertinent and available information as soon as possible.

5. District wide School Messenger system will be used to contact Parents, Staff or Media as soon as possible.

Procedures for Assuring that Response Agencies have Access to Floor Plans, Blueprints and Schematics of Interior and Exterior Properties and Access Areas

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.

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 Superintendent of Personnel & Support Services: Chief Emergency Officer
Assistant Superintendent for Business
Assistant Superintendent for Instruction
Director of Facilities & Operations
Director of Special Programs
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.

Informing Educational Agencies Within the School District of Emergency Situations

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), School Messenger Service, District website.

Emergency Phone List -- Canandaigua City School District

Title	Name	Office	Cell Phone
*Superintendent	Jamie Farr	396-3710	233-9051
Asst. Supt. For Instruction	Matt Schrage	396-3717	301-2923
* Asst. Supt. of Personnel & Support Services: Chief Emergency Officer	Brian Nolan	396-3722	764-5985
Asst. Supt. For Bus.	Matt Fitch	396-3732	315-719-2680
* Transportation	Mike Dauphinee	396-3741	332-8967
* Facilities & Operations	Mike McClain	396-3745	905-8107
Athletic Director	Jim Simmons	396-3825	202-6487
Director of Technology	Dan Bowman	396-3773	905-2036
School Resource Officer FT		396-3966	
School Resource Officer PT		396-3875	
Director of Student Support	John LaFave	396-3739	313-3445
Director of Special Programs	Stephanie Knapp	396-3934	315-573-0847
* *Command Staff*			
Information Coordinator	Caroline Chapman	396-3714	315-719-7979
Principals:			
Academy	Vernon Tenney	396-3808	694-7242
Middle	John Arthur	396-3856	953-0323
Elementary	Brian Amesbury	396-3900	730-2649
Primary	Emily Bonadonna	396-3953	750-9928
St. Mary's	Ann Marie Deutsch	394-4300	
Calvary Chapel	Pastor Mark Leckie	398-3550	
Head Custodians:			
Academy	Bob Cornish	396-3958	314-6468
Middle	Walter Romashko	396-3888	857-1435
Primary/Elementary	Jeff Quayle	396-3918	727-9008

Emergency Phone List – Outside Agencies

Office	Non-Emergency	Emergency
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(acting)	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 Room		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
   Communications through phone and fax

2. Our Children's Place of Canandaiua
   55 Wilcox Lane, Canandaigua, New York 14424
   Phone - 585-394-5310
   Fax - 585-394-5207
   Communications through phone or fax

3. YMCA Canandaigua
   32 North Main Street, Canandaigua, New York 14424
   Phone - 585-394-6866
   Fax - 585-394-7781
   Communication through phone and fax

4. Canandaigua Montessori School
   400 Fort Hill Avenue, Canandaigua, New York 14424
   Phone - 393-8155
   Fax - None
   Communication through phone

5. Canandaigua Head Start
   5415 County Road 30, Canandaigua, New York 14424
   Phone - 585-394-1190
   Fax - 585-394-5326
   Communications through phone or fax

6. Finger Lakes Community College Child Care
   3225 Marvin Sands Dr., Canandaigua, New York 14424
   Phone - 585-394-6666
   Fax - 585-394-5005
   Communications through phone or fax

7. Little Lambs Preschool
   320 South Pearl Street, Canandaigua, New York 14424
   Phone - 585-394-2760
   Fax - 585-394-2760
   Contact through phone or fax

8. Wings Christian Pre-School
   3360 Middle Cheshire Road, Canandaigua, New York 14424
   Phone - 585-394-5857
   Fax - 585-394-6642
   Contact through phone or fax

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

District-Wide Incident Response

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".

Shelter in Place

The Shelter in Place Plan will be implemented when it is safer for students to remain in the building than it would be for them to be sent outside or transported home. An example of a situation calling for the Shelter in Place Plan would be dangerous winds, such as a tornado. It may also be necessary to shelter students when the normal routes of travel have become impassable.

Shelter in Place Plans, including alternative sheltering locations, have been established and can be found in the site specific, school building "Emergency Management/Disaster Plans".

Hold in Place

The Hold in Place Plan will be implemented to limit movement of students and staff while dealing with short term emergencies.

Evacuation Plan

The Evacuation Plan requires that students and staff leave the building and go somewhere else, either on or off school grounds. The assembly location following a building evacuation will depend on the nature of the emergency.

Though most emergencies or suspected emergencies will be of a nature such that students can safely remain on campus, arrangements must be made for moving students off-site.

Evacuation Plans including sheltering locations have been established and can be found in the site-specific school building "Emergency Management/Disaster Plans".

Evacuation locations are listed on Building-level emergency plans.

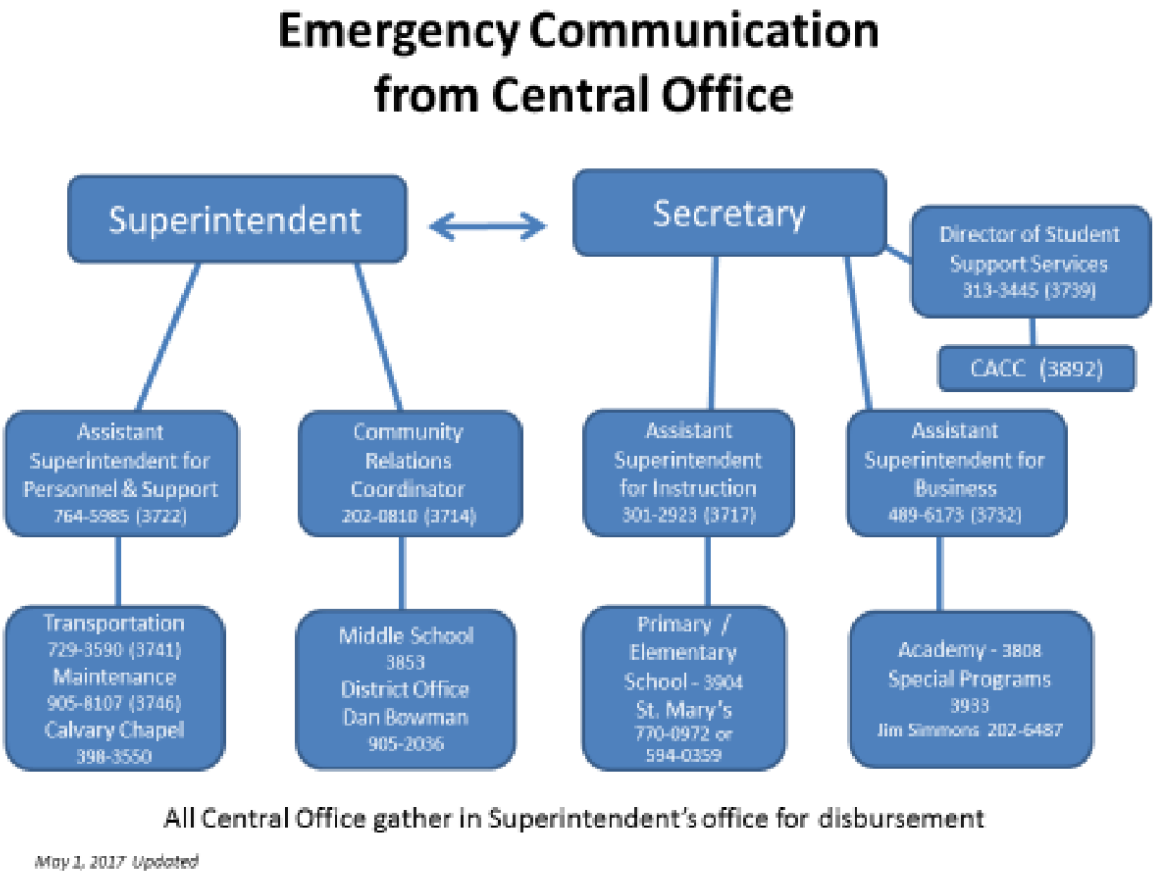
School Cancellation

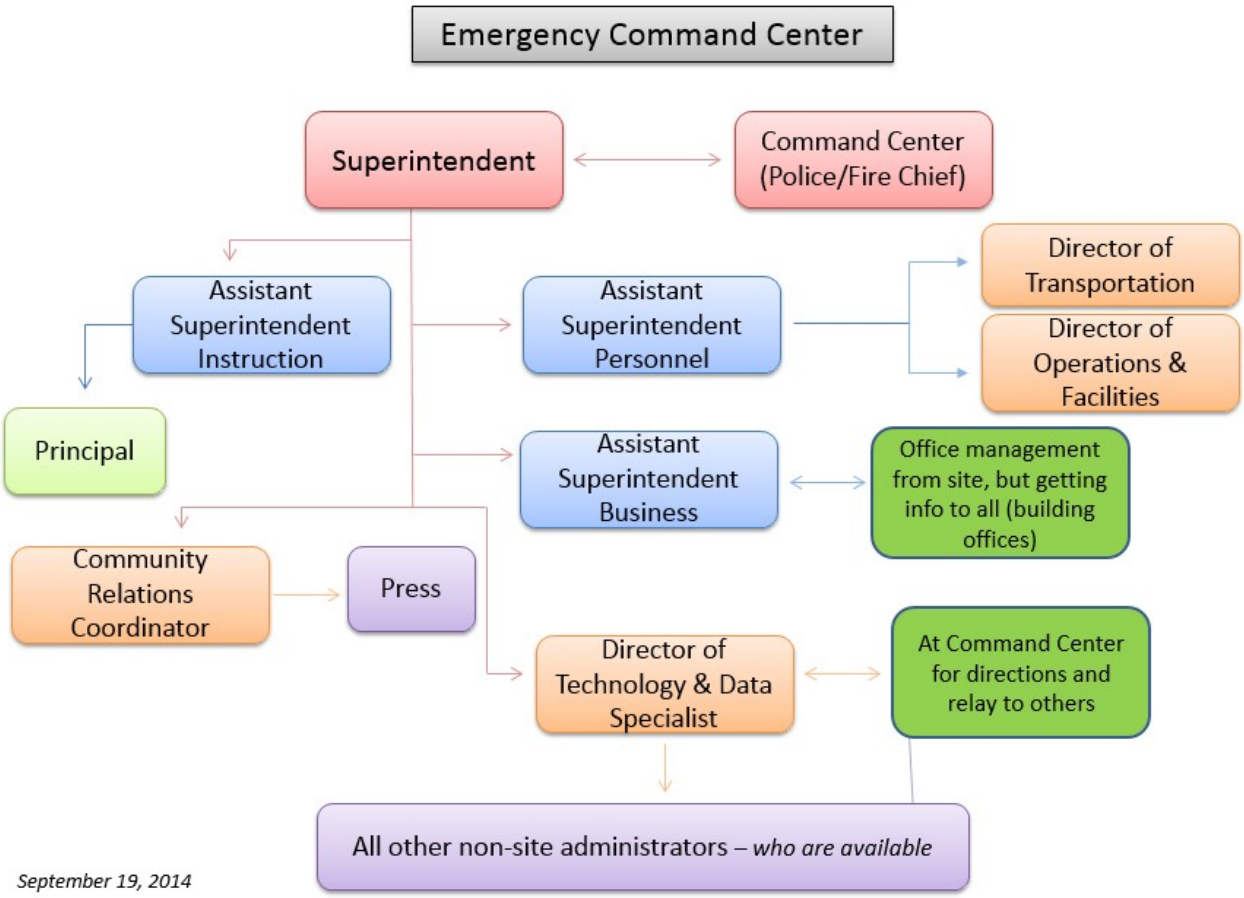
In the event that an emergency incident requires school cancellation, students, staff, and parents will be contacted using the School Messenger Service, e-mail, and the Canandaigua City School District website.

OTHER SPECIFIC SITUATIONS

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

Civil Disturbance	Fire Alarm System Activation
Building Structural Failure	Heating System Failure
Loss of Building	Roof Failure/Leak
Sewage System Failure	Airplane Crash




Emergency Command Center
Superintendent
Command Center (Police/Fire Chief)
Assistant Superintendent Instruction
Assistant Superintendent Personnel
Director of Transportation
Director of Operations & Facilities
Principal
Assistant Superintendent Business
Office management from site, but getting info to all (building offices)
Community Relations Coordinator
Press
Director of Technology & Data Specialist
At Command Center for directions and relay to others
All other non-site administrators – who are available
September 19, 2014

Lock-Down

The buildings will immediately go into a **LOCK DOWN** and account for all students and staff.

The Superintendent and Ontario County Emergency Management Director will determine the location that the District will evacuate to.

If evacuation is necessary the Transportation Department will initiate a recall of all available drivers to report to the Operations Center. All buses on field trips or assigned to other duties will be returned to the Operations Center for redeployment.

All available Maintenance Staff will report to the Operations Center for instructions.

Drivers will be briefed as to the location they will be evacuating and the location they are evacuating to. The evacuation to location will depend on the type of emergency and the recommendation of the Ontario County Emergency Manager.

Buildings will be evacuated in the following order:

Primary/Elementary
Middle School
Academy
Canandaigua Academy and Career Center (CACC)
St. Mary's
Calvary Chapel
Operations Center
District Office

Canandaigua Primary/Elementary School

Buses will be dispatched immediately using maintenance staff and first available transportation staff.

Building Evacuation Plans will be followed.
School will be evacuated room by room at the direction of the building principal. As many students, faculty and school-related staff (including non-instructional employees) as possible will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

Canandaigua Middle School

Buses will be dispatched immediately or as soon as drivers are available.

School will be evacuated room by room at the direction of the building principal. As many students, faculty and school-related staff (including non-instructional employees) will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

Canandaigua Academy

Buses will be Dispatched immediately or as soon as drivers are available.

School will be evacuated room by room at the direction of the building principal. As many students, faculty and school-related staff (including non-instructional employees) as possible will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

Canandaigua Academic and Career Center/GED

Buses will be Dispatched immediately or as soon as drivers are available.

School will be evacuated room by room at the direction of the Dean of Students or CACC Administrator. As many students, faculty and school-related staff (including non-instructional employees) as possible will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

St. Mary's School

Buses will be Dispatched immediately or as soon as drivers are available.

St. Mary's Principal and staff will direct evacuation of their building and assignment of students to the buses. As many students, faculty and school-related staff (including non-instructional employees) as possible will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

Calvary Chapel

Buses – Dispatched, if required, after evaluating need for evacuation through Ontario County Emergency Management Office in consultation with Superintendent, Calvary Principal, and Director of Transportation.

School will be evacuated room by room at the direction of the administrator.

As many students, faculty and school-related staff (including non-instructional employees) as possible will be placed on each bus with every attempt being made to keep whole classes together.

Buses will leave for the evacuation destination as soon as they are full.

Buses will **not exceed 30 miles per hour** while traveling to the evacuation site due to being overloaded, students standing in aisles, and inexperience of emergency drivers.

Psychological Response to a Disaster

At the appropriate time following a disaster, the Building Post Incidence 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/Elementary School	396-3937/396-3913
Middle School	396-3855
Academy	396-3928
Academy	396-3911
Director of Student Services	396-3739

Employee Assistance Program (EAP) 800-225-2527

Post Incidence Response Teams

Primary-Elementary School	Work	Cell
Brian Amesbury	396-3904	730-2649
Heidi Robb	396-3905	322-5737
Lindsay Lazenby	396-3935	298-0046
Emily Bonadonna	396-3953	750-9928
Stephanie Knapp	396-3934	315-573-0847
Chris Paige	396-3905	315-694-0536
Amy Wade	396-3947	244-5971
Deanna Dramer	396-3876	313-1325
Denise Shimmon	396-3998	7506749
Katie Mancuso	396-3945	739-5059
Shauna Karley	396-3912	670-9443
Amy Principato	396-3913	329-5626
Lynn Pierce-Morey	396-3848	455-9925

Middle School	Work	Cell
John Arthur	396-3856	953-0323
Anne Ceddia	396-3851	738-8723
Peter Jensen	396-3882	H-526-6878
Maureen Houlihan	396-3883	451-0314
Alex Clark	396-3872	469-1121
Lorraine Ryan	396-3860	223-6981
Kelly Smith	396-3860	613-5604
Lisa Kay	396-3857	402-2777
Cassie Mauro	396-3854	607-351-4814

Academy	Work	Cell
Vern Tenney	396-3808	694-7242
Cary Burke	396-3803	746-7660
Eric Jordan	396-3809	820-2415
Rachael Schading	396-3803	315-719-2059
Mike Prusinowski	396-3841	721-5571
Heather Pawlak	396-3892	716-491-8308
Lisa Rounds	396-3812	381-6681
Kristen Marsjanik	396-3813	255-0641
Chris Gietler	396-3815	944-1734
Leanne Ducharme	396-3814	315-1967
Mandy Dedrick	396-3928	734-8633
Michele Jones	396-3816	705-3101
Kristin Smith	396-3818	374-2421
Breaca Nellis	396-3911	
Joni Mergenthaler	396-3919	393-0787
Cindy Vanderlee	396-3919	223-5973

Canandaigua Academic and Career Center	Work	Cell
John LaFave	396-3739	585-313-3445
Heather Pawlak	396-3892	716-491-8308

District Team Administrative Cabinet	Work	Cell
Jamie Farr	396-3710	233-9051
Brian Nolan	396-3722	764-5985
Matt Schrage	396-3717	301-2923
Matt Fitch	396-3732	315-719-2680
Mike Dauphinee	396-3741	332-8967
Mike McClain	396-3745	905-8107
Dan Bowman	396-3773	905-2036
Caroline Chapman	396-3714	315-719-7979
Debbie Sundlov	396-3710	260-2027

Protocols for Responding to Emergencies

Public Dissemination

The listening public will be properly notified if a disaster warrants their response.

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. Do not waste precious time to determine if the alarm is real. **Life safety is the main objective.**

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 upwind 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.

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

Bomb Threat

I. Receiving a Bomb Threat

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).

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.

UNDER NO CIRCUMSTANCE SHOULD A TWO-WAY RADIO BE USED DURING A BOMB THREAT AS IT COULD DESIGNATE AN EXPLOSIVE DEVICE.

A. Telephone Bomb Threats

- Persons receiving calls should use the Bomb Threat Instruction Card (end of section) and attempt to obtain as much information as possible from the caller.
- After the connection with the caller is broken, dial 911 immediately from a different phone line.

B. Written Bomb Threats

- The handling of the note and its envelope should be kept to an absolute minimum.
- No threat found on school property should be tampered with until direction is given by local authorities or the Superintendent.

C. Mail Bombs/Suspicious Packages

- If a person suspects a letter or package of being a bomb, it should not be touched or handled. People should be instructed to move away from the package.

II. Bomb Threat Response Actions

Establish a Building Command Post in a safe location.

Activate the District Command Post.

School administrators, when coping with a bomb threat in a school building, may use the following three actions:

A. Building Evacuation

When school officials receive information that a bomb threat has been received and the building has not been pre-cleared and kept secure, the school bomb threat procedures are to be immediately activated. This may or may not warrant an immediate building evacuation.

An initial search of stairwells, lobbies, entrances, exits and evacuation areas shall be conducted by District personnel for suspicious objects. All school employees should take a quick look around their work areas for suspicious items. Any suspicious items found must be left alone and must be immediately reported to the school administrator.

Following a determination that it is reasonably safe for students and employees to exit the building, an immediate evacuation signal will be given. **The automatic fire alarm is not to be used**.

Depending on the circumstances of the evacuation, each building will follow their building evacuation procedure.

Each building shall designate an easily accessible location and known position as a command post for coordination with emergency responders and receiving information and communications related to the incident.

1) Evacuation Areas

Evacuation areas must be identified in each building's emergency plan. The plan shall address procedures for informing parents of actions to protect and provide safety for their children. Teachers and staff should know the location of evacuation areas where students will be taken.

2) Weather Conditions and Evacuations

In inclement weather, the following evacuation sites will be used:

Academy	To VA Medical Center
Middle School	To VA Medical Center
Elementary School	To VA Medical Center
Primary School	To VA Medical Center

3) Re-Occupancy of a School Building

After a bomb search has been concluded by law enforcement, the school administrator shall:

a) Make the decision to reenter the building and resume classes, or
b) Relocate students to another facility, or
c) Activate the plan for early dismissal.

4) Sheltering in Sanitized and Cleared Areas

Administrators may sanitize and clear an area in the school building, such as a gymnasium, to shelter students and employees while a full building search is conducted.

This option shall only be used following a thorough search by volunteer school personnel in consultation with law enforcement personnel.

B. Pre-Clearance and Security Screening in Lieu of Evacuation

This option may be implemented only prior to the receipt of an actual bomb threat. It is appropriate when school officials reasonably anticipate the receipt of a bomb threat or if there is a particular concern over the possibility of a bomb threat. An example of this may be during the administration of Regents examinations or during school-wide events, such as dances.

School administrators who choose this option must ensure that the following steps are followed:

1) Volunteer staff may be assigned to do a walk-through of the buildings and grounds prior to the arrival of students to assure that there are no suspicious objects in the buildings.
2) Findings from the walk-through are reported to the building principal.
3) A single point of entry to each building for students and staff will be established and monitored by a school official.
4) School staff must monitor all exits.
5) In the case of State examinations, students must not be admitted to the building more than 30 minutes before the start of the examination.

6) Students will be admitted to the building after passing through a checkpoint to ensure that they are bringing with them only pre-approved items. **Student book-bags will be inspected.**
7) During State examinations, students will be allowed only in the specific areas of the building where the exams are being administered.
8) A reporting procedure must be in effect for sighting any unusual object or behavior.

Evacuation is not required, provided the building and grounds have been cleared at the start of the day and continually monitored throughout the day and the precautions listed above have been followed.

C. Safest Area in School - Potential Device Outside of Building

A bomb threat, which indicates that an explosive device is somewhere outside the building, requires that building occupants remain inside the building. Occupants should be moved to areas within the building that are free of glass. Persons outside the building in parking lots, playgrounds, or physical education areas should be moved to a location that takes students out of harm's way. Whenever possible, there should be at least 1,000 feet between individuals and the suspected area of the bomb.

D. School Employee Involvement

Each building shall form a team of volunteers of administration, faculty and staff to assist in looking or sweeping the building or grounds for suspicious objects. School officials shall provide training for these volunteers.

E. Reporting Bomb Threats

School officials shall inform parents as soon as possible of an incident that results in the activation of the school emergency management plan, along with actions taken to protect the safety and well-being of students, staff and property.

The Superintendent, or designee, shall notify the BOCES District Superintendent as soon as possible whenever the school emergency management plan is activated and results in the closure of a school building. The Superintendent, or designee, shall file the New York State School Bomb Threat Report Data with the State Education Department following the receipt of a bomb threat.

F. Building Emergency Management Plans

Each building shall formulate a plan to address the following issues:

1) The safe evacuation of students and staff in the event of a bomb threat, including escape routes and evacuation areas.
2) Security of school premises during an emergency, including public access and access by law enforcement and safety officials.
3) Appropriate methods to communicate to parents, students and the media

BOMB THREAT RESPONSE FORM

QUESTIONS TO ASK: If voice is familiar, whom did it sound like?

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?

6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

BACKGROUND SOUNDS:

___Street noises
___Crockery
___Voices
___PA system
___Music
___House noises
___Motor
___Office machinery
___Animal noises
___Clear
___Static
___Local
___Long Distance
___Booth
___Factory machinery
___Other _____

EXACT WORDING OF THREAT:

THREAT LANGUAGE:

___Well spoken (educated)
___ Foul
___ Irrational
___Incoherent
___Taped
___Message read by threat maker

REMARKS:

Sex of caller: _____ Race: _____
Age: _____ Length of call:
_____

Number at which call is received: _____

Report call immediately to: Canandaigua Police Dept. and your administrator
Phone Number: 394-3311 or 911

Time: _____ Date: _____

CALLER'S VOICE:

___ Calm
___Angry
___ Excited
___Slow
___ Rapid
___ Soft
___ Laughter
___ Crying
___ Loud
___ Normal
___ Distinct
___ Slurred
___Whispered
___ Nasal
___Stutter
___ Lisp
___ Raspy
___ Deep
___ Ragged
___ Deep breathing
___ Cracking voice
___ Clearing throat
___ Disguised
___ Accent
___ Familiar

Date: _____

Name: _____

Position: _____

Phone Number: _____

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.

Custodial Interference/Missing Student/Kidnapping

During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the building administrator's office who will obtain student information and photo I.D. School building staff will search the building and also utilize the public announcement system.
Parent/guardian will be notified. If student is not found, police will be notified.
The building administrator will turn over the investigation to the police upon arrival and assist as requested.
Parents will be notified immediately if the student is located.
Parents should be asked to contact the school if the student is located.
If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
The School Superintendent will be notified.
The building administrator will turn over the investigation to the police upon arrival and assist as requested.
Parents will be notified immediately 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.
Gather any information available on the student and their departure from school.
Advise parent/guardian to contact friends.
Advise parent/guardian to contact police if student is not located. Building Administrator or designee should be available for police investigation.
Ask parent/guardian to re-contact school if student is located.

Intruder on Premises

Procedures to Follow

Establish a Building Command Post in a safe location.

Determine if lockdown 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 a lockdown using the intercom system.

In the event of a lockdown, building occupants will vacate the halls into the nearest room and use judgement to either barricade the door or move to a safer location.

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.

Active Shooter

Procedures to Follow

Principal will notify the building occupants using the intercom system of a lockdown.

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.

Turn lights off in your room. 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.

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.

Notify 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.

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 the 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.

Severe Weather

CALL LIST "A":

1.	Director of Transportation	396-3741	332-8967
2.	Superintendent	396-3710	233-9051
3.	Asst. Supt. of Personnel & Support Services	396-3722	764-5985
4.	Asst. Supt. of Instruction	396-3715	301-2923
5.	Asst. Supt of Business	396-3732	315-719-2680
6.	Building Principal		
7.	Director of Facilities and Operations	396-3745	905-8107
8.	School Resource Officer	396-3966	
9.	School Resource Officer	396-3875	

CALL LIST "B":

1.	Superintendent	396-3710	233-9051
3.	Asst. Supt. of Personnel & Support Services	396-3722	764-5985
4.	Asst. Supt. of Instruction	396-3715	301-2923
5.	Asst. Supt of Business	396-3732	315-719-2680
3.	Building Principal		
4.	Director of Facilities and Operations	396-3745	905-8107
5.	Director of Transportation	396-3741	332-8967
3.	School Resource Officer	396-3966	
4.	School Resource Officer	396-3875	

Procedures to Follow

Establish a Building Command Post.

Activate the District Command Post.

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. (Refer to **Call List "A")**

If the weather forecast is for high winds, then the Principal should announce an emergency to initiate a HIGH WINDS DRILL (See **Call List "B").** 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.

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.

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 notify the 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:

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

Only emergency personnel on the scene will terminate the emergency.

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.

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.

Missing Student/On Site

Notify the main office. The main office staff will notify the following:

Establish a Building Command Post.

Activate the District Command Post.

The first person to note the absence of a student who has been known to be on school property that day, will notify the building principal.

The principal and all available staff will search the building and grounds.

The parent or guardian will immediately be called if the student is not found on school property.

The call list will be activated and the District will follow SRO/police instructions.

The emergency will be declared over when the student is located.

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

Rapid notification of the parent and law enforcement agencies is essential. Do not spend inordinate amounts of time searching before calling the SRO/police.

Missing Student/Off Site

(Field trips, extra curricular activities, sporting events, etc.)

Procedures to Follow

Establish a Command Post at the location of the Field Trip.

Activate the District Command Post.

The first person to note the absence of a student who should be on a bus will notify the Transportation Office.

The Transportation Office will do an "*ALL CALL*" using the transportation radio system to determine if the student is on any bus.

The Transportation Office will call the school building that the missing student attends if not found after the "all call" to buses. The Transportation Office and the school building office will work collaboratively to determine whether or not the student was released to a bus. The call list will be activated.

The parent or guardian will immediately be called if the student has not been found.

The appropriate police agency will be notified and the District will follow their directions.

The emergency will be declared over when the missing student is located.

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

Parents should be asked to contact the school if the student is located.

> **Rapid notification of the parent and law enforcement agencies is essential. Do not spend inordinate amounts of time searching before calling the SRO/police.**

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.

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.

Medical

Procedures to Follow

The first person on the scene will identify the stricken person and summon the school nurse. Request that ***AED (Automated External Defibrillator)*** be brought to the scene if person is unconscious or is in need of CPR. Building team will be called.

Establish a Command Post.

Activate the District Command Post.

Start First Aid within your ability and training.

The school nurse will take charge of the emergency upon arrival on the scene until emergency personnel arrive. At the discretion of the school nurse and in conjunction with the acting administrator, notify 911 Center and request ambulance.

Upon arrival of the Emergency Squad the school nurse will assist emergency personnel.

The principal will notify the superintendent and also the parents, guardians or spouse.

The school nurse will notify the principal for termination of the emergency.

If emergency involves an animal bite, identify the animal if possible and maintain surveillance from a safe distance. Contact the police department to contain the animal for rabies examination. Contact the Ontario County Public Health Services (396-4343).

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 notify 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.

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.

Notify 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.

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.

District Resources Available for Use in an Emergency

The Canandaigua City School District has created a comprehensive list of resources available during an emergency, including fuel sources, communications, food service capability, school bus and maintenance vehicle lists, and medical supplies and AED, CPR and First Aid trained staff.

Arrangements for Obtaining Emergency Assistance from Local Government

The School's Administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local county government agencies including the City of Canandaigua:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response. Contact information is contained in the District Emergency Management Plan.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The School's Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance. Superintendent/Designee will provide the following information: type of emergency, location, numbers of people affected, directions, etc.
- The District has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, Rescue Squad, private industry, private individuals, religious organizations and others).

APPENDIX

APPENDIX I

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.

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: 7-9-19

Year	Make	Model	Vehicle ID Number	Comp	Coll	Cost New
1995	Ford	F800	1FDYF8C2SVA63323	500	1,000	$36,778
2013	Thomas	Bus #15	1GB6G5BG9D1107274	500	1,000	$51,926
2015	Freightliner	Bus #98	4UZABRDT8FCGD4164	500	1,000	$112,765
2015	Freightlner	Bus #99	4UZABRDTXFCGD4165	500	1,000	$112,765
2015	Freightliner	Bus #10	4UZABRDT0FCGD4160	500	1,000	$111,424
2015	Freightliner	Bus #11	4UZABRDT2FCGD4161	500	1,000	$111,424
2015	Freightliner	Bus #12	4UZABRDT4FCGD4162	500	1,000	$111,424
1998	Chevrolet	2500	1GCGK24R5WE217519	500	1,000	$20,000
2015	Freightliner	Bus #13	4UZABRDT6FCGD4163	500	1,000	$111,424
2015	Freightliner	Bus #14	4UZABPDT5FCGD2912	500	1,000	$103,481
2014	Freightliner	Bus #89	4UZABRDT7ECFD8301	500	1,000	$108,728
2014	Freightliner	Bus #91	1T7YR4E25E1162964	500	1,000	$122,022
2003	Ford	F250	3FTNF21SX3MB17909	500	1,000	$25,000
2008	Anderson	Trailer	4YNBN18228C054991	500	1,000	$2,895
2008	Bri-Mar	Dump Trailer	43YDC16208C071696	500	1,000	$6,394
2008	Ford	F350	1FTWF33Y28EE59475	500	1,000	$31,282
2008	Dodge	Durango	1D8HB38N28F156288	500	1,000	$21,895
2010	Thomas	MVP #69	1T7YR4A24A1121290	500	1,000	$119,646
2010	Thomas	MVP #70	1T7YR4A26A1121291	500	1,000	$119,406
1993	Ford	Bucket Truck	1FDXK84APVA04009	500	1,000	$8,700
2009	Ford	E-150	1FMNE11W89DA87194	500	1,000	$18,323
2009	Ford	E-150	1FMNE11W69DA87193	500	1,000	$18,323
2010	Freightliner	C-2 #71	4UZABRDT2ACAP8981	500	1,000	$103,415
2010	Freightliner	C-2 #72	4UZABRDT6ACAP8983	500	1,000	$103,416
2010	Freightliner	C-2 #73	4UZABRDT4ACAP8982	500	1,000	$103,416
2010	Freightliner	C-2 #76	4UZABRDJ3ACAP3173	500	1,000	$99,454

Year	Make	Model	Vehicle ID Number	Comp	Coll	Cost New
2010	Freightliner	C-2 #74	4UZABRDTXACAP8985	500	1,000	$109,674
2011	Freightliner	C-2 #77	4UZABRDTXBCAT8178	500	1,000	$117,017
2011	Freightliner	C-2 #80	4UZABRDT6BCAT5231	500	1,000	$105,527
2011	Freightliner	C-2 #81	4UZABRDT4BCAT5230	500	1,000	$105,527
2011	Freightliner	C-2 #82	4UZABRDT8BCAT5232	500	1,000	$105,527
2010	Chevrolet	Impala #C-2	2G1WA5EK7A1258139	500	1,000	$16,892
2008	Ford	F250	1FTSF21Y98EE59467	500	1,000	$24,703
2010	Ford	F250	1FTSF2BY3AEA21726	500	1,000	$24,752
2011	Down To Earth	Utility Trailer	5MYUU1214BB035241	500	1,000	$2,200
2012	Freightliner	C-2 #85	4UZABRDT2CCAZ9493	500	1,000	$112,659
2012	Freightliner	C-2 #83	4UZABRDT9CCAZ9491	500	1,000	$112,659
2012	Freightliner	C-2 #84	4UZABRDT0CCAZ9492	500	1,000	$112,659
2011	Ford	Expedition	1FMJU1G5XBEF53854	500	1,000	$30,092
2011	Ford	Expedition #SW-2	1FMJU1G58BEF53853	500	1,000	$30,092
2014	Freightliner	BUS #92	4UZABRDT5ECFR0983	500	1,000	$111,726
2014	Freightliner	BUS #93	4UZABRDT7ECFR0984	500	1,000	$111,726
2014	Freightliner	BUS #94	4UZABRDT9ECFR0985	500	1,000	$111,726
2014	Freightliner	Bus #95	4UZABRDT4ECFR0988	500	1,000	$110,428
2014	Freightliner	BUS #96	4UZABRDT2ECFR0987	500	1,000	$110,428
2014	Freightliner	Bus #97	4UZABRDT0ECFR0986	500	1,000	$108,263
2014	Ford	F350	1FDRF3H66EEA26740	500	1,000	$35,000
2014	Thomas	Bus #90	1T7YR4E23E1162963	500	1,000	$122,022
2012	Ford	F250	1FRBF2B69CEC96423	500	1,000	$31,000
2012	Ford	F250	1FTBF2B67CEC96422	500	1,000	$31,000
2015	Ford	F250	1FTBF2B62FEB72546	500	1,000	$31,000
2015	Ford	F250	1FTBF2B66FEB36696	500	1,000	$33,000
2016	Freightliner	Bus #16	4UZABRDT0GCHG4568	500	1,000	$111,391
2016	Freightliner	Bus #17	4UZABRDT7GCHG4566	500	1,000	$111,003
2016	Freightliner	Bus #18	4UZABRDT9GCHG4567	500	1,000	$111,003
2016	Freightliner	Bus #19	4UZABRDT2GCHG4569	500	1,000	$111,003
2016	Thomas	Bus #21	1T7Y54D20G1097893	500	1,000	$129,407
2016	Ford	Suburban	1FMJU1GTXGEF08872	500	1,000	$32,515
2016	Ford	P/U	1FTBF2B68GEA84649	500	1,000	$32,811
2016	Nissan	Altima #C-3	1N4AL3AP9GC203914	500	1,000	$18,656
2017	Thomas	Bus #23	4UZABRDT2HCHS6961	500	1,000	$111,620
2017	Thomas	Bus #24	4UZABRDT0HCHS6960	500	1,000	$111,620
2017	Thomas	Bus #22	1T7Y54D24H1106967	500	1,000	$129,445
2017	Thomas	Bus #25	4UZABRDTXHCHV4684	500	1,000	$111,620
2017	Thomas	Bus #26	4UZABRDT1HCHV5240	500	1,000	$106,740

Year	Make	Model	Vehicle ID Number	Comp	Coll	Cost New
2017	Thomas	Bus #27	4UZABRDT3HCHV5241	500	1,000	$106,740
2017	Thomas	Bus #28	1GB3GRBF7G1291541	500	1,000	$42,758
2017	Thomas	Bus #29	1GB3GRBF2G1294413	500	1,000	$42,758
2016	Thomas	Bus #20	1T7Y54D22G1097894	500	1,000	$128,592
2001	Ford	F250	1FTNF21S61EA99301	500	1,000	$23,950
2017	Western Star	Dump Truck	5KKHAXDV5HLJA9847	500	1,000	$180,000
2018	Thomas	Bus #32	4UZABRFC5JCJN5370	500	1,000	$100,786
2017	Ford	F250	1FTBF2B60HEE28167	500	1,000	$35,330
2017	Ford	F250	1FTBF2B69HEE28166	500	1,000	$35,330
2018	Thomas	Bus #30	4UZABRFC7JCJN5368	500	1,000	$110,786
2018	Thomas	Bus #31	4UZABRFC9JCJN5369	500	1,000	$110,786
2018	Thomas	Bus #33	4UZABRFC0JCJN7348	500	1,000	$126,228
2018	Thomas	Bus #34	4UZABRFC2JCJN7349	500	1,000	$126,228
2018	Thomas	Bus #35	1T7Y54D27J1127723	500	1,000	$126,383
2019	Thomas	Bus #36	4UZABRFC2KCKF2605	500	1,000	$117,894
2019	Thomas	Bus #37	4UZABRFC4KCKF2606	500	1,000	$117,894
2019	Thomas	Bus #38	4UZABRFC6KCKF2607	500	1,000	$117,894
2019	Thomas	Bus #39	4UZABRFC8KCKF2608	500	1,000	$122,574
2019	Thomas	Bus #40	4UZABRFCXKCKF4294	500	1,000	$112,360
2019	Thomas	Bus #41	4UZABPFC6KCKF4295	500	1,000	$108,743

APPENDIX II

Point of Distribution

The school District has signed an 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 III

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:

- 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
- Magazine or cardboard (for splinting)
- Chemical ice pack
- Tongue blades
- Notebook and pen
- Brown lunch bag
- Large plastic trash bag
- Building-specific medication roster
- Emergency bag guidelines
- Student contact information

APPENDIX IV

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)
- District designated cell phones (all administrators)
- Bull horns (all schools)

BOE Approved: July 1, 2019

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

This agreement is made this 6th day of September 2019 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 2019-2020 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, 2019, and terminate on July 31, 2020.

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. **If funding is available, 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 cost 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 after the periods ending (1) December 31, 2019, (2) March 31, 2020 and (3) June 30, 2020. The invoice amount for each period shall be 1/3 of the total amount owed by the School District under the Agreement. All payments shall be made within thirty (30) days after the School District's receipt of an invoice from the City.

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

By: _____
City Manager

Canandaigua City School District

By: _____
Superintendent