



DISTRICT-WIDE SCHOOL SAFETY PLAN



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

The Ithaca City School District commits to being grounded in the principles of the Culture of Love, including being patient, loving, forgiving, trusting, committed, and selfless.

In the past years we have learned much through a global pandemic, but our experiences have also created many opportunities to examine our District Safety Plan. We know this is an opportunity for the ICSD to create an anti-racist and anti-oppressive plan.

This document provides a framework and guidance for our district. Each building has a separate building plan that provides specifics for that campus/building.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

TABLE OF CONTENTS

SECTION 1	5
INTRODUCTION	6
DISTRICT-WIDE SAFETY TEAM	9
BUILDING-LEVEL SAFETY TEAM	12
INCIDENT COMMAND ROLE LIST	14
INCIDENT COMMAND SYSTEM (ICS)	15
STAGING AREAS	17
CRITICAL INCIDENT RESPONSE KIT	19
SCHOOL PARTNERSHIPS	21
TRAUMA-INFORMED DRILLS	22
TRAINING AND UPDATING	23
MEDICAL EMERGENCY PREVENTION/PREPAREDNESS	24
RESOURCES	25
CRISIS PHONE DIRECTORY	26
INTERACTING WITH THE MEDIA	27
COMMUNICATIONS TO PARENTS AND GUARDIANS	28
ADDITIONAL INFORMATION	30
SECTION 2	31
THREAT ASSESSMENT MODELS AND ADDITIONAL RESOURCES	32
SECTION 3	34
INDEX TO RESPONSE SECTION	35
SHELL: QUICK EMERGENCY RESPONSE REFERENCE	36
ANTHRAX/SUSPICIOUS MATERIAL	37
BOMB THREAT	40
BUILDING COLLAPSE	43
BUS ACCIDENT	44
CRIME SCENE	46
DEATH OR SUICIDE	47
EVACUATION (FIRE)	49
EVACUATION (FIRE) DRILLS	52
FIRST RESPONDER ACTIVITY IN VICINITY	54
GAS ODOR	55
HAZARDOUS MATERIALS EXPOSURE	56



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

HOLD-IN-PLACE	59
LOCKDOWN	61
SECURE LOCKOUT	63
MEDICAL EMERGENCIES	65
CARDIAC EMERGENCY RESPONSE PLAN	66
MISSING STUDENT/KIDNAPPING	70
NON-AMBULATORY RESCUE	72
PUBLIC DEMONSTRATION	73
SHELTER-IN-PLACE	74
THREAT ASSESSMENT	76
WEAPONS/DIRECT THREATS OF VIOLENCE	81
WEATHER	84
SECTION 4	86
POST-INCIDENT RESPONSE	87
SECTION 5	88
INDEX TO APPENDIX	89
BOMB THREAT CHECKLIST	90
BUILDING SECURITY REQUIREMENTS	91
ICSD SCHOOL BUILDING INFORMATION	93
IMPORTANT TELEPHONE NUMBERS	94
LOCAL PRIVATE SCHOOLS AND TOMPKINS COUNTY SCHOOLS	98
MENTAL HEALTH PROVIDERS	100
PROTOCOLS FOR RESPONDING TO A DECLARED PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE	101
TWO-HOUR DELAY PROCEDURES	104



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SECTION 1

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INTRODUCTION

This Incident Management Manual provides information and incident plan guidelines to be incorporated in dealing with most incidents or events of critical nature within the school district. Because no two incidents are the same, no manual will provide all the necessary information to prevent every incident. The organizational guidelines being provided in this manual are intended to organize an incident management team so that they, as a group, can better respond.

The District-Wide Safety Team will work to improve the safety plan on a consistent basis in order to identify potential issues not already identified and prepare plans that may assist in addressing them. The District-Wide Safety Plan will be shared with appropriate agencies as identified by the District-Wide Safety Team for their use in responding to and assisting with incidents affecting the Ithaca City School District's campuses, staff, and students.

Each educational building principal is responsible for initiating Building-Level Safety Teams that are charged with developing and updating the Building-Level Safety Plans for their facilities. These plans must be updated annually and must supplement the District-Wide Safety Plan. All such plans and any revisions must be approved by the Board of Education prior to the start of each school year.

When developing/updating the plans, each group shall:

- Notify the District-Wide Safety Team of any concerns, developments, or changes and deliver updated plans for inclusion in the appendix of the District-Wide Safety Plan
- Disseminate the changes within their structural group
- Add training where possible to test responses based upon changes made

After an incident has occurred, a Post-Incident Analysis shall be conducted by the appropriate group to analyze how effective the Building-Level Safety Plan and/or District-Wide Safety Plan was in dealing with the event and make recommendations for changes or improvements. This review will be conducted by the Building-Level Emergency Response Team (BLERT), the Building-Level Safety Team, and the District-Wide Safety Team.

This manual is broken down into five sections:

Section 1 General Considerations and Planning Guidelines

- District-Wide Safety Team
- Building-Level Emergency Response Team (BLERT)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Incident Command System and National Incident Management System Compliance
- Staging Areas
- Critical Incident Response Kit
- School Partnerships
- Training and Updating
- Medical Emergency Prevention/Preparedness
- Resources
- Crisis Phone Directory
- Interacting with the Media
- Communications to Parents and Guardians
- Additional Information

Section 2 Risk Reduction/Prevention and Intervention

- Violence Prevention: Creating Safe Schools in New York State
- New York State Center For School Safety: Providing Support to Schools, Families, and Communities
- National Association of School Psychologists: Threat Assessment at School
- Centers for Disease Control and Prevention: Creating Safe, Stable, Nurturing Relationships and Environments for all Children

Section 3 Response

- Detailed guidelines and tools for specific incident threat types and recommended response actions by threat type
- Emergency School Closing

Section 4 Post-Incident Response

- Establishment of Post-Incident Response Team
- Resources for Recovery

Section 5 Appendix

- Building Security Requirements
- Ithaca District Building Information
- Important Telephone Numbers
- Local Private and Tompkins County Schools
- Mental Health Providers
- Two-Hour Delay Procedure
- NIMS Incident Forms
- New York State Police Crime Scene Management

As a matter of security, *Section 1: General Consideration and Planning Guidelines* is the only section subject to the Freedom of Information Law and as such only generic information will



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

be posted in this section. Building-level and district-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

DISTRICT-WIDE SAFETY TEAM

The District-Wide Safety Team consists of:

- School board member
- Superintendent's designee
- Administration
- Teachers
- Parents
- School transportation representatives

The District-Wide Safety Team is responsible for:

- Developing, reviewing, and maintaining the District-Wide Safety Plan to include:
 - Identification of sites of potential emergency
 - Description of plans for taking the following actions in response to an emergency where appropriate:
 - School cancellations
 - Early dismissal
 - Evacuation
 - Sheltering
 - Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the school
 - Policies and procedures for responding to acts of violence by students, teachers, and other school personnel and visitors to the school
 - Appropriate prevention and intervention strategies, such as:
 - Collaborative agreements with state and local law enforcement officials designed to ensure that school personnel are adequately trained, including being trained to de-escalate potentially violent situations
 - Nonviolent conflict resolution training programs
 - Peer mediation programs and youth courts
 - Extended day and other school safety programs
 - Policies and procedures for contacting law enforcement officials in the event of a violent incident
 - Description of the arrangements for obtaining assistance from emergency services organizations and local governmental agencies



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- o Procedures for obtaining advice and assistance from local government officials, including the county officials responsible for the implementation of article 2-B of Executive Law
- o Identification of district resources which may be available for use during an emergency
- o Description of procedures to coordinate the use of school district resources during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies
- o Procedures for contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal
- o Procedures relating to school building security, including, where appropriate, the use of security devices or procedures
- o Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students, and other persons deemed appropriate to receive such information
- o Procedures for annual multi-hazard school safety training for staff and students
- o The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings
- o Strategies for improving communication among students and between students and staff and the reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence
- o A system for informing all educational agencies within the school district of a disaster
- o Certain information about each educational agency located in the school district, including information on school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such agency



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Reviewing Building-Level Safety Plans for coordination with the District-Wide Safety Plan
- Recommending changes to the plan for Board of Education adoption
- Hearing concerns and considerations of employees regarding health and safety
- Reviewing Building-Level Safety Team plans and schedules for drills
 - Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials
- Reviewing and/or recommending policies regarding health and safety to report to the Board of Education
 - Policies for contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal
 - Policies relating to school building security, including, where appropriate, the use of security devices or procedures
 - Policies for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students, and other persons deemed appropriate to receive such information
 - Policies for annual multi-hazard school safety training for staff and students



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BUILDING-LEVEL SAFETY TEAM

The Building-Level Safety Team is a building-specific team appointed by the building principal in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teachers, administration, and parent organizations, Building-Level Emergency Response Team (BLERT) members, other school personnel, community members, local law enforcement officials, local fire and ambulance or other emergency response agencies, and any other representatives the school board deems appropriate.

The Building-Level Safety Team is responsible for developing the Building-Level Safety Plan, which is a building-specific school emergency response plan that addresses crisis intervention, emergency response, and management at the building level in the format prescribed by the State of New York and entered into the New York State Education Department data system.

Each Building-Level Emergency Response Plan shall include clearly labeled floor plans, blueprints, schematics, or other maps of the school interior, school grounds, and the immediate surrounding area that are readily understandable to staff and first responders.

The floor plans and area maps are confidential components of the Building-Level Emergency Response Plan and shall be maintained and submitted in accordance with the applicable requirements.

The Building-Level Safety Plan shall be reviewed annually, and any recommended changes submitted to the District-Wide Safety Team for review and inclusion in the District-Wide Safety Plan and subsequent adoption by the Board of Education.

Building-level emergency response plans shall be confidential and not be subject to disclosure under Article Six of the Public Officers Law or any other provision of law.

The Building-Level Safety Teams shall meet at regular intervals to:

- appoint the Emergency Response Team with roles specified in the Incident Command System;
- appoint the Post-Incident Response Team;
- appoint any other Incident Response Team(s) deemed necessary;
- plan and schedule emergency drills;
- conduct tabletop drills and actual drills to test segments of the safety plan;



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

- critique drills and make recommendations on improvements to building- and district-level plans
- gather information on safety concerns to report to the District-Wide Safety Team;
- review and restructure the safety team to meet current needs as conditions change, including construction safety in accordance with Commissioner of Education Regulation Part 155.5 Uniform Safety Standards for School Construction and Maintenance Projects; and
- identify key personnel with specific skills relative to response within the building for emergencies, including First Aid and CPR/AED training.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INCIDENT COMMAND ROLE LIST

Incident Command

- Incident Commander
- Incident Command Liaison
- Incident Safety Officer
- School Site Security
- Public Relations Liaison
- Parent Reunion Organizer and Liaison
- Information Officer
- Communication and Recorder

Operations Section

- Operations Chief
- Student Accounting

Planning Section

- Planning Chief
- Staff Assignments
- Counseling

Logistics Section

- Logistics Chief
- Off-Site Transportation Coordinator
- Off-Site Evacuation Coordinator

Finance Section

- Finance Chief



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INCIDENT COMMAND SYSTEM (ICS)

Permanently assigning specific areas of responsibility to members of the incident management team provides each member with the opportunity to specialize in the management of their area. Plans are made, policies established, and training is conducted in advance of any emergency incident. The ICS also addresses the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in the ICS, multiple substitutes are named to assure coverage at all times. This may require some individuals to be responsible for more than one task, but only if the primary person is out of the building. While the ICS identifies roles for the members of the crisis management team, all school faculty members have an organized reporting system that lists their specific functions during an emergency. Teachers with students in class will have specific functions, as will teachers not assigned a class when an emergency occurs. The Building-Level Safety Plans for each facility are included in the Appendix and are updated annually.

Emergency responders are required to use ICS to manage emergency events. Because of this, a school with assigned roles for administrators and teachers is able to work more efficiently with the responding local, state, or federal agencies. These agencies will be able to quickly identify the school's Incident Commander and liaison, who will quickly answer questions about the incident and school operations.

Roles for which personnel need to be assigned include:

- **Incident Commander** – This may be the building principal or designee or the superintendent or designee, depending upon the scope of the incident. The Incident Commander is the overall leader during an incident, who makes decisions based upon information and suggestions provided by other members of the Incident Command. The Incident Commander may retain responsibilities for other tasks or may delegate them to other members of the ICS or to BLERT members based upon incident complexity.
- **Student Accounting** – This member is responsible for ensuring that all teachers have an accurate accounting of students and for coordinating efforts in accounting for missing students. This role involves planning for incidents and communicating with faculty on the importance of removing rosters during an incident so student accountability can take place.
- **Transportation Coordinator** – Some incidents may require moving the student population off school grounds. Depending on the time of day and severity of the incident, students may need to be dismissed from an off-site location. The person responsible for organizing this operation should coordinate the arrival of buses and the loading of students onto the proper bus. This process will become complicated



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

with the arrival of parents and guardians seeking to pick up their children. Bus rosters and planned bus route information shall be maintained and current. Component school transportation coordinators will be notified and efforts for transportation in the event of an incident requiring evacuation to an off-site location will be directed by the Transportation Coordinator.

- **Off-Site Evacuation Coordination** – This activity is required whenever the building or campus will be evacuated based upon the incident and severity. The Incident Commander shall determine whether further evacuation is required.
- **Agency Liaison** – The Incident Commander may appoint an agency liaison to interface with other local, state, or federal agencies during an incident. All information released from the liaison must be approved by the Incident Commander.

Parent Reunion Liaison – This position is required to coordinate efforts to reunite parents and guardians with children for release from school. Records of release of students are required for any child not returned home on a bus from an incident. This liaison shall report to the release area and coordinate with the Public Relations Liaison regarding location, time, and requirements for release of students during and after an incident.

- **Public Information Officer** – The Public Information Officer is responsible for the timely issuance of information to the media and the public regarding the incident. No information regarding the incident shall be released without the approval of the Incident Commander. This position may be staffed by the Incident Commander based upon the complexity of the incident.
- **Communication and Recording** – During an incident the recording of events and timelines is required to assist in determining goals and objectives for each operation period based upon the complexity of the incident. This information may be required for reconstructing the incident by police or fire departments, legal proceedings after the event, and planning purposes to improve responses to incidents. This person should keep a detailed record of all events, decisions, and actions, including annotation of time.
- **Counseling** – After an incident of significance, counseling for students, staff, and faculty may be required. This person is responsible for providing intervention for people affected and may need to coordinate the efforts of outside organizations in assisting in the needs of those involved. The Post-Incident Response Team shall be mobilized based upon specific needs in recovery for the district.

The Incident Command System positions for each building are addressed in the Building-Level Safety Plans.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

STAGING AREAS

Without a plan in place, the response to a school crisis by the media, community residents, and parents could create confusion. Every school must be prepared for the possibility of an evacuation during an emergency or crisis. The logistics of moving a student population must be planned and fully understood by all those responsible for the safety and security of the children.

The Incident Commander or person designated to supervise the staging process must identify local areas that can be utilized during a crisis. Arrangements and agreements to use these areas need to be reviewed and updated regularly. These areas must be large enough for vehicular and pedestrian traffic, while also isolated from the incident. This information is included in the Building-Level Safety Plans.

OFF-SITE EVACUATION OF STUDENTS

The default off-site evacuation of students for the Ithaca City School District is included in each school's Building-Level Safety Plan. This location should be used for bomb threat evacuations or any time students need to be moved a safe distance from the school campus.

An alternate evacuation site will be determined by the Staging Officer or Incident Commander based upon the incident.

MEDIA STAGING

The local media is responsible for providing coverage of local events. A crisis or emergency at a school is a major news story and will elicit the response of countless news organizations. The Incident Commander must prepare for the media response and understand that ignoring the media is not an option during a crisis.

A designated media location for any incident needs to be established and communicated to all media outlets so that they know where to go to receive timely and accurate information regarding any incident. Should an alternate location need to be established due to the nature of the incident, the Incident Commander will notify the media outlets of the media staging area. The Incident Commander may delegate the authority of the Public Information Officer to another person based upon the complexity of the incident. Tompkins County provides Public Information Officer Services as part of the county response system and as such the Public Information Officer may be utilized.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

COMMAND POST

Police and fire departments will establish a command post for their operations during a school-based incident and will require communication with a school's incident command post for information and planning. Because of this relationship, **the school's incident command post must be located near the school but out of the direct danger zone**. This location should also allow for police and fire operations and be large enough so each can operate independently when needed. The person in charge of the incident should respond to the school command post early in the emergency and remain at that location until the incident has concluded.

PARENT REUNIFICATION AREA

The parent reunification area should be away from any other staging areas and can be some distance from the school building. The location for this activity will be identified based on the incident. If the incident does not require student evacuation, the Incident Commander or designee will determine a safe and appropriate location for this function to occur. Students will not be released without proper identification and authority to request release from the school. When fully operational, the Navigate Respond platform will be used to facilitate the parent reunification process.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

CRITICAL INCIDENT RESPONSE KIT

The critical incident response kit shall be maintained and updated regularly and stored in a central location, with one person and an alternate responsible for its removal from the school during an emergency.

Because of the number of items, a large rolling container has been provided to each building and designated for the response kit. While the list can be downloaded from a computer, a hard copy should be included in the kit, as computer access away from the school is not guaranteed. The maintenance of the items contained in the response kit shall be assigned to one member of the Building-Level Emergency Response Team (BLERT) for each building with a fixed schedule for updating the information.

The following items are recommended based on information and materials that will be needed at off-site locations. These items will also assist the police and fire departments in dealing with a crisis at a school:

- Emergency Care Cards
- Master roster of all classes
- Daily attendance list
- Master bus schedules
- Bell schedule
- Faculty information sheets (emergency contacts)
- Copy of District-Wide Safety Plan
- Maps/footprints of school
- School phone lists
- List of internal phone numbers and locations of phones
- Flashlights (batteries checked every six months)
- Notepad/pens/pencils
- First aid kit
- Latex gloves
- List of personnel with portable radios
- Location and instructions for mechanical systems (water, electric, gas, cable TV, etc.)
- Incident recorder log
- List of students and staff requiring special assistance
- Automated External Defibrillator (AED)

In addition to the above items, the visitor log and any extra school radios and cellular phones should be placed in the kit prior to leaving the building.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SCHOOL PARTNERSHIPS

Incidents may arise that will require resources that are not typically available from within the Ithaca City School District organization. As a result, the district has and will enter into partnerships with other schools, businesses, and agencies for support during incidents and the recovery from incidents.

District and building safety procedures shall apply before school, after school, during evenings and weekends, and during extracurricular and community activities, whether indoors or outdoors. Building-level planning shall address athletic events, performances, clubs, programs, and other activities involving students, staff, families, and outside visitors.

The Ithaca City School District has confirmed by resolution a commitment to follow the National Incident Management System (NIMS) and is a participant in local, municipal, and regional emergency planning groups with the intention of providing assistance and resources to other school districts and agencies when the need arises. The Ithaca City School District will also accept assistance from other schools, businesses, and agencies during incident response and recovery.

From time to time, a memorandum of understanding will be prepared describing the anticipated relationship between the Ithaca City School District and supporting entities. Partnerships may include but are not limited to:

- Off-site evacuation
- Sheltering
- Transportation
- Heavy equipment
- Fire services
- Emergency medical services
- Law enforcement

The Ithaca City School District is a willing participant in the Tompkins County Department of Emergency Response System.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

TRAINING AND UPDATING

Critical incident training can come in the form of open lectures, discussions, tabletop drills, or actual training exercises. The more a plan is practiced and reviewed, the better that plan will be implemented.

The Ithaca City School District has adopted an incident drill policy supporting the execution of drills in various forms throughout the year. Each Building-Level Safety Team is responsible for developing an annual drill schedule and submitting this plan to the District-Wide Safety Team.

Critique of all drills is necessary in order to receive feedback on improving aspects of the District-Wide Safety Plan, as well as the Building-Level Safety Plans. All participants are encouraged to submit observations, concerns, or reinforcement to the various safety teams without fear of repercussion.

Staff and students shall receive annual training that reinforces the standardized emergency response terms and the procedures associated with each term. Drills and training sessions shall use this terminology consistently to support clear communication in an actual emergency.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

TRAUMA-INFORMED DRILLS

All drills shall be conducted in a trauma-informed, developmentally and age-appropriate manner that avoids unnecessary distress and takes into account the emotional needs of students and staff. Drills shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. Except for evacuation drills, students and staff shall be informed at the time of the drill that the activity is a drill and not an actual emergency.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

MEDICAL EMERGENCY PREVENTION/PREPAREDNESS

- Annually identify building personnel trained in CPR, First Aid, or other advanced medical training.
- Communicate to all faculty and students that safety hazards should be reported immediately and will be fixed.
- Monitor projects that could create hazards during school hours.
- Check playground areas daily for any conditions that could cause children to be injured.
- Complete Emergency Care Cards for all students and update them throughout the year.
- Insist that all accidents be reported, even if there is no visible harm or injury.
- Track the number of accidents that occur at the school.
- Do not allow teachers to give medical advice to students.
- Implement clear guidelines for the timely completion of injury reports.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

RESOURCES

The National Incident Management System recommends that all resources be classified by type and classification. The Ithaca City School District has inventoried, typed, and classified major components for easy identification for use in incidents.

Many ICSD staff and employees have experience and training in fields that could help during an emergency. These special skills (e.g., in CPR, First Aid, firefighting, law enforcement, security, and mental health) should be identified and included in planning and considered for participation in Building-Level Emergency Response Teams (BLERT). A listing of these people shall be included in the Building-Level Safety Plans.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

CRISIS PHONE DIRECTORY

The primary emergency telephone number for all emergencies is 911.

Dialing 911 from any campus phone does not require an access code to reach the emergency dispatch center. The 911 number connects callers from cell phones and landlines to the **Tompkins County Department of Emergency Response**, where requests for emergency assistance are made and dispatched for response to incidents.

The following information is maintained in each of the Building-Level Safety Plans and shall be updated annually or whenever the composition of the District-Wide Safety Team, Building-Level Safety Team, Building-Level Emergency Response Team (BLERT), and Post-Incident Response Team changes. The listings for these people are located in each Building-Level Safety Plan.

- Phone tree for the crisis management team
- Phone tree for parent organizations
- Phone tree for faculty notification during off-hours
- Phone numbers for cluster notifications
- Emergency phone numbers
- Names and cell phone numbers of school personnel who have cell phones



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INTERACTING WITH THE MEDIA

All calls from the media should be referred to the Public Information Officer as part of the Incident Command Staff. All communications shall be made through the Incident Command System, and all information must be cleared for release prior to communicating with any media. Tompkins County Department of Emergency Response has a Public Information Office available for any incident and may be activated by request of the Incident Commander.

Before the onset of any incident, it is important to let the media outlets know where to arrive to get information and what the rules are for getting any information. This will assist in having the media report to one location under controllable circumstances.

Follow the practices of effective media communications, which include timely, factual information such that there is no reason for misinterpretation of the facts or statements. If information is not provided in a timely fashion, the media may search for information from other sources, which may not be factually correct or applicable. Staff and faculty shall refer all media inquiries to the Incident Commander or the Superintendent without releasing any information to the media. Staff and faculty shall instruct students not to speak with the media, unless doing so has been approved by Incident Command.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

COMMUNICATIONS TO PARENTS AND GUARDIANS

Regular, clear communication between schools and families is essential. Current technologies and communications methods such as websites, push text, Swift 911/reverse 911, and backpack letters are all effective methods of communicating essential information in a timely manner. Many of the component schools in the Ithaca City School District's service area have systems to communicate through these methods. Tompkins County Department of Emergency Response has access to electronic communication tools that can also assist with external communications.

The District shall also use its communication systems to provide required advance notification of emergency response drills and timely information regarding emergencies that occur during school-day, before-school, afterschool, evening, weekend, extracurricular, or community activities.

When a critical incident has occurred at school or has involved one or more students or staff members in a school, letters, written in conjunction with public safety officials, can be an effective way of relaying important and helpful information. Unlike verbal messages, letters can be reread and used as a reference tool.

Reporters often use backpack letters to verify facts and, even more importantly, to demonstrate to the community that a school is taking care of students and staff members. The information in backpack letters can form the outline for media interviews.

Letters to parents and guardians, often sent home in students' backpacks, are a key communications tool between home and school.

In a critical situation, a letter home gives a district the opportunity to:

- explain the situation that exists;
- describe the steps that the school has taken to ensure the safety of students and staff members; and
- list the ways in which parents and family members can support their children.

Of utmost importance in every decision is the safety of students and staff.

The decision to send a backpack letter home after a critical incident is made on a case-by-case basis, usually by the Incident Commander in consultation with other administrators, such as the superintendent. Public safety and public health officials are involved in the decision to send a letter when they are involved in the investigation or the resolution of an incident.

In making the decision to send a letter home, a series of questions are asked:



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Are other children or adults endangered by this situation?
- Are others likely to be at risk at a future time?
- Are there actions that parents or guardians should take to further protect their children?
- Are there harmful rumors in the school community that must be addressed?

Sometimes, it is not appropriate to send a letter home immediately, as such a letter might inadvertently:

- Promise a police or public health investigation
- Violate the privacy of individuals in the situation
- Create unwarranted anxiety

WHAT SHOULD A BACKPACK LETTER SAY?

All well-constructed backpack letters should:

- be clear and simply written;
- avoid words or phrases that are inflammatory;
- contain only accurate information and not speculate; and
- involve parents/guardians in the solutions.

Often, a backpack letter can be limited to three paragraphs:

1. The first paragraph outlines the situation.
2. The second paragraph details the steps the school has taken – along with other public safety and/or public health officials – to remedy the problem.
3. The third paragraph lists ways that families can help and how families can get more information.

HOW IS A BACKPACK LETTER PREPARED?

A draft of a backpack letter is prepared by the Incident Commander and first reviewed by the Superintendent or designee. In all situations that involve police or fire and rescue investigations, public safety officials must also review the letter before it is sent home.

Draft letters should be e-mailed, faxed or delivered to the Superintendent or designee. If appropriate they will send the letter to the appropriate public agency for review. While this process can be completed within an hour—if that is necessary to meet school dismissal times—every effort should be made to allow as much time as possible for the review process.

When disseminating letters or communications in an electronic manner—including phone messages—consideration must be given to those who might not utilize electronic



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

communications methods and, as such, written letters may still need to be sent even if electronic methods are also employed.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

ADDITIONAL INFORMATION

WHEN SHOULD WE CALL LAW ENFORCEMENT?

Building principals and administrators should contact the District Superintendent and/or Deputy Superintendent to check in and confer before contacting law enforcement. Of course if the situation involves imminent danger or harm, 911 should be contacted first to provide a rapid response. Additionally, in situations that need a rapid response, building administrators may use their discretion to act accordingly.

After checking in with the District Superintendent and/or Deputy Superintendent, if the situation does not involve imminent danger or harm, contact can be made to parents/caregivers along with any other mental health and/or support services if needed. Imminent danger can be defined but is not limited to an immediate threat of serious physical harm that could occur within a short period of time.

COMMUNICATION TO CAREGIVERS REGARDING DRILLS

~~Building leaders should contact parents/caregivers before lock down or other drills occur in order to provide prior notice. The goal of this communication is to assist families/caregivers in providing any helpful planning and preparation, and to positively support the social and emotional health of our students.~~

Building leaders shall provide parents and persons in parental relation advance notice of every scheduled emergency response drill, including evacuation drills. Notice shall be provided within the seven-day period before each drill - at least one day and no more than seven days in advance - and shall identify the type of drill and a general timeframe without stating the specific date or time, except where a specific date and time are required for the annual early-dismissal drill.

If a drill is rescheduled outside the timeframe described in the original notice, a new notice shall be provided. The purpose of advance notification is to support family planning, reduce confusion or alarm, and positively support the social and emotional well-being of students.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

STANDARDIZED EMERGENCY RESPONSE TERMS

The Ithaca City School District shall use the following statewide terms and definitions in its emergency procedures and training:

- Evacuate/Evacuation - Move students for their protection from a school building to a predetermined location in response to an emergency.
- Shelter/Shelter-in-Place - Keep students in school buildings and provide shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated.
- Lockdown - Immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement and is initiated during incidents that pose an immediate threat of violence in or around the school.
- Hold/Hold-in-Place - Restrict the movement of students and staff within the building while dealing with short-term emergencies.
- Secure Lockout - Keep students and staff inside school buildings that are locked and secured during incidents that pose an imminent concern outside the school.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SECTION 2

RISK REDUCTION/PREVENTION AND INTERVENTION



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

THREAT ASSESSMENT MODELS AND ADDITIONAL RESOURCES

- [Essentials for Childhood: Creating Safe, Stable, Nurturing Relationships and Environments for all Children](#) (CDC)
- [Talking to Children About Violence: Tips for Parents and Teachers](#) (NASP: National Association of School Psychologists)
- [School Safety Drills and Exercises for Students With Autism Spectrum Disorder \(ASD\): Tips and Resources for Educators](#) (NASP: National Association of School Psychologists)
- [The New York State Centers for School Safety \(NYSCFSS\)](#)
- [Behavioral Threat Assessment and Management \(BTAM\): Best Practice Considerations for K-12 Schools](#) (NASP: National Association of School Psychologists)
- [Making Prevention a Reality: Identifying, Assessing, and Managing the Threat of Targeted Attacks](#) (NCAVC: National Center for the Analysis of Violent Crime)
- [Averting Targeted School Violence](#) (NTAC: National Threat Assessment Center)
- [Threat Assessment and Management in Virginia Schools: Model Policies, Procedures and Guidelines](#) (Virginia Public Schools)
- [Threat Assessment and Response Protocol](#) (Virginia Public Schools)
- [Guidance for Schools During Wildfire Smoke Events](#) (California Environmental Protection Agency)
- [ICSD Air Quality Index Guidelines](#) (Ithaca City School District)

RISK REDUCTION/PREVENTION AND INTERVENTIONS FOR STUDENTS WITH SPECIAL NEEDS

- [School Safety Drill and Exercises for Students With Autism Spectrum Disorder \(ASD\)](#) (NASP: National Association of School Psychologists)
Students identified with autism spectrum disorders (ASD) can be especially vulnerable during safety drills and exercises, as they may be challenged by oversensitivity to sensory disruption and changes in routine. Many school drills and safety exercises often include significant noise, changing or chaotic visual stimuli, and alterations to the everyday schedule. These disruptions can make the process anxiety provoking and even dangerous for students with ASD and those around them. Fortunately, when educators working with students with ASD are prepared,



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

they can help decrease the student's anxieties and related concerns in the moment. Careful school safety practices with students with ASD may also reduce the potential for an escalation of student challenges over time during school safety preparation practices. Information and resources also include Preparing Students With ASD for Safety Drills and Exercises, What to Do During Safety Drills and Exercises, Post Drill Debriefing With Students With ASD, and other information.

- [Supporting Students With Disabilities During School Crisis](#) (CEC: Council for Exceptional Children)
This resource from *Teaching Exceptional Children* includes recommendations around analysis of school plans and student strengths and needs to ensure that students with disabilities have the best opportunity to be safe in a school crisis. Recommendations include developing individual emergency and lockdown plans to provide procedures for explicit instruction and needed support for students with disabilities during a crisis. Implications for such plans and support for their development are included. Other information may include crisis management to support students with disabilities, focusing on individual student needs, steps for designing an individual emergency and lockdown plan, and skills assessment.
- [Integrating K-12 Students With Disabilities Into School Emergency Management Planning](#) (REMS: Readiness and Emergency Management for Schools)
Taking an inclusive and equitable approach to emergency management planning means considering the needs of the most vulnerable populations first, including creating plans for students with special needs before, during, and after an emergency. This resource also recommends teaming up with disability specialists, identifying students' special needs, maintaining a confidential roster of students with special needs, building on current accommodations modifications and services, teaching students with disabilities emergency response strategies, and informing/training adults.
- [School Safety and Students with Disabilities: Resources for Safe Schools Related to Individuals with Disabilities](#) (Wisconsin Department of Public Instruction)
The resources linked on this page help with effective communication for people with disabilities and evacuation of people with disabilities and emergent limitations.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

SECTION 3

RESPONSE

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INDEX TO RESPONSE SECTION

Staff, student, and faculty responses to the following incidents are contained in the Building-Level Safety Plans and are available through the Flipchart Guideline:

- SHELL: Quick Emergency Response Reference
- Anthrax/Suspicious Material
- Bomb Threat
- Building Collapse
- Bus Accident
- Crime Scene
- Death or Suicide
- Evacuation (Fire)
- Evacuation (Fire) Drills
- First Responder Activity In Vicinity
- Gas Odor
- Hazardous Materials Exposure
- Hold-In-Place
- Lockdown
- ~~Lockout~~ Secure Lockout
- Medical Emergencies
- Missing Student
- Non-Ambulatory Rescue
- Public Demonstration
- Shelter-In-Place
- Threat Assessment
- Weapons/Direct Threats of Violence
- Weather



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SHELL: QUICK EMERGENCY RESPONSE REFERENCE



EMERGENCY RESPONSE

SHELTER-IN-PLACE	HOLD-IN-PLACE	EVACUATE	SECURE LOCKOUT	LOCKDOWN
				
Keep students in school buildings and provide them when shelter when it is deemed safer for students to remain inside rather than to return home or be evacuated. <i>e.g., an accident outside the building, environmental concern, extreme weather, lightning, etc.</i>	Restrict movement of students and staff within the building while dealing with short-term emergencies. <i>e.g., a medical emergency, student conflict, and to protect privacy.</i>	Move students and staff for their protection from a school building to a predetermined location in response to an emergency. <i>e.g., fire, chemical spill, asbestos exposure (when the inside of the building poses more of a danger than the outside).</i>	Students and staff remain inside locked school buildings during incidents that pose an imminent concern outside of the school. <i>e.g., danger outside of the building such as a dangerous animal.</i>	Secure students and staff inside a locked classroom during incidents that pose an immediate threat of violence in or around the school. <i>e.g., there is an active threat on campus</i>
In all emergency situations, listen for instructions, take attendance, and assist students as needed.				
- Students in hallways return to assigned classroom(s). - Move away from windows if situation warrants. - If instructed, move out of the classroom to a designated safe area. Stay together at all times. - Unless otherwise instructed teaching may continue. - Listen for updates including the "ALL CLEAR" announcement.	- Students in hallways should return to their assigned classroom. - Help to secure the hallways - Help to sweep the hallways, welcome all students. - Continue teaching. - Don't release from the classroom, even if a period is ending and wait for instruction. - Listen for updates including "ALL CLEAR" announcement.	- Lead students to designated evacuation area. - Use a secondary route, if necessary. - Close the classroom door after exiting. - Get out of the building as fast and safely as possible - Take attendance and If evacuating off site, take attendance before moving from and upon arrival at off site location. - Listen for updates including "ALL CLEAR" announcement.	- Lock all exterior doors and windows. - Leave blinds/lights as they are. - Classroom instruction and hallway movement continue as normal. - All outdoor activities are terminated. - Listen for updates including "ALL CLEAR" announcement.	When you hear "LOCKDOWN, LOCKDOWN" announced, move quickly to execute the following actions: - If safe, quickly gather students from hallways and common areas nearby. - Lock door, barricade if necessary. - Move students to a safe area in the room out of sight of the door. - Leave windows, blinds/lights as they are. - Keep everyone quiet; silence phones. - Do not communicate through door or answer room phone. - Do not respond to PA announcement or fire alarm unless you SEE or SMELL smoke or fire. - Instruction stops. STAY HIDDEN UNTIL PHYSICALLY RELEASED BY SCHOOL DISTRICT PERSONNEL.



Updated July 2026



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

ANTHRAX/SUSPICIOUS MATERIAL

If a letter, package, or container claiming to be infected with anthrax is received, or a phone call saying there is anthrax present at your location, YOUR FIRST ACTION SHOULD BE TO CONTAIN THE THREAT TO AS FEW PEOPLE AND AS SMALL AN AREA AS POSSIBLE. This is accomplished by the following:

- Immediately isolate the threat by not moving the letter, package, or container from its original location.
- Move people away from the immediate area and do not allow ANYONE to touch or move the threat.
- Close doors and windows to the area and lock the room if possible to avoid others accidentally contacting the threat. Those individuals who were originally present when the threat was discovered should remain nearby and not be in contact with uninvolved individuals. They *will not* receive additional exposure if the threat remains undisturbed.
- Call 911 and advise the operator of your situation. Remain on the line until instructed to hang up.
- Notify the superintendent.
- School threat isolation/contaminant procedures vary from one locale to another. It is recommended that, if possible, the threat be isolated and confined to a given room or school area as described above. It is *not necessary* to confine students to classrooms, evacuate the building, or directly send students to a predetermined assembly area within the school *unless* these actions aid the response efforts of the emergency service responders, will eliminate possible exposure to the threat if it is widely-disseminated through the building, or if its location within the school is unknown.
- Those individuals who came in direct contact with the threat should be identified and assembled in one location so they do not contaminate others with the threat. **Individuals who came in direct contact with the threat should be advised not to eat, drink, smoke, chew, rub their eyes, ears, nose, or mouth, or place their hands near their faces. They should be escorted to a hand wash station to thoroughly wash their hands and other contaminated body areas with copious amounts of soap and water.** Only paper or cloth-drying towels should be used, and these should be segregated from regular waste or dirty linen. If contamination of clothing is evident, clothing items should be carefully removed to prevent the spread of contamination and segregated in a given area. **These individuals should remain together until released by health or law enforcement experts.**



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

It is not necessary to shut down heating, ventilation, and air conditioning systems within buildings with an anthrax threat unless the threat was directed at the HVAC system or if the package/container was found within the HVAC system.

DEPLOYMENT OF SUSPICIOUS PRODUCTS

Outdoor deployment of suspicious product:

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and Building-Level Emergency Response Team (BLERT).
- The Facilities Department shall shut down the HVAC, powered roof ventilators, and the science/kitchen/technology exhaust hoods for the entire building.
- Bring staff and students inside the building; if they have been exposed, keep them separate from the rest of the school population and have them wash with warm water and soap.
- Close all doors and windows.
- Minimize the introduction of outside air by placing towels in front of exterior doors and taping the seals of all exterior doors, windows, and ventilation supply vents.
- Follow the directions of emergency response officials.
- Listen to local emergency officials by staying tuned to local radio, television, and emergency messages.

Indoor deployment of suspicious product:

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and BLERT.
- The Facilities Department shall shut down the HVAC, powered roof ventilators, and the science/kitchen/technology exhaust hoods for the entire building.
- Isolate all staff and students who were in the immediate area for exposure evaluation by public safety personnel; document all who were in the area.
- Staff and students in the immediate area should wash with warm water and soap.
- EVACUATE facility occupants to an area away from the area of threat.
- Follow the directions of responding public safety officials.

Deployment of suspicious product in **water**:



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and BLERT.
- Know which water source serves your building; notify the water supplier if it is municipal water.
- Announce that the water should not be consumed and that faucets should not be operated.
- The Facilities Department shall shut off the main water valve to your building; water main valves are indicated on building plans.
- Cover (bag) all water fountains and faucets.
- Document all staff and students who consumed water for that day for exposure evaluation by health officials.

See also: [Hazardous Materials](#)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BOMB THREAT

BY TELEPHONE

- During the call, complete the bomb threat checklist. A copy of the checklist is included below.
- Stay on the line with the caller as long as possible, continuing to try to obtain more information about the threat.
- Call 911 and then notify the building principal and superintendent's office.
- Without using portable radios, organize a meeting with the Building-Level Emergency Response Team (BLERT). Radio and cell phone usage can resume at the off-site evacuation location (minimum 300 feet away from the building).
- Assign a recorder to document events as they take place.
- Evaluate the situation. If time permits, arrange for a systematic search of the school building by school personnel. These searchers should be instructed to not touch anything and to report any suspicious items to the principal. Teachers should check their classrooms for anything that appears out of place or out of the ordinary.
- The decision to evacuate the school is the responsibility of the Incident Commander or designee. Police may order an evacuation.
- If an evacuation is conducted, all evacuation routes must be searched.
- Follow off-site "EVACUATION" procedures.
- Notify the superintendent and principal.
- If the threat identifies a location of the device, avoid evacuating through the area identified.
- The BLERT members responsible for off-site evacuation and student accounting should begin making preparations for an orderly assembly of students at the site.
- If an announcement is used to evacuate, remind teachers to bring rosters and begin the process of accounting for students.
- Once at the off-site evacuation location for all students, report any missing students to the police.
- Re-entry into the school can only take place at the direction of the Incident Commander or designee.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BY E-MAIL

- Follow bomb threat procedures.
- Save the message on the system. DO NOT delete the e-mail message.
- Print a copy of the message to turn over to the police and the Information Technology Department.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

CP-4 (12/16)

New York State Police

Bomb Threat Checklist	Place under your phone or save to your computer desktop
------------------------------	---

Exact wording of threat	Questions to ask
	Where is the bomb located?
	When will it go off?
	What does it look like?
	What kind of bomb is it?
	What will make it explode
	Did you place the bomb? Why?
	Where are you calling from?
What is your name?	

Observations about the call	
Estimated age:	Voice familiar? If so, who does it sound like:
Voice computer generated? Yes ☐ No ☐	
Threat read from script? Yes ☐ No ☐	
Threat played from recording? Yes ☐ No ☐	
Phone number displayed on caller ID:	

Caller's Voice		Background Noises		Threat language	
Female ☐	Excited ☐	Airplane ☐		Incoherent ☐	
Male ☐	Laughter ☐	Animal ☐		Irrational ☐	
Accent ☐	Lisp ☐	Factory machinery ☐		Profane ☐	
Angry ☐	Loud ☐	Household ☐		Well-spoken ☐	
Calm ☐	Nasal ☐	Kitchen ☐			
Clearing throat ☐	Normal ☐	Music ☐			
Coughing ☐	Ragged ☐	Office machinery ☐			
Cracking voice ☐	Rapid ☐	PA system ☐			
Crying ☐	Raspy ☐	Quiet ☐			
Deep ☐	Slow ☐	Street ☐			
Deep breathing ☐	Slurred ☐	Train ☐			
Disguised ☐	Soft ☐	Voices ☐			
Distinct ☐	Stutter ☐				

Other Information	
Date of call: Time call started: Time call ended: Name of call taker : Number call received at: Call Reported to: Phone number:	Notes:



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BUILDING COLLAPSE

- Seek immediate shelter either in the room or hallway. Get under desks or tables.
- Avoid glass windows, heavy fixtures, shelved equipment, and objects that might fall.
- **EVACUATE** the building when the collapse has subsided. Do not wait for directions to do so. Communications will probably be disrupted. Get *away* from the building. Use pre-planned fire exit routes if possible.
- In evacuating, avoid electrical panels, wires, and electrical fixtures.
- Do not return to the building under any circumstances.
- Notify the 911 dispatcher and ICSD Emergency Maintenance (cell 607-280-1975/alternate cell 607-280-3009) of the event in any way possible (e.g., fire alarm box, telephone, radio).
- Set up a Command Post in a visible and secure location.
- Each teacher should account for students who were being supervised during the time of the collapse. When fully operational, the Navigate Respond platform will be used to facilitate the student accounting process and the reunification process.
- Contact the school nurse to respond to any sustained injuries. Request an appropriate number of ambulances to serve the injured (911).
- If possible, activate a pre-planned alternative shelter for students.
- With permission from the superintendent, activate the "**Go Home**" and "**Parent Reunification**" plans for students who have been checked out as healthy and uninjured.
- Continue to notify the superintendent and ICSD Emergency Maintenance of the status of the situation.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BUS ACCIDENT

- The bus driver or emergency personnel contact the Transportation Department at 607-274-2128 (if no answer, call 607-594-2493).
- The head of Transportation assesses the seriousness of the incident and initiates the following procedures as deemed necessary.
- Alert 911 if necessary.
- The superintendent's office must be called (607-274-6845); the superintendent notifies a building administrator.
- A building administrator alerts the appropriate health professional(s) assigned to the building.
- A building administrator alerts the nursing supervisor at 607-274-2127 to dispatch a health professional to the scene if necessary.
- A building administrator dispatches an Incident Commander to the scene to manage/evaluate the situation (including crowd control); the person in charge calls for support, as necessary.
- In loco parentis, including the signing of appropriate release forms, will be exercised at the accident site by the head of Transportation or another administrator present.
- The Incident Commander or designee will obtain and forward student names, addresses, and phone numbers in an effort to notify parents. The lists will be forwarded ASAP to Transportation and the home school.
- The Incident Commander or designee will manage the information flow to students and district personnel at the scene. Students will be given immediate, appropriate information to share with their parents via students' cell phones. The Incident Commander or designee will direct media questions to police or emergency responders. Students should not be allowed to use building landline phones until a building-wide plan is in place and a decision regarding student phone calls is made by a building administrator.
- If the bus and riders remain at the scene, the Incident Commander, designee, and/or health professional will determine when it is safe for students to deboard the bus. Students will be moved to a safe location away from the bus.
- If a parent or legal guardian arrives to pick up their child, they must sign the student out, giving their name, the name of the student, the date, and their phone number.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

The parent/guardian must show a picture ID to the Incident Commander or designee before the release of the student.

- If the bus continues to school, students will be kept in one area until the appropriate health professional has assessed each student.
- If the students are transported to the hospital emergency room, the Transportation Department will contact the superintendent, and the appropriate district personnel will provide the hospital emergency room with medical information. The Incident Commander or designee ensures parents are notified. If possible, a district employee familiar to a student will go to the hospital and remain with the student until a parent arrives.
- Students in the hospital emergency room will be transported home or to school by their parent or parent designee.
- Parents of all students on the affected bus will be instructed in person or by telephone and by a note home to call their child's physician for possible further follow-up.
- Students will be debriefed with a school health professional as soon as possible after the incident.
- The appropriate member of the district's leadership team will convene all school personnel involved in the incident to debrief and report to the superintendent.

Determine if any students are injured.

- Emergency Care Cards will need to be taken to the hospital.
- If the student is transported to the hospital, a faculty member should accompany the student.

Provide information to faculty.

- With the assistance of the Incident Management Team, arrange for counseling as needed.

If student injuries resulted from the accident, make sure a student injury report is filed with the Business Office and appropriate director.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

CRIME SCENE

- The scene of an incident shall be preserved. With the exception of rescue personnel, no one may be allowed to enter the immediate area or touch anything.
- Police officials responding to the incident will coordinate activities within the incident scene and, when finished, release the area to school officials.

GUIDANCE FROM NEW YORK STATE POLICE CRIME SCENE MANAGEMENT IS FOUND IN THE APPENDIX.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

DEATH OR SUICIDE

- Contact the Building-Level Emergency Response Team (BLERT), meet with the building principal, and contact the superintendent's office.
- Gather information:
 - Student's schedule and emergency information in SchoolTool
 - Names of student's best friends and siblings and schools they attend
 - Name of witnesses, if any
 - Student's class schedule and list of administrators and guidance staff members
- Notify student services staff members assigned to the building.
- Designate rooms to be used for group counseling.
- Hold a staff meeting as soon as possible. If the event occurred outside school hours, this meeting should take place as soon as the staff returns to school. Keep school personnel updated on the events and circumstances.
 - Advise teachers to speak to distressed students privately and to send them to counseling.
- Prepare and disseminate communications to parents and guardians to alert them to the incident and to have them be aware of the potential impact on students.
- Announce the loss to the entire school, providing facts that will reduce rumors. If possible, this is best done by student services personnel and administrators meeting with individual classes as approved by the superintendent.
 - Make arrangements for counselors or administrators to visit selected classes as needed and to speak personally to staff members.
 - Be visible in the school.
 - End the day with a short staff meeting to review the facts of the incident and the role of the staff in further coping with the loss.
 - Allow staff the opportunity to share experiences and suggestions.
- Notify bus drivers to be alert for students who show signs of emotional distress.
 - A member of the BLERT should make contact with the bus driver who goes into the neighborhood of the student who died. A team member may ride the bus if necessary.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Activate the Post-Incident Response Team to prepare for any necessary support until people are back to normal operating conditions.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

EVACUATION (FIRE)

PURPOSE

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students, and visitors can safely reach the evacuation location without danger. It is important to move students and staff from a building to a predetermined safe location.

ACTIONS

- Initiate the evacuation
 - Communicate the need to evacuate the building or a specific area of the building to staff and other occupants by activating the fire alarm and/or via a public address (P.A.) system or bullhorn.

YOUR ATTENTION PLEASE

WE NEED TO EVACUATE THE BUILDING

TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA

TEACHERS TAKE YOUR CLASS ROSTER AND DEVICE WITH NAVIGATE

TAKE ATTENDANCE WHEN SAFE TO DO SO

- Call or designate another to immediately call public safety (911) (police, fire, and emergency responders) to give notice that the school has been evacuated.
- Notify appropriate district staff that an evacuation of the school has occurred.
- Communicate changes in evacuation routes if primary routes are unusable.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.

Other considerations:

- If an early dismissal is going to occur, an off-site bus staging area may need to be organized.
- The liaison to fire and police departments should facilitate communication of vital information to the Incident Commander.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Wait for the fire department to give permission for students and faculty to reenter the building.

EVACUATION PLAN

Post a school floor plan showing the primary and secondary evacuation routes inside each room that is used by students at any time. The plan shall have the room location highlighted and be placed on the wall so that an arrow indicating the exit route is pointing in the actual direction of the exit from the room.

The plan shall be labeled "EVACUATION PLAN" in bold red letters and prominently posted.

The Incident Commander shall evaluate:

- Weather conditions
- Length of time expected before re-entry to building can occur
- Nature of the incident

Determine which evacuation site should be utilized and whether transportation will be required.

On-site sheltering may be able to occur in alternate buildings near the affected facility campus, in buses, or a combination thereof.

Should off-site evacuation need to occur, notify the Area Commander and Operations Chief so that preparations at the evacuation site may commence to receive students and staff.

Refer to evacuation locations listed in Building-Level Safety Plans for primary and alternate off-site evacuation locations.

Notify teachers of the following:

- Evacuation destination
- Manner of movement to destination
- Specific requirements based upon conditions of the incident which may require special attention
- To take attendance upon arrival at the evacuation site and report any missing students to Incident Command

Activate the Parent Reunification process and Early Dismissal procedures unless students will be dismissed under normal conditions at the conclusion of the incident. Using the Navigate Respond Platform will facilitate the Parent Reunification process.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

LANGUAGE FOR EMERGENCY RESPONSE CARD

Used to evacuate students and staff from the building

- Listen for instructions
- Lead students to the designated evacuation area
- Use a secondary route, if necessary
- Close the classroom door after exiting
- Get out of the building as fast and safely as possible
- Take attendance and, if evacuating off-site, take attendance before moving from and upon arrival at the off-site location
- Listen for updates including "ALL CLEAR" announcement



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

EVACUATION (FIRE) DRILLS

FREQUENCY REQUIRED

Section 807 of the Education Law mandates that the principal or other person in charge of every public or private school or educational institution within the state (except colleges and universities) must instruct and train their pupils on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals.

The Ithaca City School District has adopted an incident drill policy supporting the execution of drills in various forms throughout the year. Each Building-Level Emergency Response Team is responsible for developing an annual drill schedule in accordance with New York State law and submitting this plan to the District-Wide School Safety Team.

All drills shall be conducted in a trauma-informed manner that avoids unnecessary distress and takes into account the emotional needs of students and staff. Except for evacuation drills, students and staff shall be informed that the activity is a drill and not an actual emergency. Parents and guardians shall receive advance notice of all scheduled drills.

The New York State Legal requirements are:

- Twelve (12) total fire and emergency drills in a school year, testing appropriate emergency response
 - Eight (8) drills must occur prior to December 31
 - Eight (8) drills must be evacuation (fire) drills
 - Four (4) of the evacuation drills must use fire escapes (if available) or secondary exits
 - Four (4) drills must be lockdown drills
- Drills must be at different times of the day
- Students must be instructed on how to respond if a fire occurs during the lunch period or assembly, or one of the drills can occur during a lunch period or assembly

If a building is equipped with fire escapes, four (4) of the required 12 drills must be through the use of these fire escapes. Instruction must be given to pupils in the procedure to be followed in the event a fire occurs during the lunch period unless at least one (1) drill is held during the lunch period.

Give no advance notice of fire drills to building occupants, except for the first drill of each school year and the first drill of summer school. This limitation applies only to advance



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

notice to building occupants and does not affect the required advance notice to parents and guardians.

Hold at least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time.

- Notify parents/guardians at least one week prior to the drill.
- Test the usefulness of the communications and transportation system during emergencies.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

FIRST RESPONDER ACTIVITY IN VICINITY

Upon notification of a dangerous situation near a school, several steps should be taken to protect the school population from the incident:

- Obtain as much information about the incident as you can. The Tompkins County Department of Emergency Response will be able to provide an overview of the incident. Call 607-257-3888.
- Convene a meeting of the Building-Level Emergency Response Team (BLERT) and discuss the situation and/or recommendations from the police or fire department.
- Bring outdoor activities into the school.
- Secure the school building, if necessary. Follow ~~“LOCKOUT”~~ **“SECURE LOCKOUT”** condition response procedures, including activating the Navigate Respond Alarm.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the superintendent's office.
- Assign the police and fire liaison member of the District-Wide Safety Team to monitor the situation and provide updates as needed.
- Prepare for possible ~~“LOCKOUT,”~~ **“SECURE LOCKOUT,”** **“LOCKDOWN,”** or **“EVACUATION”** depending on the situation as it develops. Follow police and/or fire guidance.
- If police or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay student dismissal, and the Transportation Department shall be contacted with information.
- An informational letter for parents/guardians should be developed in conjunction with the superintendent and police/fire officials.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

GAS ODOR

Quickly convene the Building-Level Emergency Response Team (BLERT). **EVACUATE** the building to the off-site evacuation location. Do not use the fire alarm system if gas odors are within the building; electrical activation of any system could trigger gas combustion. Evacuation orders may need to be delivered verbally by BLERT members.

- Assign the BLERT member responsible for off-site evacuation to coordinate movement.
- Make sure the critical incident response kit leaves the school.
- The BLERT member responsible for student accounting begins the process of tracking all students.
- Call 911. The Fire Department has gas-detection instruments that can determine the severity of the leak.
- Call the Office of Facilities Maintenance and Grounds (607-274-2213). If the incident occurs after hours, contact the Director of Facilities.
- If unable to contact maintenance services, call the gas company. The emergency number for New York State Electric and Gas (NYSEG) is **800-572-1131**.
- Plans of each building with **gas shutoff locations** are included in the Appendix of the District-Wide Emergency Response Plan as well as the (BLERT)
- Notify the superintendent and principal.

IF ODORS ARE DETECTED OUTSIDE THE BUILDING:

- It is **not** necessary to evacuate the building
- Evacuation is called for only if odor seeps into the building
- Call the police and fire non-emergency number to report the smell: 607-273-7288
- Then call the Office of Facilities Maintenance and Grounds



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

HAZARDOUS MATERIALS EXPOSURE

- **EVACUATE** the immediate area: NO EMPLOYEE SHOULD REENTER THE CONTAMINATED AREA.
- If appropriate, notify 911.
- Notify the school principal or designee.
- Notify the superintendent, Building-Level Emergency Response Team (BLERT), Director of Facilities, and the BOCES Health and Safety Office to assess the hazard and provide guidance for containment and cleanup.
- Close and place a towel at the foot of the door containing the hazard if possible. No employee should reenter the contaminated area.
- **Review the Safety Data Sheet and determine the urgency of the situation.**
- If contamination has occurred, attend to the affected people and remove them from exposure.
- Arrange to meet responding emergency personnel at the main building entrance and provide them with appropriate information.
- Notify the Director of Facilities and BOCES Health and Safety Office.
 - **Personnel from the BOCES Health and Safety Office will assist in assessing the hazard and providing guidance for containment and cleanup. They will also act as liaisons with fire department personnel.**
- Alert occupants in adjacent areas if the hazard has the potential to spread.
- Involve a building engineer or custodian for ventilation information. This may involve limiting exposure by containing the fumes in the isolated area or diluting the fumes by opening the area for fresh air ventilation.
- **Evaluate the situation with professional help.**
 - If evacuation of the school is needed, pre-plan routes to avoid walking through the contaminated area.
 - Use off-site evacuation procedures to ensure the student population is moved far enough away from the building to minimize exposure.
- Conduct cleanup operations as directed by emergency personnel.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

DEPLOYMENT OF SUSPICIOUS PRODUCTS

Outdoor deployment of suspicious product:

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and Building-Level Emergency Response Team (BLERT).
- The Facilities Department shall shut down the HVAC, powered roof ventilators, and the science/kitchen/technology exhaust hoods for the entire building.
- Bring staff and students inside the building; if they have been exposed, keep them separate from the rest of the school population and have them wash with warm water and soap.
- Close all doors and windows.
- Minimize the introduction of outside air by placing towels in front of exterior doors and taping the seals of all exterior doors, windows, and ventilation supply vents.
- Follow the directions of emergency response officials.
- Listen to local emergency officials by staying tuned to local radio, television, and emergency messages.

Indoor deployment of suspicious product:

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and BLERT.
- The Facilities Department shall shut down the HVAC, powered roof ventilators, and the science/kitchen/technology exhaust hoods for the entire building.
- Isolate all staff and students who were in the immediate area for exposure evaluation by public safety personnel; document all who were in the area.
- Staff and students in the immediate area should wash with warm water and soap.
- EVACUATE facility occupants to an area away from the area of threat.
- Follow the directions of responding public safety officials.

Deployment of suspicious product in **water**:

- Call 911 and the Director of Facilities and Health and Safety (BOCES); notify the principal, superintendent, and BLERT.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

- Know which water source serves your building; notify the water supplier if it is municipal water.
- Announce that the water should not be consumed and that faucets should not be operated.
- The Facilities Department shall shut off the main water valve to your building; water main valves are indicated on building plans.
- Cover (bag) all water fountains and faucets.
- Document all staff and students who consumed water for that day for exposure evaluation by health officials.

See also: [Anthrax/Suspicious Material](#)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

HOLD-IN-PLACE

PURPOSE

If there is an internal incident such as students fighting in a hallway, a maintenance issue, or a medical emergency that requires student and staff movement to be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified. It is important to restrict movement inside the building for a short-term emergency.

ACTIONS

Initiate Hold-in-Place

- The hold-in-place will be announced by intercom, a public address (P.A.) system, or otherwise with instructions on how to proceed. **(Do not use codes, colors, or cards.)**

YOUR ATTENTION PLEASE

THERE IS A SITUATION REQUIRING YOU TO HOLD IN PLACE

PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS

- Provide specific incident instructions

Instructions

- Use clear, concise language to provide direction to the school based on the situation.

Execute Hold-in-Place

- Students in hallways, bathrooms, or other common areas will return to their classrooms. If the hold-in-place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.

All available staff members will assist in maintaining order and accounting for students. Remain in position until further instruction is given or if remaining in place compromises safety.

LANGUAGE FOR EMERGENCY RESPONSE CARD

Used to limit movement of students and staff while dealing with short-term emergencies



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Listen for instructions
- Take attendance
- Students in hallways should return to their assigned classroom
- Staff help to secure the hallways
- Staff help to sweep the hallways, welcome all students
- Continue teaching
- Staff assist students
- Don't release from the classroom, even if a period is ending, and wait for instruction
- Listen for updates including "ALL CLEAR" announcement



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

LOCKDOWN

PURPOSE

The lockdown is conducted to secure school buildings and grounds during incidents that pose an *immediate threat of violence* in or around the school.

A lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Executing a lockdown should involve hiding from view, remaining silent, and readying a plan of self-protection. It is important to clear hallways, lock or barricade doors, hide from view, and remain silent until released by law enforcement.

ACTIONS

Initiate Lockdown

- Where possible a **lockdown** will be announced by intercom, public address (P.A.) system, or otherwise.
- Contact 911.
- **In events where an *immediate* threat to life safety is recognized, any faculty or staff shall initiate a lockdown.**
- Lockdown must be immediate and deliberate; the announcement of a lockdown shall be as follows: **Lockdown! – Lockdown! – Lockdown! (DO NOT USE COLORS, CODES, OR CARDS.)** ~~Note: If this is a drill, you may inform all that it is a drill.~~ **Note: If this is a drill, the announcement shall state that the activity is a drill and not an actual emergency.**
- **IF SAFE**, immediately gather students from hallways and areas near your room and bring them into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock your door(s) and have students/staff move to the designated safe area of the room. **Remain Silent.**
- Leave lights and blinds as they are.
- Teachers should position themselves in a location that gives them the advantage of managing their classrooms effectively in the following manner during a lockdown:
 - Do not allow anyone, under any circumstances, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Silence cell phones and limit use to only relay pertinent information to 911.
- **Do not respond to a fire alarm unless actual signs of a fire are observed.** Doing so could compromise the safety of those already secured.
- Document and attend to any injuries to the best of your ability.
- Take attendance through the Navigate System and include additions and missing students' last known locations.
- Staff/students participating in any outdoor activity upon the initiation of a lockdown should seek a safe location away from the building. Call 911 and report your situation including location and number of students.
- We will not participate in live-action drills with our students at this time. We may revisit this at a later date.

LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY ~~SCHOOL PERSONNEL~~ LAW ENFORCEMENT. Note: During a drill, building staff may release students from rooms.

LANGUAGE FOR EMERGENCY RESPONSE CARD

Used to secure school buildings when there is an immediate threat of violence in or around the school

- When you hear "LOCKDOWN, LOCKDOWN, LOCKDOWN" announced, move quickly to execute the following actions:
 - If safe, quickly gather students from hallways and common areas nearby.
 - Lock door; barricade if necessary.
 - Move students to a safe area in the room out of sight of the door.
 - Leave windows, blinds/lights as they are.
 - Keep everyone quiet; silence phones.
 - Do not communicate through door or answer room phone.
 - Do not respond to PA announcement or fire alarm unless you SEE or SMELL smoke or fire.
 - Instruction stops
 - STAY HIDDEN UNTIL PHYSICALLY RELEASED BY ~~SCHOOL DISTRICT PERSONNEL~~ LAW ENFORCEMENT.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SECURE LOCKOUT

PURPOSE

This section describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern *outside* of the school. The primary objective of a ~~lockout~~ **Secure Lockout** is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger. It is important to lock and secure school buildings due to an external threat while instruction continues inside.

ACTIONS

Initiate ~~Lockout~~ **Secure Lockout**

- A ~~lockout~~ **Secure Lockout** will be announced by intercom, public address (P.A.) system, or otherwise. **(DO NOT USE CODES, COLORS, OR CARDS.)**

YOUR ATTENTION PLEASE

~~THERE IS A SITUATION REQUIRING THE SCHOOL TO LOCKOUT~~ **THERE IS A SITUATION REQUIRING A SECURE LOCKOUT**

ALL OUTDOOR ACTIVITIES ARE CANCELED

PLEASE CONTINUE REGULARLY SCHEDULED INDOOR ACTIVITIES

Execute ~~Lockout~~ **Secure Lockout**

- All outdoor activities shall cease and be immediately moved indoors (i.e., gym classes, playground, etc.).
- As soon as all students and staff are in the building, all exterior doors shall be locked.
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors to the main office.
- A ~~lockout~~ **Secure Lockout** will be lifted when notification is made by the administration. Activate Annex (es) appropriate to respond to the situation.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

LANGUAGE FOR EMERGENCY RESPONSE CARD

Used to secure school buildings when there is a concern outside the school

- Listen for instructions
- Take attendance
- Lock all exterior doors and windows
- Leave blinds/lights as they are
- Classroom instruction and hallway movement continue as normal
- All outdoor activities are terminated
- Listen for updates including "ALL CLEAR" announcement
- Teaching can continue



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

MEDICAL EMERGENCIES

- Assess the seriousness of the emergency: choking, injury, or illness.
- Contact the school nurse.
- Administer First Aid or CPR if you are trained/qualified to do so or the extent of the injury is minor until the nurse arrives.
- **Call 911 and be prepared to provide:**
 - Your location, building name, and address
 - Room number
 - Describe the illness or type of injury
 - How the illness or type of injury occurred
 - Age of injured
 - The quickest way for an ambulance to reach you
- Follow **"HOLD-IN-PLACE"** procedures including activating the Navigate alarm.
- Assign a staff member to meet the rescue service and show where the injured student is.
- Have the Emergency Care Card brought to the same location as the student.
- Hold bells (where appropriate) if the emergency is in a common area where students travel during class change.
- Assign a member of the Building-Level Emergency Response Team (BLERT) to stay with the child, even if they are transported to the hospital.
- Notify a parent or guardian of the situation, illness, or injury and the type of injury/illness, medical care being given, and location where the child has been transported.
- If the child is being transported, request a parent to meet the child and BLERT member at the hospital.
- Notify the Superintendent, the Director of Facilities, and the appropriate building custodian's office.
- Advise faculty and staff of the situation (when appropriate).
- Follow up with the parents/guardians.
- Complete the Student Injury Form and send it to the Business Office.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

CARDIAC EMERGENCY RESPONSE PLAN

PURPOSE AND SCOPE

This Cardiac Emergency Response Plan establishes protocols for responding to sudden cardiac arrest (SCA) and similar life-threatening emergencies at all district facilities and school-sponsored events. This plan applies to all individuals—students, staff, visitors, and participants—at any school site owned or operated by the district or at locations of school-sponsored events, including all athletic programs.

CORE RESPONSE PROTOCOL

Immediate Response Personnel: The district designates the following personnel as primary responders to cardiac emergencies:

- School nurses
- Certified athletic trainers
- Staff members trained in CPR/AED
- Coaches certified in CPR/AED and basic first aid

Emergency Response Procedures:

1. Recognition: Any staff member who observes signs or symptoms of sudden cardiac arrest (loss of consciousness, absence of pulse, abnormal breathing) will immediately activate emergency protocols
2. Activation: Call 911 and alert school nurse/designated responder
3. AED Retrieval: Nearest trained staff member retrieves the closest AED
4. CPR Initiation: Begin CPR immediately until AED arrives
5. AED Application: Follow AED prompts and continue care until EMS arrives
6. Parent/Guardian Notification: Designated administrator contacts parent/guardian immediately
7. Documentation: Complete incident report and notify local EMS and emergency healthcare provider per Public Health Law requirements

MEDICAL NEEDS AND TRANSPORTATION

On-Site Medical Support:

- School nurse or designated responder remains with patient until EMS arrival
- Second trained staff member assists with crowd control and securing scene



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Medical information (health alerts, medications) accessed via student information system if available

Transportation:

- All SCA incidents require EMS transport—no private vehicle transport permitted
- Staff member may accompany student if parent/guardian not yet arrived
- Student belongings secured and delivered to hospital or parent/guardian

PARENT/GUARDIAN NOTIFICATION

Immediate Notification Protocol:

- Building principal or designated administrator contacts parent/guardian via emergency contact numbers
- Information provided: nature of emergency, current condition, EMS transport destination
- Follow-up communication regarding hospital location and reunion procedures
- Documentation of all parent contact attempts and outcomes

TRAINING REQUIREMENTS

Required Training:

- All school nurses and athletic trainers: Current CPR/AED certification
- Athletic coaches: CPR/AED and basic first aid certification per Public Health Law §3000-b(3)(a)
- All staff and students: Annual training on signs and symptoms of SCA per Dominic Murray SCA Prevention Act

Voluntary Training:

- The district offers voluntary CPR/AED and first aid training to all interested staff
- Building-level emergency response team members encouraged to obtain certification
- Training provided by nationally recognized organization in accordance with PHL §3000-b



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

AED EQUIPMENT AND MAINTENANCE

One or more AEDs are located in each school building, with additional portable units supplied to athletics to be available for practices and contests.

Accessibility:

- AEDs positioned to ensure ready and appropriate access during emergencies
- Clear signage posted at main building entrances indicating AED locations
- AED storage cabinets clearly marked during school hours and events

Maintenance Protocol:

- Monthly inspection of AED battery, pads, and expiration dates
- Testing according to manufacturer guidelines
- Maintenance log maintained by [school nurse/safety coordinator]
- Replacement supplies ordered minimum 30 days before expiration
- Annual review of all AED equipment and signage

PREVENTION AND EDUCATION

Student and Staff Education:

- Annual instruction on signs and symptoms of sudden cardiac arrest:
 - Sudden collapse
 - No pulse
 - No breathing or gasping
 - Loss of consciousness
- Procedures for immediate removal from physical activity if SCA suspected
- Return-to-play protocols requiring medical clearance per Dominic Murray SCA Prevention Act

PLAN REVIEW AND UPDATES

This Cardiac Emergency Response Plan will be:

- Reviewed annually by district-wide school safety team and Director of School Health Services
- Updated as needed based on regulatory changes, equipment updates, or after-action reviews
- Integrated with building-level emergency response plans with venue-specific details



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Practiced through drills and tabletop exercises

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

MISSING STUDENT/KIDNAPPING

- Record the **name** and **contact number** of the individual reporting the missing person. If a case involves abduction, begin gathering witness information for the police. Confirm the child attended school that day. Assign staff members to begin checking the last known location of the missing person.
- **Call 911** and explain the situation.
- **Begin gathering information on the child, including:**
 - Description including, height, weight, skin color, eye color, clothing, backpack, etc.
 - A photo, if available
 - Home address, phone number, parents' contact numbers
 - Class schedule, special activities
 - Bus or walking route information
- **Contact the custodial parents.**
- Convene the Building-Level Emergency Response Team (BLERT).
- Begin recording events.
- If an incident is happening during the school day, consider holding the bells until the matter is either resolved or the school has been completely searched for the student. In a missing child incident, assign a member of BLERT to organize a complete search of the school.
- Consider initiating a **"HOLD-IN-PLACE"** or **"~~LOCKOUT~~" "SECURE LOCKOUT"** condition within the building or campus.
- Notify the superintendent, principal, director of facilities, and the Transportation Department.
- Obtain information on possible witnesses, friends, and the last person to see the missing student.
- If the incident occurred while the student was on the way home, contact the bus driver and crossing guards.
- Double check circumstances. Could the child have gotten on the wrong bus or walked home? Did someone pick the child up? Is the child at another activity?
- Report all information to the Incident Commander.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

- Assist the police with their investigation.
- Arrange for counseling of students as needed.

At any point during these steps, if the person is found, inform everyone who has been notified of the incident that the person is no longer missing.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

NON-AMBULATORY RESCUE

Each building with occupants or students who will require assistance in evacuating the facility shall appoint each such occupant with a Building-Level Emergency Response Team (BLERT) member responsible for the safe evacuation of each non-ambulatory person from the facility during any incident requiring building evacuation.

Accountability for non-ambulatory persons shall be accomplished following attendance and reporting protocols for the district. Any unaccounted-for non-ambulatory persons shall be reported to Incident Command in accordance with "MISSING STUDENT" communication protocols. Should non-ambulatory persons be identified within an incident location where a hazard is known to exist, or if a person becomes a non-ambulatory victim due to circumstances of an incident and cannot be assisted to a safe location, the BLERT member or any person knowing of such condition shall notify the Incident Command using established communications protocols of all pertinent information regarding the individual or individuals including:

- Location
- Number of injured or trapped individuals
- Condition of injured or trapped individuals
- Response assistance needed in order for rescue or recovery

This information shall be used by Incident Command to assign competent qualified rescue personnel or agencies within the guidelines outlined in the District-Wide School Safety Plan and Building-Level Emergency Response Plans. Victims who cannot move on their own due to possible cerebral or spinal injuries shall not be moved except by competent qualified rescuers.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

PUBLIC DEMONSTRATION

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group.
- Obtain information on when, why, and how many.
- Notify the superintendent, director of facilities, and the appropriate principal's office.
- Contact the police and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information packet for distribution to parents/guardians in accordance with parent and guardian communication.
- Continually work with the Incident Commander on any statements or contact with the demonstrating group.
- Assign Building-Level Emergency Response Team (BLERT) members to act as liaisons with police, media, and, possibly, the demonstrating group based on the direction of the Incident Commander.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify the Transportation Department of the demonstration and any possible impact buses may encounter arriving to or departing from the schools.

Consider activating a ~~"LOCKOUT"~~ **"SECURE LOCKOUT"** condition response in the building or campus-wide.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

SHELTER-IN-PLACE

PURPOSE

A shelter-in-place describes courses of action when students and staff are required to remain indoors, perhaps for an extended period, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard), rooms without windows, or a weather shelter (such as in the event of a tornado). It is important to keep students in school buildings when it is safer to remain indoors.

ACTIONS

Initiate Shelter-in-Place

- **Shelter-in-place** will be announced by intercom, public address (P.A.) system, or otherwise with instructions on how to proceed. **(DO NOT USE CODES, CARDS, OR COLORS.)**

YOUR ATTENTION PLEASE

THERE IS A SITUATION REQUIRING YOU TO SHELTER IN PLACE

PLEASE STOP WHAT YOU ARE DOING AND FOLLOW THESE INSTRUCTIONS

- Provide specific incident instructions.

Instructions

- Use clear, concise language to provide direction to the school based on the situation.
- If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), they should be instructed to move to the interior of the room or relocate to an interior hallway or room. Students in temporary classrooms or outside of the main building for any reason should be instructed to move into the main school building.
- If the situation is not a threat to the exterior of the building, students in between classes or outside of their classrooms for other reasons should be instructed to return to class.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

ADDITIONAL CONSIDERATIONS FOR SHELTER-IN-PLACE

The Building-Level Safety Team should consider the following when reviewing the current plan or developing new policies and procedures. This is not an exhaustive list. Please add the necessary actions appropriate for your response.

Procedures for the following should be included:

- Turn off utilities and ventilation systems (heating, ventilation, and air conditioning) if appropriate.
- Prepare to shelter in place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex (es) appropriate to respond to the situation.
- While sheltering in place, maintain social distance with students and staff if possible. In an actual emergency, it may not be possible and should not be the first priority. All must wear masks.
- Notify all concerned parties when the shelter-in-place is lifted.

LANGUAGE ON EMERGENCY RESPONSE CARD

Used to shelter students and staff inside the building

- Listen for instructions
- Take attendance
- Students in hallways return to assigned classroom(s)
- Staff assist students
- Move away from windows if the situation warrants
- If instructed, move out of the classroom to a designated safe area; stay together at all times
- Unless otherwise instructed teaching may continue
- Listen for updates including the "ALL CLEAR" announcement



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

THREAT ASSESSMENT

The upcoming section includes threat assessment documents, information, and guidance from the Comprehensive School Threat Guidelines (CSTAG). Originally known as the Virginia Student Threat Assessment Guidelines, this is an evidence-based model for schools to use in conducting threat assessments in K-12 schools. The model was developed by Dr. Dewey Cornell and colleagues at the University of Virginia in 2001, has been widely adopted by schools in Virginia and nationwide, and was recognized as an evidence-based program by the National Registry of Evidence-Based Programs and Practices in 2013.

WHAT CONSTITUTES A THREAT?

"A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. When in doubt, treat the communication or behavior as a threat and conduct a threat assessment." (Cornell, 2018)

WHAT IS A THREAT ASSESSMENT?

Threat assessment "is an approach to violence prevention that emphasizes early attention to problems such as bullying, teasing and other forms of student conflict before they escalate into violent behavior. School staff members are encouraged to adopt a flexible, problem-solving approach, as distinguished from a more punitive, zero tolerance approach to student misbehavior. We aim to continue our commitment to safety *and* cultivating a culturally responsive and anti-racist school district. Thus, we utilize threat assessments in ways that attend to this, and don't automatically criminalize students." (Cornell, 2018)

WHO CONDUCTS A THREAT ASSESSMENT?

- Administrators
- Teams
 - Counselors
 - Social Workers
 - Psychologists
 - Teachers
 - Law enforcement
 - Other school personnel



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

WHEN DO WE CONDUCT A THREAT ASSESSMENT?

- When students, staff, or others associated with the school make threats of violence
- Rumors of threats of violence
- Age, credibility, and previous discipline are important factors as we begin this process
- Always notify an Executive Team member when initiating a threat assessment

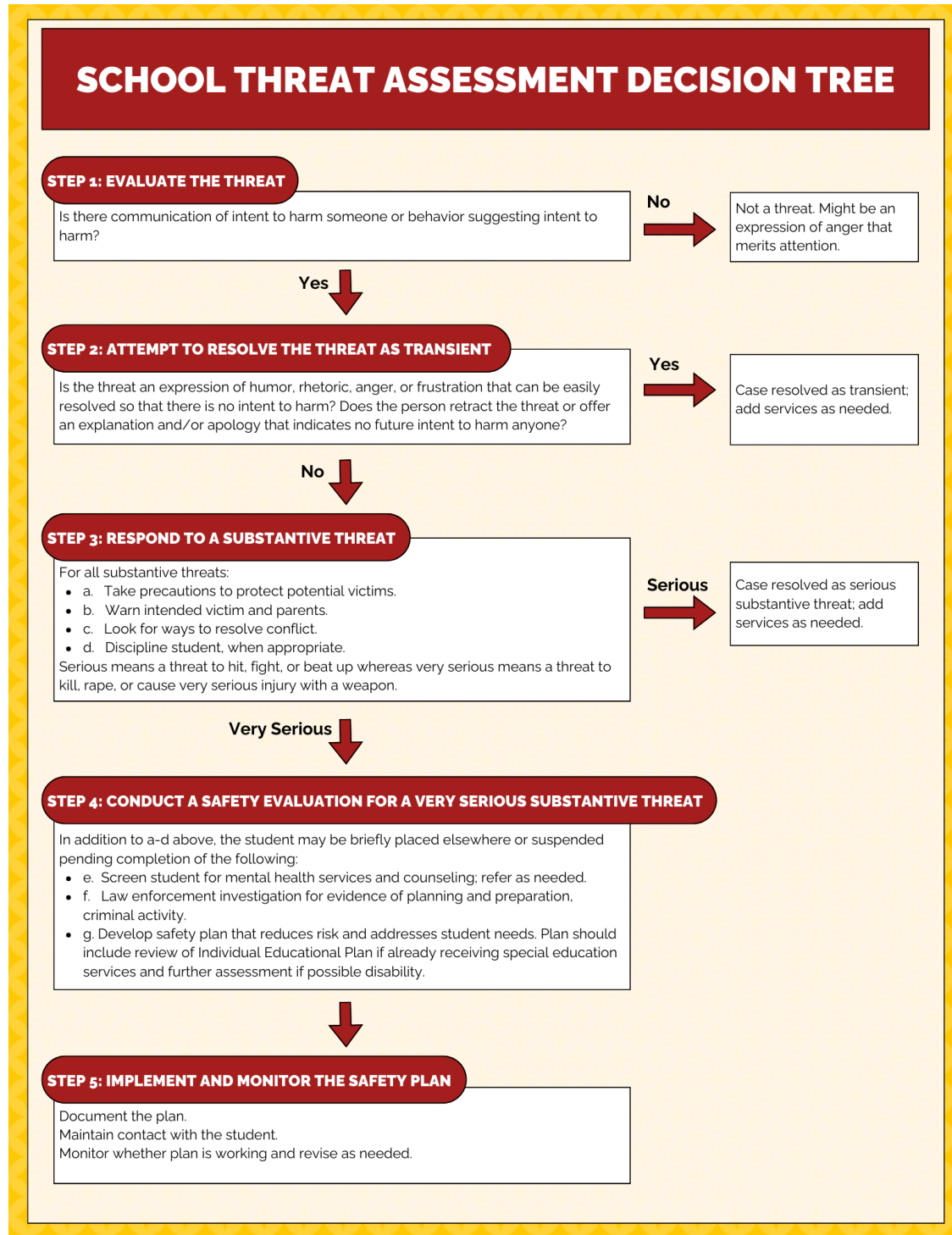
(Threat assessment resources included on following pages)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

THREAT ASSESSMENT DECISION TREE





ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

THREAT ASSESSMENT RESPONSE FORM PROTOCOL

While conducting a threat assessment we may follow the [response form protocol from the University of Virginia](#). This tool can be utilized for information gathering, interviews, and threat assessment. Not all of the forms need to be used for every threat assessment case, nor does every section of each form have to be completed. These forms may be modified as well.

BASIC SUMMARY AND OVERVIEW OF RESPONSE FORM PROTOCOL

THREAT REPORT

A threat is an expression of intent to harm someone that may be spoken, written, gestured, or communicated in some other form, such as via text message or email. Threats may be explicit or implied, directed at the intended target or communicated to a third party. Behavior that suggests a threat such as weapon carrying, fighting, or menacing actions should be investigated to determine whether a threat is present.

INCIDENT or BEHAVIOR OF CONCERN

- *Summary of the incident or threat. What was reported? Include who said or did what to whom. Who else was present?*

ASSESSMENT FINDINGS

- *Prior threats, prior discipline incidents*

INTERVIEWS

- *Do you know why I want to talk to you? What happened today when you were [place of incident]?*
- *What exactly did you say? And what exactly did you do?*
- *What did you mean when you said or did that?*
- *How do you think [person who was threatened] feels about what you said or did?*
- *What was the reason you said or did that?*
- *What are you going to do now?*

KEY OBSERVATIONS

These items can help assess whether a threat is transient or substantive but must be considered in the broader context of the situation and other known facts.

THREAT RESPONSE

This is a list of common actions taken in response to a threat. Each case may require a unique set of actions.

MENTAL HEALTH ASSESSMENT (Virginia Student Threat Assessment Guidelines)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

A mental health assessment is usually conducted in cases involving a very serious substantive threat. The purpose of the mental health assessment is to maintain the safety and well-being of the student and others

Subject Interview

Person who made threat or engaged in threatening behavior)

Parent/Guardian Interview

Teacher/Staff Interview

RESOURCES

Cornell, D. (2018). Comprehensive School Threat Assessment Guidelines. Charlottesville, VA: School Threat Assessment Consultants LLC



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

WEAPONS/DIRECT THREATS OF VIOLENCE

Gather as much information as possible from witnesses to determine the level of threat:

- Name of person with the weapon
- Is the suspect in the school?
- Has the weapon been verified or suspected?
- Location of the witness when the weapon was seen
- What did the person do with the weapon after it was displayed?
- Is the current location of the person with the weapon known?
- Convene members of the BLERT while waiting for police to arrive

HIGH THREAT LEVEL RESPONSE – WEAPON USE IMMINENT

- Call 911, explain the situation, and request that an officer respond to the school.
- Initiate a **"LOCKDOWN"** procedure.
- If a student is reporting the weapon, isolate the student in the main office.
- Have office personnel gather information about the student for the police.
- Gather BLERT: Assign roles as directed by the Incident Commander.
- Without confronting the suspect, a BLERT member should go to the area where the suspect is reported to be and observe them until police arrive.
- If the suspect is not in the building, secure all exterior doors.
- If possible, disable the bell system.
- Organize evacuation to an off-site location per the **"REUNIFICATION PLAN."**

MODERATE THREAT LEVEL – NO ACTIVE VIOLENCE

As long as the weapon is not being displayed, no effort should be made to intervene until the police arrive.

- Gather BLERT: Assign roles as directed by the Incident Commander.
- Assign a recorder to document events as they take place.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Prepare to initiate a **"LOCKDOWN"** response in the school if the situation escalates.
- When the police officer arrives at the school, the principal should completely brief the officer on the events.
- A school administrator should accompany the officer to the student suspected of having a weapon.
- A private area should be reserved for the student to be taken and questioned.
- A second administrator or officer should take all of the suspected student's belongings (book bag, clothing, etc.) from the classroom.
- Do not allow the student to pick up or carry their belongings.
- The student should be thoroughly searched by the police officer or an administrator with another adult witness present.
- An administrator should search belongings, including but not limited to book bags, purses, lockers, and autos, if applicable. If a gun or other weapon is found, the police officer takes control of the search.
- The police should take possession of and secure any weapon located during such an incident.
- **Notify the superintendent and the appropriate principal's office.**
- Take a photo of the weapon for evidence. MAINTAIN SECURE **"CRIME SCENE."**
- Follow procedures for student disciplinary actions.
- Notify the parents/caregivers.
- Secure a detailed written statement from any witnesses, including staff.
- Coordinate an informational release with the Public Information Officer.
- Provide counseling as needed.

QUESTIONING OF STUDENTS

- One school official should generally conduct questioning of any student who is a victim of a security-related incident, preferably with another staff witness.
- Gather information on anyone involved in the incident - witnesses and victims.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

- The questioning should be limited in scope and focus on the information necessary to pursue disciplinary action against the perpetrators.
- Specific details relating to any crime should be obtained by a trained police officer. This questioning shall be handled by the responding police agency.

NOTIFICATION OF PARENTS AND STUDENTS

- In general, parents and students shall be notified when the police have determined a crime has occurred or when there may be a threat to the safety of students in the school. The Incident Commander and the police department must approve communications in advance.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

WEATHER

SEVERE WEATHER NOTIFICATION

- **Weather Radio:** Ensure that the school's weather radio operates properly including the warning tone alert function.
- **Watches:** A thunderstorm or tornado WATCH will be issued if conditions exist that may result in a severe thunderstorm or tornado. When a WATCH is broadcast over the weather radios, notify staff to stay alert for signs of an approaching storm. School activities should continue as normal.
- **Warnings:** A tornado or severe storm WARNING will be issued when an actual tornado or severe storm has been identified. Notify the Building-Level Emergency Response Team (BLERT) and designate a staff member to keep a watch for warning signs of an approaching tornado.
 - Initiate **"SHELTER-IN-PLACE"** protocols.
 - Use the public address system for initial warnings and a handheld device such as a battery-powered "bull horn" to issue instructions once all students are in the designated shelter areas. **DO NOT USE THE FIRE ALARM** as a warning device.

TORNADO EMERGENCY RESPONSE (TORNADO WARNING ISSUED)

- Notify occupants of **"SHELTER-IN-PLACE"**
- Move the students and staff into the main building.
- Seek shelter. Move students inside to structurally sound locations in the main building on the ground floor in corridors and windowless rooms, away from any exterior glass doors, windows, and skylights. Avoid gymnasiums, auditoriums, cafeterias, and boiler rooms.
- Direct students to sit on the floor and wait for additional instructions.
- Windows and doors: Close as many doors as possible, but do NOT open any windows.
- Warning signs: Stay alert for signs of an approaching tornado.
- If danger from a tornado is imminent, give the command for students to assume the protective tuck position on their elbows and knees, with their hands protecting the backs of their heads.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

WARNING SIGNS OF AN APPROACHING TORNADO

- Severe thunderstorms, thunder, lightning, heavy rain, and strong winds often precede a tornado
- Dark clouds, often greenish or nearly black
- Hailstorms
- Funnel cloud: A spinning column may be seen reaching down from the clouds. A funnel cloud can either be dark or light in color. If a suspected funnel cloud is sighted, look for the presence of flying debris where it meets the ground.
- Noise: A tornado makes a very loud roaring noise that is similar to the noise made by a speeding train

POST-TORNADO EMERGENCY MANAGEMENT

- Maintain order and direct students to remain in place.
- If there are injuries, provide First Aid and notify the school nurse and the Incident Commander.
- Warn students and staff to avoid touching any electrical devices or exposed wires.
- If the odor of natural gas is detected, evacuate the building. Do NOT use the fire alarm or activate any electrical switches or devices that may cause a spark.
- If a section of the school is partially collapsed, follow the **"BUILDING COLLAPSE"** protocol.
- Notify Incident Command, the superintendent, and the Facilities Department if there is any structural damage or missing persons.

EXTREME HEAT

- Extreme heat condition days are defined as days when occupiable educational or support services spaces reach 82°F or higher. Support services spaces do not include kitchen areas used for food preparation. Temperatures are measured at a shaded location, three feet above the floor near the center of the room.
- When temperatures reach 82°F, schools will take actions to reduce heat-related discomfort. These may include turning off overhead lights, lowering shades,



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

operating fans, opening doors or windows where safe, turning off unused electronics, and providing water breaks.

- If occupied spaces reach 88°F, students and staff will be relocated to cooler areas whenever practicable.
- Staff training and annual review will ensure proper implementation of heat response procedures alongside other emergency preparedness measures.

EMERGENCY SCHOOL CLOSING

The superintendent has the authority to close schools due to inclement weather.

SECTION 4

POST-INCIDENT RESPONSE



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

POST-INCIDENT RESPONSE

During and after a crisis, school leaders, teachers, and students are at risk of succumbing to mental and emotional stress or injury. We bring in psychologists and social workers to counsel children. We also provide support for adults who may need help.

In a crisis, human beings often experience one or more physical responses, including shock or numbness, an adrenaline rush, a raised heartbeat, sweating, and hyperventilation. Although people may feel some of these emotions immediately, they may not experience some emotions for days or weeks. These, too, are normal experiences, but sometimes they take people by surprise. If we do not acknowledge this potential, they can cause damage.

Some traumatic events are more apt to cause serious reactions than others. High on the stress list are:

- Human-caused events
- Events that are life-threatening
- Events that violate our sense of how the world is or should be
- Events that attract high media coverage
- Events that we can identify with

Crises that involve children in schools often fit all these categories, and adults who must support students and their families through a crisis are vulnerable to stress (critical incident stress) responses. Many of these responses will emerge within the first 24 hours. Some, unheeded, might not show up for a year or more.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

SECTION 5

APPENDIX

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

INDEX TO APPENDIX

- Bomb Threat Checklist
- Building Security Requirements
- ICSD Building Information
- Important Telephone Numbers
- Local Private and Tompkins County Schools
- Mental Health Providers
- Protocols for Responding to a Declared Public Health Emergency Involving a Communicable Disease
- Two-hour Delay Procedures
- [NIMS Incident Forms](#)
- NYS Police Crime Scene Management



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BOMB THREAT CHECKLIST

CP-4 (12/16)

New York State Police

Bomb Threat Checklist	Place under your phone or save to your computer desktop
------------------------------	---

Exact wording of threat	Questions to ask
	Where is the bomb located?
	When will it go off?
	What does it look like?
	What kind of bomb is it?
	What will make it explode
	Did you place the bomb? Why?
	Where are you calling from?
	What is your name?

Observations about the call

Estimated age: Voice familiar? If so, who does it sound like:

Voice computer generated? Yes ☐ No ☐

Threat read from script? Yes ☐ No ☐

Threat played from recording? Yes ☐ No ☐

Phone number displayed on caller ID:

Caller's Voice		Background Noises		Threat language	
Female	☐	Excited	☐	Airplane	☐
Male	☐	Laughter	☐	Animal	☐
Accent	☐	Lisp	☐	Factory machinery	☐
Angry	☐	Loud	☐	Household	☐
Calm	☐	Nasal	☐	Kitchen	☐
Clearing throat	☐	Normal	☐	Music	☐
Coughing	☐	Ragged	☐	Office machinery	☐
Cracking voice	☐	Rapid	☐	PA system	☐
Crying	☐	Raspy	☐	Quiet	☐
Deep	☐	Slow	☐	Street	☐
Deep breathing	☐	Slurred	☐	Train	☐
Disguised	☐	Soft	☐	Voices	☐
Distinct	☐	Stutter	☐		

Other Information

Date of call: Time call started: Time call ended: Name of call taker : Number call received at: Call Reported to: Phone number:	Notes:
---	--------



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

BUILDING SECURITY REQUIREMENTS

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school.

ACCESS INTO BUILDING

- All exterior doors are to be maintained locked during the school day.
- The propping open of exterior doors is not permitted under any circumstances.
- Doors with access control are the only doors through which people are allowed to enter the building.
- Signs shall be posted on all doors directing visitors to report to the main office for each building.

STUDENT ACCOUNTABILITY

- Students shall be supervised in the building or on school grounds during the school day.

PHOTO-IDENTIFICATION BADGES

- All personnel who work in or regularly visit schools in the course of business are required to wear an assigned identification badge. This includes full and part-time staff, food services personnel, bus drivers/attendants, and itinerant staff.
- Badges are issued by the Technology Department. New staff will be photographed upon hiring. Badges will be issued after coordinating building access requirements for the individual with Human Resources.
- Lost badges will be replaced for a fee as set forth by the school district.
- Badges must not be used by anyone other than the person issued.
- Badges must be worn in a manner that makes them readily visible.

VISITOR BADGES AND LOG

- Anyone who is not a regular staff member or student of the school or district-wide personnel will be considered a visitor.



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

- Visitors must sign into a visitor log and wear identification badges or stickers provided by the school for the duration of their visit.
- Visitors may be requested to provide photo identification and must return the identification badge to the main office before leaving the building.
- Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.
 - Any unauthorized person on school property during school hours will be reported to the principal or designee.
 - Unauthorized persons will be asked to leave
 - Additional steps will be taken if the situation warrants

SEE BOARD POLICIES [5300.65 "VISITORS TO THE SCHOOL"](#) AND [5300.70 "PUBLIC CONDUCT ON SCHOOL PROPERTY"](#)



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

ICSD SCHOOL BUILDING INFORMATION

School	Grades	Hours	Phone	Fax
Belle Sherman Elementary School and Annex 501 Mitchell St.	PK-5	8 AM - 2 PM	607-274-2206 607-274-2203	607-274-4059
Beverly J. Martin Elementary School 302 W. Buffalo St.	PK-5	8 AM - 2 PM	607-274-2209	607-274-2196
Caroline Elementary School 2439 Slaterville Rd. Slaterville Springs, NY 14881	PK-5	8 AM - 2 PM	607-539-7155	607-539-6966
Cayuga Heights Elementary School 110 E. Upland Rd.	K-5	8 AM - 2 PM	607-257-8557	607-257-8142
Enfield Elementary School 20 Enfield Main Rd.	PK-5	8 AM - 2 PM	607-274-2221	607-274-6810
Fall Creek Elementary School 202 King St.	PK-5	8 AM - 2 PM	607-274-2214	607-274-2339
Northeast Elementary School 425 Winthrop Dr.	K-5	8 AM - 2 PM	607-257-2121	607-257-8157
South Hill Elementary School 520 Hudson St.	PK-5	8 AM - 2 PM	607-274-2129	607-274-2379
Boynton Middle School 1601 N. Cayuga St.	6-8	9 AM - 3:30 PM	607-274-2241	607-274-2357
DeWitt Middle School 560 Warren Rd.	6-8	9 AM - 3:30 PM	607-257-3222	607-257-3502
Lehman Alternative Community School 111 Chestnut St.	6-12	9 AM - 3:30 PM	607-274-2183	607-274-2351
Ithaca High School 1401 N. Cayuga St.	9-12	9 AM - 3:40 PM	607-274-2385	607-274-3061



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

IMPORTANT TELEPHONE NUMBERS

REMINDER: ALL BUILDINGS NEED TO UPDATE BUILDING PHONE TREES IN SEPTEMBER. CHECK ALL PHONE NUMBERS FOR ACCURACY.

EMERGENCY PHONE NUMBERS

Police and Fire 911
Poison Control Center 1-800-222-1222

LOCAL FIRE AND POLICE DEPARTMENTS

Ithaca City Police

Dispatcher 607-272-3245
Administration/Records 607-272-9973

Ithaca City Fire Department

Emergencies 911
Business Office 607-272-1234

Cayuga Heights Police 607-257-1011

Tompkins County Sheriff 607-272-2444

New York State Police 607-347-4440

FBI 607-272-6424

Albany 518-465-7551

U.S. Secret Service (Syracuse) 315-448-0304

911/Fire/Disaster/EMS Coordinator 607-257-3888

HOSPITALS

Cayuga Medical Center

101 Dates Drive, Ithaca, NY 14850

Emergency 607-274-4411



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

Information	607-274-4011
Admissions	607-274-4353
Patient Relations	607-274-4225

Convenient Care

10 Arrowwood Drive, Ithaca, NY 14850

General Information	607-274-4150
---------------------------	--------------

WellNow Urgent Care

740 South Meadow Street, Ithaca, NY 14850

Main Phone	607-319-4563
Fax	607-319-4632

Arnot Ogden Medical Center

600 Roe Ave., Elmira, NY

Information	607-737-4100
Patient Information	607-737-4237

St. Joseph's Hospital

555 St. Joseph's Blvd., Elmira, NY 14901

607-733-6541

Cortland Memorial Hospital

134 Homer Ave., Box 2010, Cortland, NY 13045

607-756-3500

Robert Packer Hospital

Sayre, PA

570-888-6666

University Hospital/SUNY Health Science Center

Syracuse, NY

Adult Emergency Room	315-464-5611
Pediatric Emergency Room	315-464-5565
Patient Information	315-464-5158
General Information	315-464-5540

Crouse Irving Memorial Hospital



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

Syracuse, NY

General Assistance 315-470-7111

Patient Information 315-470-7511

St. Joseph's Hospital Health Center

Syracuse, NY

General Information 315-448-5111

Patient Information 315-448-5113

Community-General Hospital

Syracuse, NY

Information and Assistance 315-492-5011

Patient Information 315-492-5000

OTHER EMERGENCY SERVICES

City of Ithaca

Mayor's Office 607-274-6501

Public Works Department

Water and Sewage 607-272-1717

Streets and Facilities 607-272-1718

Superintendent 607-274-6527

Tompkins County

Fire, Disaster, and Emergency Medical Coordinator 607-257-3888

Health Department 607-274-6600

Highway Department 607-274-0300

Department of Mental Health 607-274-6200

Other Services



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

American Red Cross	607-273-1900
Bangs Ambulance	607-273-1161
Child Abuse and Maltreatment	800-342-3720
Family and Children's Services	607-273-7494
Tompkins Consolidated Area Transit (TCAT)	
TCAT Information	607-277-7433
Administration	607-277-9388
New York State Electric and Gas (NYSEG)	607-347-4131
New York State Department of Transportation	607-756-7072
Swarthout Coaches, Inc.	607-257-2277
Suicide Prevention and Crisis	607-272-1616

CORNELL UNIVERSITY

General Information	607-254-4636
President's Office	607-255-5201
Gannett Health Services	607-255-5155
Police Campus	607-255-1111

ITHACA COLLEGE

General Information	607-274-3011
President's Office	607-274-3111
Health Center	607-274-3177
Campus Safety	607-274-3353



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

LOCAL PRIVATE SCHOOLS AND TOMPKINS COUNTY SCHOOLS

LOCAL PRIVATE SCHOOLS

School	Phone	Fax
Cascadilla School 116 Summit St., Ithaca, NY 14850	607-272-3110	607-272-0747
Enfield Community Christian School 162 Enfield Main Rd., Ithaca, NY 14850	607-277-6301	
Montessori School 12 Ascot Pl., Ithaca, NY 14850	607-266-0788	
Elizabeth Ann Clune Montessori School 120 E. King Rd., Ithaca, NY 14850	607-277-7335	607-277-0251
Ithaca Waldorf School 399 Turkey Hill Rd., Ithaca, NY 14850	607-273-5184 or 607-273-9097	

TOMPKINS COUNTY SCHOOLS

TST BOCES

555 Warren Rd., Ithaca, NY 14850

Lily Talcott, Superintendent 607-257-1551

Dryden Central School District

PO Box 88, Dryden, NY 13053 607-844-5361

William George Agency for Children's Services

380 Freeville Rd., Dryden, NY 13053 607-844-6460

Groton Central School District

400 Peru Rd., Groton, NY 13073 607-898-5301

Lansing Central School District

Rt. 34B, 264 Ridge Rd., Lansing, NY 14882 607-533-4294

Newfield Central School District

247 Main Street, Newfield, NY 14867 607-564-9955



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

New Roots Charter School

116 North Cayuga Street, Ithaca, NY 14850 607-882-9220

Trumansburg Central School District

100 Whig St., Trumansburg, NY 14886 607-387-7551

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

MENTAL HEALTH PROVIDERS

Directions: For most emergency situations, the building-level mental health workers will be utilized first. If an incident exceeds the capacity of the building mental health workers and requires the services of community mental health workers, the building principal should contact the director of Special Education at 607-274-2264 as soon as possible. The director of Special Education may use the following list to reach community mental health workers.

TST BOCES

555 Warren Rd., Ithaca, NY 14850 607-257-1551

Family and Children's Service

204 N. Cayuga St., Ithaca, NY 14850 607-273-7494

Mental Health Association

518 W. State St., Ithaca, NY 14850 607-273-9250

Suicide Prevention

124 E. Court St., Ithaca, NY 14850 607-272-1505

Tompkins County Mental Health Services Department

201 E. Green St., Ithaca, NY 14850 607-274-6300



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

PROTOCOLS FOR RESPONDING TO A DECLARED PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE

1. List and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, with justification of such consideration for each position and title included.

The employees that would continue to be needed on campus would be custodians and maintenance/grounds staff to clean, disinfect, and keep buildings and grounds operational. Technology Department staff would be needed to support the Information Technology needs of the district. Food Service staff would be needed to prepare and distribute meals. Various administrative titles may need to work from campus on a given day depending on need. Those titles may include but are not limited to the following; superintendent, assistant superintendents, directors, principals, teachers, ESPs, nurses, district clerks, building secretaries, and selected Business Office personnel. Other employees would work from home to support the virtual learning educational delivery model.

2. Description of protocols to be followed in order to enable employees to telecommute, including procurement, distribution, downloading, and installation of any needed devices or technology, including software, data, office laptops, or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workforce.

The district has provided employees with either a laptop or Chromebook to enable them to work from home. The employees are able to log into the district's network from home via a VPN (Virtual Private Network) when necessary and access all software and programs as though they were working on campus.

3. Description of how we will stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

The custodial, technology, and food service departments will have no more than 50% of their employee group work on campus at a time. They will be scheduled by the director of technology, the head of day-to-day operations for Facilities, and the director of Food Service. Maintenance and grounds employee groups may have more than 50% of their employees continue to work from campus depending on needs. Visitors will not be permitted on campus.

4. Protocol we will follow to procure the appropriate PPE for essential employees and contractors, to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months, including



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Our Facilities Department coordinates the district's efforts to ensure the proper supply of PPE is obtained. The supply of PPE is housed at the district warehouse and is distributed to buildings as needed. The equipment will be readily available to any person in need of it.

5. Protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of a public health emergency, exhibits symptoms of the disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol also details actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

In the event that an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, or exhibits symptoms, that employee if on campus will be isolated. If the employee is okay to drive, they will be sent home. If they are not okay to drive, their emergency contact will drive them home. The employee will be directed to stay home until they are released per Tompkins County Public Health guidelines at the time.

The district will of course disinfect any area known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched. If the employee is home when it is learned they were exposed to a known exposure, or they exhibit symptoms, or they test positive, they will be directed to stay home until they are released per Tompkins County Public Health guidelines.

6. Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol is designed only to aid in tracking the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

A work schedule will be developed and tracked by the director of Facilities, director of Technology, and director of Food Service, and approved by the director of Human Resources. Additionally, all employees will use their access cards for entrance which document their arrival on the premises. Visitors will not be allowed on site.



ITHACA CITY SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

7. Protocol for how we will identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees.

DRAFT



ITHACA CITY SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

TWO-HOUR DELAY PROCEDURES

On these days, parents are encouraged to develop a plan so their children can safely stay home for an additional two hours.

In the event that a two-hour delay is activated, the following procedures will be followed:

- Local news and radio stations will be contacted to report the delayed start, notices will be posted on the District website, Twitter, and Facebook pages and emails will be sent to families using the SchoolMessenger system. Caregivers are encouraged to update their contact information in SchoolTool by contacting their school secretary.
- If conditions do not improve within two hours, classes may be canceled for the entire day and the same methods of notification will be made.
- All bus routes will be delayed by exactly two hours (e.g., If your bus stop is normally at 8:37 a.m., it will be at 10:37 a.m. on delayed start days).
- All schools will start exactly two hours later than normal. Elementary students should arrive at school between 9:40 a.m. and 10 a.m.
- Secondary school doors will open at 10:30 a.m. Students will follow a condensed bell schedule of all scheduled classes. There will be no zero period at Ithaca High School on two-hour delay days.
- Pre-K classes will NOT be held if a two-hour delay occurs on a Friday. This does not apply to pre-K 12:45 p.m. dismissal classes.
- Simple breakfasts will be available to students when schools open, and regular lunches will be served at modified times.
- Schools will be dismissed at their normal times at the end of the school day.