

PROJECT SAVE
(Safe Schools Against Violence in Education)
LAKE GEORGE CENTRAL SCHOOL DISTRICT
DISTRICT – WIDE SCHOOL SAFETY PLAN
Commissioner’s Regulation 155.17

Chief Emergency Officer: Lynne Rutnik, Superintendent of Schools

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 School Safety 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 Safe 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 Washington, Saratoga, Warren, Hamilton and Essex BOCES, in coordination with the Lake George 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.

NEW YORK SECURE AMMUNITION AND FIREARMS ENFORCEMENT ACT
(NYSAFE): IMPACT ON SCHOOL DISTRICT BUILDING AID

The Lake George Central School District will provide all facilities with security features sufficient to protect the occupants in case of an intruder and/or unauthorized visitors.

The 2013 NYSAFE Act enhances NYS Education Law for eligible expenses incurred during the 2012-2013 through the 2014-2015 school years. The purpose of this is to allow a school district to purchase and install security systems and devices separate from traditional capital construction projects and in student-occupied buildings in order to receive enhanced building aid for the purchase of approved stationary metal detectors, security cameras and other SED-approved security devices such as electronic security systems and hardened doors.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Lake George Central School District District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Lake George Central School District Board of Education, the Superintendent of the Lake George Central School District 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

The Lake George 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.

C. Concept of Operations

- 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 Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level Emergency Response Team.
- Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan review and public comment

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

- 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.
- 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. 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.)

A. Identification of sites of potential emergency, including:

- The process for identifying the sites
- The location of potential sites
- The potential internal or external hazards or emergency situations identified

The sites of potential emergency include the Elementary School, the Junior/Senior High School and the Transportation Building. All faculty, staff and student occupied facilities are potential emergency sites. The addresses are:

Elementary School
69 Sun Valley Drive
Lake George, NY 12845

Junior/Senior High School
381 Canada Street
Lake George, NY 12845

Transportation Building
3 Holly Drive
Lake George, NY 12845

The potential internal and external hazards for all buildings are detailed in Appendix A.

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

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

See Appendix B for the above response actions.

Emergency Procedures include the following:

Air Pollution	Hazardous Materials Incident – Off Site
Anthrax/Biological Threat	Hazardous Materials Incident – On Site
Aviation Crash	Heating System Failure
Bomb/Explosive Threat	Hostage Situation
Building Structural Failure	Intruder
Civil Disturbance	Loss of Building Use
Crimes Against Persons (includes Assault, Abuse, Hostage-Taking, Kidnapping and Robbery)	Loss of Transportation Fleet
Earthquake	Medical Emergencies
Electrical Systems Failure	Multiple Casualty Incident
Energy Supply Loss	Natural Gas or Propane Leak
Epidemic	Radiological Incident
Explosion	Roof Failure or Leak
Fire and Alarm Activation	School Bus Accident
Flooding	Severe Weather Emergency
	Toxic Exposure
	Water Emergency

C. The identification of district resources which may be available for use during an emergency, including the identification of personnel and other resources.

See Appendices C and D for the above-referenced information

D. Description of procedures to coordinate the use of school district resources and manpower during emergencies, including:

- Identification of the officials authorized to make decisions
- Identification of the staff members assigned to provide assistance during emergencies

See Appendix D for the above-referenced information

- E. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.

The Lake George Central School District currently practices the following exercises and drills at least once a year:

Lock-Down Drills

Emergency Go-Home Drills

Fire Drills – Annually as required by the New York State Education Department

The Lake George Central School District further practices the following exercises and drills:

Tabletop Exercises relating to multi-hazards and other multi-hazard drills using the National Interagency Incident Management System Incident Command System which is an integral part of the Safety Plan.

The District has worked in conjunction with members of the State Police and the Warren County Sheriff’s Department to perform lockdown drills and to utilize the police dogs in order to perform searches during the lockdown drills.

The Incident Management Team meets with the response agency personnel immediately following the drills to review and analyze the drill process and how all participants performed.

- F. Procedures for the review and 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.

The procedures for conducting drills and other exercises are detailed in response to II E above. The drills will be performed in conjunction with emergency response agencies as well as with only faculty and staff.

The Incident Management Team meets with the response agency personnel immediately following the drills to review and analyze the drill process and how all participants performed.

Section III: Responding to Threats and Acts of Violence

(The District-Wide School Safety Plan provides 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.

Implied or direct threats of violence by students, teachers, other school personnel and visitors to the school are not tolerated. For definitions and consequences of such behavior, please refer to the Lake George Central School District's Code of Conduct:

See Appendix E for the Lake George School District Code of Conduct.

- B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.

The policies and procedures are detailed in response to III A including the references to the District's Code of Conduct. The above-referenced procedures are also detailed in Appendix A (confidential) of this binder.

- C. Policies and procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.

Detailed procedures are found in the counseling offices.

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

See Appendices A (confidential) and D for the above-referenced policies and procedures.

- E. Identification of appropriate responses to emergencies, including protocols for responding to:

- Bomb threats
- Hostage takings
- Intrusions
- Kidnappings

See Appendix A (confidential) for the above-referenced protocols.

- F. 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.

See Appendix F for the above-referenced policies and procedures.

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.

See Appendices A (confidential) and D for the above-referenced information

- 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.

The following local government officials will be consulted when emergency conditions call for their advice and assistance:

Village Mayor

Town Supervisor

Emergency Squad

Sheriff

Lake George Fire Chief

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

If the disaster occurs at the Junior/Senior High School:

A secretary/receptionist from the Main Office of the Junior/Senior High School will call the Elementary School Main Office and report the disaster.

If the disaster occurs at the Elementary School:

A secretary/receptionist from the Main Office of the Elementary School will call the Junior/Senior High School Main Office and report the disaster.

The office receiving the message of the disaster will call the bus garage to report it.

The Caldwell Nursery School will be notified if determined necessary by the Superintendent or his designee.

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

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

See Appendix G for the above-referenced information.

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.

A Sheriff Substation has been incorporated into each school building. The buildings are each visited by a representative of the Warren County Sheriff's Department at least once per day.

Further, the District utilizes the services of a School Resource Officer from the Warren County Sheriff's Department once a week for the entire day.

All entrances are secured daily at 8:00 AM. The District utilizes an electronic buzzer system at only one entrance to each building wherein persons must be identified and cleared prior to allowing them access to the building.

Security cameras have been installed in strategic areas throughout the district.

Staff has been issued swipe cards in order to access the buildings.

See Guide Room Advisories for additional security information.

See Appendix H for Guide Room Advisories

- B. Policies and 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

All faculty and staff will receive Violence Prevention Training and be given a copy of the District's Code of Conduct. The Superintendent of Schools will determine if additional persons should be given such information based on facts or circumstances arising.

C. Appropriate prevention and intervention strategies such as:

- 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

The District has instituted the following programs and has the following services and resource people available:

The Elementary School practices the following prevention and intervention strategies:

- Non-violent conflict resolution training programs
- Extended day and other school safety programs
- Creating a forum or designating a mentor for students concerned with bullying or violence. Establishing anonymous reporting mechanisms for school violence.
- See the Elementary Handbook

See Appendix I for the Elementary Handbook

The Junior/Senior High School practices the following prevention and intervention strategies:

- Non-violent conflict resolution training programs...
 - Peer Counseling and Cooperative Discipline
- Peer mediation programs and youth courts...
 - Peer Counseling and Youth Court of Warren County
- Extended day and other school safety programs
 - Guide Room Advisory

The Junior/Senior High School practices the following strategies for improving communication among students and between students and staff and reporting of potentially violent incidents:

- Youth-run programs
 - Student Council, Effective Schools “Character Ed” monthly themes
- Peer Mediation
 - Peer counseling training and participation with the youth court in the county

- **Conflict Resolution**
 - **Use of the Guide Rooms as an advisory for students in small groups**
- **Creating a forum or designating a mentor for students concerned with bullying or violence. Establishing anonymous reporting mechanisms for school violence.**
 - **Discussion in Health classes in seventh and tenth grades by school counselors**
 - **The school’s Advisory Program with the Guide Rooms**

See the Junior/Senior Handbook. Both buildings are involved with a Warren County Officer in a School Anti-Bullying Program.

See Appendix H for Guide Room Advisories

See Appendix J for Junior/Senior Handbook

In addition, the District has the following resources/services

Natural Helpers	9-12
Social Workers (2)	K-12
Guidance Counselors (3)	7-12

D. Strategies for improving communication among students and between students and staff and 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
- Other based on district need

See responses to V C above.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

The Lake George School District does not employ hall monitors. When and if the district hires hall monitors or other school safety personnel, they will go through the normal district hiring practices including, but not limited to, interviews, reference checks, meeting job posted requirements and fingerprinting if not on file. The Officer in School is screened and trained by the Warren County Sheriff’s Department.

REQUIRED APPENDICES

Appendix 1:

Listing of all school buildings covered by the District-Wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building staff.

See Appendices D and G

Addresses are provided within this plan under Section II A

SUGGESTED APPENDICES (Not required to be filed with the Commissioner of Education)

Appendix 1:

Copies of all Building-Level Emergency Response Plans. Identification of local and state law enforcement agencies where Building-Level Emergency Response Plans are filed.

Appendix 2:

Memoranda of Understanding or agreements relevant to implementation of the District-Wide School Safety Plan and, where appropriate, Building-Level Emergency Response Plans.

LIST OF APPENDICES FOR DISTRICT-WIDE SCHOOL SAFETY PLAN

- A. Multi-hazard emergency responses A-Z*
- B. School Cancellation, Early Dismissal, Evacuation (before, during and after school)
- C. Building Resources
- D. Officials and Key District Personnel and Contact Information
- E. Code of Conduct**
- F. Policies and Procedures for Contacting Parents at Each School
- G. School Population and Contact Information
- H. Guide Room Advisories**
- I. Elementary Handbook**
- J. Junior/Senior Handbook**

* Confidential – not included in this plan

** Can be accessed at the High School Main Office – not included in this plan

APPENDIX B - SCHOOL CANCELLATION AND EARLY DISMISSAL

This plan should be used when it is necessary to return students to their homes and families as rapidly as possible.

Steps:

- 1 Students are to remain in their classrooms until called for bus loading. Classroom instruction should be continued wherever possible.
- 2 For buses used to transport students outside of the district, the Superintendent's Office will notify each district to send these buses home immediately and place Special Education students on them if space is available.

Some district occupational buses may already be at the BOCES. Permission will be requested to send these buses home immediately and place Special Education students on them if space is available.

- 3 Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
- 4 Staff is to remain until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators are responsible for a final building check before leaving and locking doors.
- 5 For some districts, this procedure may result in delays before students reach their homes. Therefore, it may become necessary to notify the students' parent or guardians. In this event, the "Shelter Plan" procedures should be followed.

This plan is to be used during school hours when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

School Evacuation Plan – During School Hours

Steps:

- 1 All teachers will explain the evacuation procedures and take the class through the procedure during the first two days of school.
- 2 Pupils will leave the building in an orderly fashion and will remain approximately one hundred feet from the building until the all clear signal has been given. Each teacher will remain with his own group.
- 3 Students will observe the following rules during an evacuation or an evacuation drill:
 - A Do not take time to put on coats and pick up personal belongings
 - B Walk in a single file directly to the appointed station
 - C Loud talking is not permitted
 - D Wait for signal to return
 - E Teacher will then take role count
- 4 The teacher whose classroom is closest to the lavatory is responsible for clearing the lavatory of all occupants. Occupants are to leave the building with the teacher and join their own teacher outdoors.
- 5 Be sure you know an alternate evacuation plan in the event your designated evacuation exit should be blocked.
- 6 Know where the nearest fire alarm is located.
- 7 Teachers are to instruct students on what to do if there is an evacuation while they are in other areas of the school.
- 8 All doors and windows should be closed when leaving a room.

Evacuation routes are posted in each classroom.

Evacuation Procedures Prior to the Start of School

This plan is to be used prior to the start of school when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

Steps:

1. Upon being alerted by the public address system intercom, staff and students that are present in the building are to immediately leave according to the Fire Exit Plan posted near each door.
2. Staff and students are to walk to the right of the corridor in a single file with minimum talking.
3. Students are to remain together in designated areas outside the building. At the elementary school, this area is the playground. At the middle and high schools, these areas are the same as the designated areas for fire drills (i.e., the front and back sidewalks). Staff members are responsible for supervision of students. If any students are suspected of still being in the building, report it to the principal.
4. Everyone must stay outside of the building until told to re-enter via an administrative announcement.
5. If evacuation is to be extended or other conditions warrant that the building should not be reentered, reference Off-site Sheltering Plan in this appendix.
6. The Transportation Supervisor is to be notified of the evacuation. If it impacts students coming to school, school bus drivers will be contacted and instructed to park at designated areas.

Note: Custodians and Administrative Staff will be responsible for conducting a clearance sweep of the building.

Evacuation Routes Are Posted in Each Classroom

Evacuation Procedures During After-School Hours

This plan is to be used during after school hours when it is necessary to evacuate the building.

Steps:

1. Upon hearing the audible alarm system or being notified by intercom, building occupants are to immediately leave the building according to the fire exit plan posted near each door.
2. Building occupants are to walk to the right of the corridor in a single file with minimum talking.
3. Occupants are to walk to designated areas and remain together outside the building. At the elementary school, this area is the playground. At the middle and high schools, these areas are the same as the designated areas for fire drills (i.e., the front and back sidewalks). Adults are responsible for supervision of children. Take attendance immediately to ensure that everyone is accounted for. Missing individuals must be reported to emergency response personnel.

Warning: Do not exit to the parking lot or congregate in any vehicle pathway to the building. Responding emergency personnel and vehicles will be present in these areas.

4. Everyone must stay outside of the building until told by the person in charge that it is safe to re-enter the facility.

Note: Evening Custodial Staff will be responsible for conducting a clearance sweep of the building.

Evacuation Routes Are Posted in Each Classroom

Sheltering Areas – Internal and External

These are confidential locations and therefore will not be listed in the District-Wide School Safety Plan – which is not a confidential document.

APPENDIX C – BUILDING RESOURCES

Elementary School Resources

Lake George Elementary School
Phone: 668-5714
69 Sun Valley Drive
Lake George, NY 12845
City/Town: Lake George

County: Warren
Fire Department: Lake George Volunteer

Building Information

Two Levels	
Bus Garage:	Yes – off-site
Heating Plant:	Yes (natural gas)
Athletic Field:	Yes
Potable Water:	Yes (village water supply)
Blankets and Cots:	Yes - 3 blankets; 2 cots - Health Office
Food Storage:	Yes (3 to 4 day supply)
Battery Operated Radio:	Yes
Handicap Restroom:	Yes
Flashlights:	Yes
Fire Extinguishers:	Yes - 25
Fire Alarm System:	Yes (Simplex)
Eye Wash Station:	Yes (Receiving Room)
Generator	Yes/portable

APPENDIX C –BUILDING RESOURCES

Junior/Senior High School Resources

Lake George Junior/Senior High School
Phone: 668-5452
381 Canada Street
Lake George, NY 12845
City/Town: Lake George

County: Warren
Fire Department: Lake George Volunteer

Building Information

Four Levels	
Bus Garage:	Yes – off-site
Potable Water:	Yes
Blankets and Cots:	Yes
Food Storage:	Yes
Handicap Restrooms:	Yes
Bullhorn	Yes
Flashlights	Yes
School Truck	Yes (1)
School Buses	Yes (17)
School Vans	Yes (8)
Fire Extinguishers:	Yes (56)
Generator	Yes/portable
Heating System	Yes (natural gas)
Water Supply	Municipal Supply
Battery Operated Radio:	Yes
Eye Wash Station:	Yes – All Science Labs, Technology Lab and Health Office
Emergency Wash	All Science Labs
Phone System	Simplex Communication System. All Call, Room to Room and Office to Room Abilities
Fire Alarm System	Zoned with pull boxes
Elevator	Yes (2)

APPENDIX D – OFFICIALS AND KEY DISTRICT PERSONNEL AND CONTACT INFORMATION

Lake George Central School District

Title	School #
Superintendent	668-5456
Business Administrator	668-5455
Buildings & Grounds	668-5452
Transportation	668-2131
Food Service	668-5452
Jr. Sr. High School Principal	668-5452
Jr. Sr. High School Vice Principal	668-5452
High School Nurse	668-5452
Elementary Principal	668-5714
Elementary Nurse	668-5714

Emergency Response Agencies

Agency	Phone #
New York State Police	911 / 745-7803
Fire Department / Ambulance	911
Warren County Sheriff	911/743-2500
Deputy Director of Civil Defense	761-6490 / 793-3861
Tech Valley Communications/Campus Tech	1-888-832-4976
National Grid	800-867-5222 (electric outage) 1 (800) 892-2345 (gas outage)
Warren County Health Department	761-6580
Poison Control Center	1 (800) 222-1222
NYS Dept. Environmental Conservation	911 / 891-0235
NYS DEC Spill Hotline	1 (800) 457-7362 / 891-0235

Revised: May 12, 2014

APPENDIX F - POLICIES AND PROCEDURES FOR CONTACTING PARENTS AT EACH SCHOOL

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...

Elementary School

Divide the parent list between the secretaries in the main office and have them call the parents to advise them of the situation.

Also notify parents via radio, television and the internet.

Junior/Senior High School

Notify via radio and television. Send written explanation of the emergency and how it was responded to home with the students. Also use the Parent Communication System (e-mail messages).

APPENDIX G - SCHOOL POPULATION AND CONTACT INFORMATION

Information on School Facilities:

Lake George Elementary School

69 Sun Valley Drive
Lake George, NY 12845

School Population	464
Number of Staff	99
Key Officials:	
Principal	668-5714

Lake George Junior/Senior High School

381 Canada Street
Lake George, NY 12845

School Population	580
Number of Staff	92
Key Officials:	
Superintendent	668-5456
Principal	668-5452
Vice Principal	668-5452

Transportation Information

The District has:

16 buses

2 handicapped accessible buses

8 vans

2 trucks

1 golf cart

1 car

No other school district transportation is provided.

Caldwell Presbyterian Nursery School

School Population	30	Ages 3 & 4
Number of Staff	Less than 5	
Phone Number	668-2613	
Hours of Operation:	M-F 9:00AM -11:30 AM	

Note: The Lake George CSD does not provide any transportation to Caldwell.