

**Malone Central School**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**  
**Commissioner's Regulation 155.17**

**INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Malone Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. Purpose**

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

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

1. The Malone Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

### 2. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

Position	Name
Board of Education Representative	Philip Hans
Administration Representatives	Wade Bush, Assistant Principal Cindy Reyome, Business Manager
Teacher Representative	Pam LeDuc/Brian Doe/Mike Botto
Parent Organization Representative	Bryn Fefee/Daniel King
Student Representative	Logan Dibble/Michelle White
School Safety Personnel	Chad Lawrence, Director of Facilities
Other School Personnel	Donna Savage, School Patrol Officer
Ad Hoc Member	John Bashaw Fr. Cty. Emergency Svcs.
Ad Hoc Member	Chris Premo, Malone Chief of Police

## **C. Concept of Operations**

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response plan.

2. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

3. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

4. Efforts may be supplemented by County and State resources through existing protocols.

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

1. This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

2. Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

3. While linked to the District-wide School Safety Plan, Building level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

4. Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption in addition to the Emergency Services Director for Franklin County and state and local police. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

**SECTION II General Emergency Response Planning**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

(See appendix 1 & 2)

A. Identification of sites of potential emergency, including:

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>
Franklin Academy	42 Husky Lane	Brandon Pelkey	518-483-7807
Middle School	15 Francis Street	James Knight	518-483-7801
Davis Elementary	183 Webster Street	Michelle Bailey	518-483-7802
Flanders Elementary	524 East Main Street	Joe Coakley	518-483-7803
St. Joe’s Elementary	99 Elm Street	Lisa Dupree	518-483-7806
District Administration	42 Husky Lane	Jerry Griffin/ Cindy Reyome	518-483-7800

- A.(1). Other sites for potential emergencies are
- Bare Hill Correctional Facility
  - Franklin Correctional Facility
  - Upstate Correctional Facility
  - Adirondack Energy Products/Elm Street
  - Suburban Propane/East Main Street
  - Franklin County Public Safety Building
  - Arnold Oil/West Street Storage Facility
  - Walmart
  - Alice Hyde Medical Center
  - Franklin County Courthouse
  - Malone CSD Bus Garage

**B. Plan for taking the following actions in response to an emergency where appropriate, including but not limited to:**

1. School cancellation, Early dismissal, Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and Sheltering sites (internal and external)

(See Appendix 5-The Go Home Plan)

(See Building Level Plans-Sheltering)

(After School Holding of Students)

2. Emergencies include, but are not limited to:

Threats of Violence	Active Shooter/Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

### **C. District resources and personnel available for use during an emergency.**

1. The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Command Team will utilize these resources in line with the Building Level Emergency Response Plans as deemed appropriate.

2. Specific personnel and resources are identified in the Building Level Emergency Response Plans.

### **D. Procedures to coordinate the use of school district resources during emergencies.**

1. The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Chief Emergency Officer will be the Superintendent/designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander, with the expectation that the Chief Emergency Officer be communicated with and consulted as necessary and if possible depending on the urgency of the issue. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. Building-level Incident Command staff are identified in the Building Level Emergency Response Plans. (See Appendix 7)

### **E. Annual multi-hazard school training for staff and students.**

1. The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent and the School Business Administrator and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

2. Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

3. Annual training is done on Staff Development days

4. Depending on the type of training exercise, the District will work with County/Town/Village emergency personnel in a coordinated effort.

5. Practice Lockdown drills are now mandatory and shall be done in accordance with other emergency fire and evacuation drills. A total of eight fire and emergency drills must be conducted by December 31, with 4 of those drills being practice lock-down drills. Drills should consist of both announced and unannounced activities.

**SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

**A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.**

1. The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 2 of this document.

(Verbal Coding System.)

(See District Code of Conduct Reporting Violence.)

**B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

- 1. Emergency Reporting - 911
  - Malone Village Police - 518-483-2424
  - State Police - 518-483-5000
  - Fire Department - 518-483-1211
  - Franklin County Emergency Services - 518-483-2580
  - Malone Dept. of Public Works - 518-483-3521
- (See appendix 2)

**C. Identification of appropriate responses to emergencies, including protocols for responding to:**

- 1. See appendix 2
  - Bomb threats
  - Hostage takings,
  - Intrusions, and Kidnappings

**D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

- 1. (See Appendix 1, 2, 4 & 5)

**SECTION IV: COMMUNICATION WITH OTHERS**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

**A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies**

1. Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible.

- 2. Emergency Reporting - 911
- Malone Village Police - 518-483-2424
- State Police - 518-483-5000
- Fire Department - 518-483-1211
- Franklin County Emergency Services - 518-483-2580
- Malone Dept. of Public Works - 518-483-3521
- D.E.C. 24 hr. spill hotline (800)-457-7362
- Dept. of Health - 518-891-1800
- United States Border Patrol - 518-483-5941
- Enbridge -800-673-3301

**B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

1. During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander can authorize the following agencies during an emergency situation:

- Emergency Reporting - 911
- Malone Village Police - 518-483-2424 (Chief Premo)
- State Police - 518-483-5000
- Fire Department - 518-483-1211
- Franklin County Emergency Services - 518-483-2580 (Ricky Provost)
- Malone Dept. of Public Works - 518-483-3521 (Jerry Fisher)
- Malone Town Highway Dept. - 518-483-2431 (Bruce Mallette)
- Franklin County Highway Dept. - 518-483-1140 (Brad Marsh)
- School Patrol Officer - 518-483-7807 (Donna Savage) ext. 124-7105

**C. A system for informing all educational agencies within a school district of a disaster**

1. District Policy on Crisis Response (5682)

2. New York State Highway Dept. (518-483-0770)

3. When a crisis arises no school system is immune to the negative, physical or mental effect on its students, staff and the local community. Immediate, effective and responsible management and communication can address the crisis and maintain a District's integrity and credibility. Therefore, the District shall develop and maintain a unified position by:

- a) Identifying a crisis response team to develop a plan and maintain a strong, ongoing communications program in each school. This is the foundation for long-range success. See Appendix 6 for listing of Crisis Response Teams for each school.
- b) Identifying a media spokesperson that will be briefed on all details. This spokesperson shall be the Superintendent or his/her designee. Only this spokesperson shall talk to and maintain a timely flow of information to the media. In the event the Superintendent is serving as the Incident Commander, he/she will designate a spokesperson who will communicate directly with media outlets.

4. The Superintendent/designee shall be responsible for informing staff of the crisis plan that is to be developed by both administration and the crisis response team.

5. Mental Health Counselors from North Star are available to the District if needed. (See Appendix 5, Go-Home Plan)  
(See Building Level Plans)

**D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:**

1. School population  
Number of staff,  
Transportation needs, and  
Business and home telephone numbers of key officials of each such educational agency  
(See Appendix 3)  
(See Appendix 4)
2. The District will contact appropriate parents, guardians or persons in parental relation to the students, via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the District Level Emergency Response Plan. (See Appendix 1 & 2)
3. The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. Included in the list of contacts would be:  
Holy Family School                      North Country Pre-School  
F-E-H BOCES  
Childrens Corner  
Families-R-US  
JCEO Head Start

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

**A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures**

- Nametags for substitutes are issued.
- All staff are required to wear a Malone CSD issued identification badge while working in any district school building.
- The District's procedure is for single door entry to each building, (some buildings have two doors of entry at beginning of the day).
- Visitors to all buildings must announce their intent to enter the school via buzzer system and camera before being granted access by main office personnel. Visitors must then report to the office and sign in.
- Nametags and visitor passes are issued.
- School Buses are monitored with cameras.
- Two-way radios are used within buildings for instant communication
- Verbal coding systems are used for lockdowns, emergencies
  - For more details see individual building plans.

- All networked internal and external cameras are accessible to Malone Village Police, NYS Troopers and Franklin County 911 personnel. Access to cameras will enable law enforcement responders the ability to monitor an incident remotely until patrols are on-site.
- Malone Village Police have been granted grand-master keys and card reader capability for access to all buildings to enable them entry to all exterior doors.
- All external doors will be equipped with door numbers for easy recognition by law enforcement in the event of an emergency
- Ensure all external doors are in good working order, replace doors where necessary
- Piloting use of dead bolt locks on classroom doors.

## **B. Policies and procedures for the dissemination of informative materials**

1. The District is committed to the use of interpersonal violence prevention education for grades kindergarten through twelve, when available. Northstar Prevention Counselors are the primary source of this information. The School Resource Officer is an additional source to communicate violence prevention strategies for students.
2. The District utilizes a parent notification software program called “One Call Now”. This software gives the District the ability to contact parents at home and work in the event it needs to convey important and emergency information. Building Administrators will communicate with parents via “One Call Now” when “Lockdown” or “freeze” emergencies occur to inform parents and guardians of event. Such information will be shared with parents to ensure confidentiality is maintained.

## **C. Prevention and intervention strategies**

1. Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations, Non-violent conflict resolution training programs, Peer mediation programs and youth courts, and Extended day and other school safety programs

## **D. School Resource Officer**

1. The district has committed resources to contract for the services of an armed school resource officer. The officer shall be stationed and share time between the Malone Middle School and Franklin Academy High School. Job duties are expected to include, but not be limited to the following:
  - a. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Make appropriate referrals to juvenile authorities or other governmental agencies.
  - b. Work to prevent juvenile delinquency through close contact and positive relationships with students. Develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities.
  - c. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student’s emotional state

- may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.
- d. Assist District Administrators with character education curriculum in all grade levels with an emphasis on substance abuse and student safety.

### **E. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents**

1. The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District has implemented programs in the following areas:

Conflict management groups  
Peer Mediation  
Anger Management  
Student Handbooks (High School & Middle School)  
Too Good for Drugs  
BABES Program (all schools) dealing with drugs & violence prevention

2. The District does not employ hall monitors but hires current staff to check building on weekends. The District will employ staff to monitor hallways and access of use for afternoon, evening and weekend facility use.
3. The District utilizes security system cameras (both internal & external) in all buildings:
  - a. Franklin Academy High School
  - b. Malone Middle School
  - c. Davis Elementary School
  - d. Flanders Elementary School
  - e. St. Joseph's Elementary School
  - f. Maintenance/Transportation Facility
  - g. Athletic fields