West Irondequoit Central School District

District-wide  
School Safety Plan

DATE PRESENTED TO BOARD OF EDUCATION FOR PUBLIC COMMENT AND REVIEW: June 15, 2023 (Pending approval)

DATE ADOPTED: 

Adopted: July 26, 2001
Re-adopted 2023
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A. Introduction

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

The purpose of the District-wide Safety Plan and each school’s Building-Level Emergency Response Plan (BLERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. Emergency Response Plans provide parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. Individualized policies and procedures have been developed by the West Irondequoit School District (WICSD) based on potential circumstances and resources. Tools to manage an emergency include response procedures that are developed through threat assessments, safety audits, planning, and training.

The District-Wide Safety Plan is required by law to be posted on the District website and contains only basic safety information. Each individual school building in the West Irondequoit School District also has an independent Building-Level Emergency Response Plan (BLERP) that contains information about school Emergency Response Team members, students and staff with special needs and any other information critical to each school building. BLERP’s are not available to the public and are confidential. BLERP’s are submitted to the New York State Police and local emergency responders (police and fire departments) as required by law, for review and approval.

Summary of Laws

New York State Education law §2801-a (Project SAVE) and Commissioner’s regulation 155.17 set standards for District-Wide Safety/Emergency Response Plans. Both laws set minimum requirements of a District-Wide Safety Plan and Building-Level Emergency Response plans which include policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies.
B. District Level

1. District Chief Emergency Officer

NYSED requires that each school district appoint a Chief Emergency Officer. The duties of the Chief Emergency Officer include but are not limited to:

(a) coordination of the communication between school staff, law enforcement, and other first responders.
(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
(c) ensure staff understanding of the district–wide school safety plan;
(d) ensure the completion and yearly update of building-level emergency response plans for each school building;
(e) assist in the selection of security related technology and development of procedures for the use of such technology;
(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807;
(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner

The Districts current Chief Emergency Officer has been designated as:

Dr. Aaron Johnson
Superintendent of Schools
585-336-2980
Aaron_Johnson@westiron.monroe.edu

2. District Wide School Safety Team

The District-Wide Safety Team is appointed yearly by the Superintendent and the Board of Education. Members include but are not limited to: School board members, teacher organizations, administrator organizations, parent organizations, school safety personnel, students (not required) and other school personnel such as bus drivers and monitors. For a list of current members, please contact the WICSD Public Information Office.
<table>
<thead>
<tr>
<th>District Wide School Safety Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Board</strong></td>
</tr>
<tr>
<td><strong>Representative from BOE</strong></td>
</tr>
<tr>
<td><strong>Teachers &amp; Clerical Representative</strong></td>
</tr>
<tr>
<td>Building-level representatives from each school building</td>
</tr>
<tr>
<td><strong>Administration Representative</strong></td>
</tr>
<tr>
<td>Superintendent of Schools</td>
</tr>
<tr>
<td>Assistant Superintendent of Finance</td>
</tr>
<tr>
<td>Assistant Superintendent of Human Resources</td>
</tr>
<tr>
<td>Principals</td>
</tr>
<tr>
<td><strong>Parent Representative</strong></td>
</tr>
<tr>
<td>PTSA Representative</td>
</tr>
<tr>
<td><strong>School Safety Personnel</strong></td>
</tr>
<tr>
<td>Director of Security</td>
</tr>
<tr>
<td><strong>Law enforcement</strong></td>
</tr>
<tr>
<td>Irondequoit Police Department</td>
</tr>
<tr>
<td><strong>Fire Department</strong></td>
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<tr>
<td>St. Paul Fire Department</td>
</tr>
<tr>
<td><strong>BOCES Health &amp; Safety</strong></td>
</tr>
<tr>
<td><strong>Representative</strong></td>
</tr>
<tr>
<td>Health and Safety Specialist: Genesee Valley BOCES</td>
</tr>
<tr>
<td><strong>NYSIR Representative</strong></td>
</tr>
<tr>
<td>Regional Risk Control Supervisor</td>
</tr>
</tbody>
</table>

### 3. District Crisis Management Team

<table>
<thead>
<tr>
<th>District Crisis Management Team (Incident Command)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUTY</strong></td>
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<tr>
<td><strong>DEFINITION</strong></td>
</tr>
<tr>
<td><strong>RESPONSIBLE</strong></td>
</tr>
<tr>
<td>Incident Commander</td>
</tr>
<tr>
<td>Provides overall direction of response for incident management</td>
</tr>
<tr>
<td>Superintendent of Schools</td>
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<tr>
<td>Public Information Officer</td>
</tr>
<tr>
<td>The media liaison, the official spokesperson for the district, coordinates information for parent community</td>
</tr>
<tr>
<td>Director of Public Information</td>
</tr>
<tr>
<td>Security Officer</td>
</tr>
<tr>
<td>Ensures activities are conducted in a safe manner, and ensures the safety of personnel (staff, students, volunteers, and responders)</td>
</tr>
<tr>
<td>Director of Security</td>
</tr>
<tr>
<td>Agency Liaison</td>
</tr>
<tr>
<td>Assists in establishing and coordinating outside agencies that provide services and resources (e.g., Red Cross)</td>
</tr>
<tr>
<td>Director of Security</td>
</tr>
<tr>
<td>Operations</td>
</tr>
<tr>
<td>Supports on-scene responses at the incident site</td>
</tr>
<tr>
<td>Executive Director of Operations</td>
</tr>
<tr>
<td>Planning</td>
</tr>
<tr>
<td>Develops the Incident Action Plan (IAP)</td>
</tr>
<tr>
<td>Assistant Superintendent of Human resources</td>
</tr>
<tr>
<td>Logistics</td>
</tr>
<tr>
<td>Provides services, personnel, and supplies in support of the incident response.</td>
</tr>
<tr>
<td>Assistant Superintendent of Finance</td>
</tr>
<tr>
<td>Finance/Administration</td>
</tr>
<tr>
<td>Provides financial backing, procurement, and cost accounting of incident response, administration incident-related compensation, and claim</td>
</tr>
<tr>
<td>Assistant Superintendent of Finance</td>
</tr>
</tbody>
</table>
C. Emergency Responses


In the event of an emergency of any type, district officials will follow the procedures outlined in the Emergency Responses- Quick Reference Guide. The Guide is a separate document: Appendix B. Emergency Responses-Quick Reference Guide: Provides procedural protocols for shelter in place, hold in place, evacuation, lockout and lockdown as well as for hazards stemming from any incident or emergency.

West Irondequoit Central School District Pandemic Plan will be utilized when determined by Superintendent of Schools or designee to respond to official notice of an influenza pandemic or other communicable disease outbreak. The Pandemic Plan is a separate document that outlines procedures the District will follow in the event of a pandemic.

The building principal will be responsible for ensuring that each staff member in the building has access to and is familiar with the standardized emergency response terms listed in the Quick Reference Guide. Training will occur annually at least by the first faculty meeting in September. All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. New York State Education Department requires schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

2. Emergency Closings

The district’s Emergency Closings policy is attached to this plan as Appendix C.

The procedures contained in this Policy guides district and building-level responses if the need presents itself to close schools or send students home for any reason.

As directed by state and local officials, the plan for continuation of services as per requirements of to Education Law §2801 will be implemented in the event of a communicable disease outbreak. WICSD Continuation of Operations Plan for a Public Health Emergency Involving Communicable Disease, outlines the WICSD plan. To review Regulation 3510R can be requested through the WICSD Public Information Office.

Parents/guardians of students are registered in Infinite Campus, WICSD's mass notification system, and those listed as primary contacts receive our communications via phone call, text message and/or email (there is an opt-out option). Communication is often generated from the Superintendent's Office and distributed via the Public Information Office via mass notification systems, the district website and social media platforms.
4. School Emergency Response Plans

Each district school maintains a Building Level Emergency Response Plan which includes both the NYSED Quick Reference Guide and policy 3510 Emergency Closings. Also, each Building Level Emergency Response Plan designates the sites and procedures for sheltering students from that building as needed during an emergency.

District employees: All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. The Department will require schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

5. Policies Regarding Threats or Acts of Violence

Threats and acts of violence, including bullying and hazing, are expressly prohibited by Board of Education policy, the district’s Code of Conduct and by law. Procedures for responding to a range of threats or acts of violence are outlined in the Emergency Response Quick Reference Guide (Appendix B).

- Policy 3170: Non-Discrimination
- Policy 3171: Discrimination, Harassment, and the Dignity for All Students Act
- Policy 7318: Threats of Violence in School

To view the above policies, please use the below link. Once on the Board Docs home page, click the POLICIES tab in the upper right corner. On the POLICIES page, enter the policy number in Search Active Policies.

https://go.boarddocs.com/ny/westiron/Board.nsf/Private#tab-policies

In the event of a serious, credible threat or of an act of violence, the primary consideration shall be to protect life and limb. Students or staff who become aware of a serious, credible threat or an act of violence shall report it to a building administrator as soon as possible. Building administrators will take such steps as are necessary and prudent to protect life and limb of students, staff, and others or call 911 for imminent violent interest or ongoing threat. They will also notify the Superintendent as soon as possible and will notify the police as the situation warrants.

Once any danger to persons and property has passed, building and/or central administrators will take such follow-up steps as the district Code of Conduct prescribes for trespassers, visitors, staff, or students.

6. Coordination of Outside Assistance

In the event that an emergency situation requires responses that exceed local capacity, the Superintendent (or designee) will contact designated town, county, and state officials in the implementation of New York State’s disaster response protocol under Article 2-B of the Executive Law. The Superintendent (or designee) will provide for coordination of district resources and responses with those of outside agencies that are involved.
D. Emergency Preparedness/Prevention

1. Building Security

- **Visitors:** Pursuant to the district’s *Code of Conduct and Policy 3210 Visitors to School*, all visitors will be required to report to the Main Office upon arrival at any district school and state their business. The district utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. In case of emergency or suspicious activity contact the nearest staff member immediately.

- All staff members, including paraprofessionals serving as hall monitors, are responsible for reporting the presence of unauthorized persons (or persons suspected to be unauthorized) to the building administration (during regular school hours) or to the Director of Security and Senior Security Worker (after regular school hours).

- District personnel are stationed at major entrances to sign visitors in and out.

- Building administrators (or other staff members) may contact district security personnel by available means (two-way radio, phone, cell phone, etc.) whenever security-related issues or incidents arise. Building administrators (or other staff members) may contact law enforcement through 911 if an issue, nonviolent or violent, occurs that requires their assistance.

- **Locks:** Director of Security will oversee the administration of locks, keys, and key card access throughout the district.

- All unoccupied areas, including classrooms, laboratories, offices, custodial closets, storage rooms, etc. shall be locked at all times. Buildings will be locked when they are not officially open. District security personnel will assure that facilities are locked when buildings are not officially open and will periodically check to assure, they remain locked.

2. Security Personnel: Hiring and Training

*Security personnel:* The Superintendent will serve as Chief Emergency Officer, the West Irondequoit Central School District's security staff includes the following Monroe County Civil Service titles: four (4) 10-Month Security Workers, three (3) 12-Month Security Workers, four (4) part-time Security Workers and (2) 10-Month Youth Assistants. Off-duty law enforcement officers will sometimes augment our existing staff as contract security guards for large events via a private security services provider. The designated security services provider will be decided by request for proposal (RFP). All security personnel are supervised by the Executive Director of Operations and Security Services.

In accordance with the provisions of the New York State Security Guard Act, all security personnel have been subject to a background check and have had their fingerprints submitted to the New York State Division of Criminal Justice Services for processing. The minimum training required for all security personnel will be an 8-hour pre-assignment training course, a 16-hour in-service training course, and an 8-hour annual training course. All members of the security staff will attend these training courses in addition to various seminars and courses designed to improve their knowledge of the position and overall performance.
3. Dissemination of Informative Materials Regarding Early Detection of Potentially Violent Behaviors

*General Materials:* Superintendent (or designee) (at the district level) and the building principal (at the building level) will oversee the dissemination of informative materials regarding early detection of potentially violent behaviors to appropriate persons. Upon determination that the dissemination would be in the best interest of safety, the Superintendent (or designee) or principal will determine which materials shall be disseminated and with whom they will be shared (administrators, teachers, other staff members, parents, guardians or parental relation to an individual student, students, or others deemed appropriate). This provision applies to materials of a general nature only, not to materials or information that refers to specific individuals.

The Chief Emergency Officer is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

*Specific Materials:* At the building level, the principal will oversee the use of information regarding early detection of potentially violent behaviors that relates to specific individuals. At the discretion of the principal, on a case-by-case basis, such information may be shared with other administrators, teachers, counselors, other staff members, PST teams, parents, students, or others deemed appropriate. Extreme caution shall be taken to protect any confidentiality associated with such information and to assure that it is interpreted in proper perspective and applied only in professionally responsible ways.

4. Prevention/Intervention Strategies: Student-Staff Communication

Pursuant to the district’s *Code of Conduct*, the Board of Education and district staff shall seek to establish and maintain an atmosphere based on mutual respect, self-restraint, responsibility, and civility. Such qualities may be promoted explicitly to students through programs that target them as objectives. In addition, these qualities should be implicitly infused in all contexts and interpersonal transactions (formal and informal) among students, staff, parents, visitors, and others involved with the West Irondequoit schools.

*Formal Programs*

Formal programs aimed at promoting trust, honesty, responsibility, safety, and open communication will exist in all district buildings. Such programs may vary from building to building and from level to level. Each school may adopt programs tailored around its needs and the needs of its students.

- Threat Assessment Management team
- Social Emotional Support Team
• District-wide: Safe School Helpline, https://www.safeschoolhelpline.com/: anonymous, monitored 24 hours daily. Reports are internally and externally evaluated. Appropriate administration is notified, and applicable action is taken. Based on urgency, internal and external resources may be accessed, including involving law enforcement.

• District-wide: LightSpeed Alert: Electronic activity is monitored related to potential self-harm or conducting an act of violence. Monitored 24 hours daily. Reports are internally and externally evaluated. Appropriate administration is notified, and applicable action is taken. Based on urgency, internal and external resources may be accessed, including involving law enforcement.

Programs may include, but are not limited to:
• Group counseling around specific topics
• DARE programs, through collaboration with the Irondequoit Police Department
• Student leadership and service programs
• Natural Helpers or similar programs
• Health and Wellness activities such as Red Ribbon Week
  o Respect and Responsibility lessons, focusing on such topics as the following:
    o Teamwork and Friendship
    o Courage, Loyalty, and Honesty
    o Reporting Potential Dangers
    o Empathy and Teasing
    o Positive Attitudes
    o Uniqueness and Acceptance

• Disciplinary policies, designed to be restorative in nature promote responsible behavior and communicate its value as well as to discourage dangerous, destructive, and irresponsible behavior.

• Curricular Programs: In addition to the core subjects of English, Social Studies, Math, Science, and World Languages, the wide range of curricular offerings in such areas as art, music, drama, business, technology, health and physical education will help students find, explore, and develop their interests and talents, thereby providing healthy channels for youthful energy and enhancing individual self-esteem and positive connection to the school community.

• Co-curricular programs: The district’s full range of student clubs, organizations, and activities as well as its extensive athletic programs reach out to student interests and talents, and thereby promote mutual respect, responsible development and positive attitudes toward self and school.

• Student leadership organizations and representative functions, including:
  o Student Council and Student Government
  o Student representative to the Board of Education
  o Student representatives to the PTSA
  o Student representatives on school planning teams
  o Student advisory groups which meet with the principal

• Formal student-to-student mentoring programs
• Student-principal discussion groups
• Problem Solving Teams (PST) & Instructional Support Teams (IST): Building level teams of designated professional staff members who meet regularly to discuss and
take action on identified student needs, both academic and personal. Which integrate positive behavioral intervention supports.

**Informal Transactions**

In addition to formal programs, extensive channels of communication invite students and staff into trusting, secure, and responsible transactions. A goal of each school building shall be that every student will have one or more staff members with whom he/she is encouraged to share thoughts, fears, concerns for self or others and warnings of danger, as well as personal joys, triumphs, and celebrations. Focusing on mental health needs, suicide prevention and importance of learning the signs of harmful behavior.

Such channels are central to the roles of guidance counselors, youth counselor, school psychologists, school social workers, and school nurses, but extend as well to teachers, administrators, paraprofessionals, coaches, school-related personnel, co-curricular advisors, and—the district’s most important partners—parents.

**Parent/Guardian Communication**

The school will contact and maintain communications with parents, the media and emergency responders during an incident. The District Chief Emergency Officer or designee works with the Public Information Officer and emergency responders to coordinate the release of information to ensure that information is consistent, accurate and timely. Communication procedures are detailed further in the BLERP’s.

Parents/guardians of students are registered in Infinite Campus, WICSD's mass notification system, and those listed as primary contacts receive our communications via phone call, text message and/or email (there is an opt-out option). Communication is often generated from the Superintendent's Office and distributed via the Public Information Office via mass notification systems, the district website and social media platforms.

**Summary**

In addition to nurturing the positive educational and personal development of district students, the programs and relationships described above are intended to help students overcome insecurities and instabilities that may lead to incidents of violence and destructiveness and to minimize the occurrence of such incidents.

**6. Student/Staff Multi-hazard Training and Drills**

New York State’s *Quick Reference Guide* provides basic guidelines for responding to different types of emergencies. District and building level administrators are responsible for knowing all pertinent procedures to be followed in emergency situations, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies.
District and building level administrators, along with police and fire officials, will review respective emergency roles and assure clarity of understanding. Such reviews may be part of collaborations under the Building Level Emergency Response Plans established for each school building.

Building administrators will instruct students and staff in the following:

- Procedures to follow in emergencies and drills
- The seriousness with which emergencies/drills must be regarded
- How communications will occur once a drill and emergency is under way

In conjunction with the Building Level Emergency Response Plans, components of this plan will be tested in coordination local and county emergency responders and preparedness officials. They will be tested using the following protocols for the various drills:

1. Fire drill requirements will also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.

2. Twelve drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be fire drills.

3. Eight of the required twelve drills must be completed in the first half of the school year by December 31st. Additional drills may include shelter in place and hold in place.

4. Tabletop exercises will be utilized throughout the district for emergency readiness training.

6. Workplace Violence Prevention Program

The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

The Workplace Violence Prevention Program is designed to identify the workplace violence hazards to which our employees could be exposed. Other tools that are utilized during this process include establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations.

The goal of this Policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The District has identified response personnel that includes a member of management and an employee representative. If appropriate, the District will provide counseling services or referrals for employees. All District personnel is responsible for notifying the contact person designated in the Workplace Violence Prevention Plan of any violent incidents, threatening behavior, including threats they have witnessed, received, or
have been told that another person has witnessed or received. To review the *Workplace Violence Prevention Program* Regulation 6120R can be requested through the WICSD Public Information Office.

7. **Annual Review**

The District Safety Team will review this District-wide School Safety Plan annually, and if appropriate will recommend revisions to the Board of Education aimed at improving its effectiveness and functionality. Reviews may include “tabletop” exercises, the results of regular fire drills, and the results of any other drills or actual events.

The District-wide School Safety Plan is annually open for public hearing and is made available for public comment thirty days prior to the adoption of plan by the WICSD Board of Education. Revision or expansion will be reviewed by Board of Education.

8. **Emergency Remote Instruction Plan**

West Irondequoit Central School District has developed an Emergency Remote Instruction Plan that includes how the District will ensure the availability of devices, internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities. This plan is available upon request from the Superintendent of Schools.

E. **Other Local Educational Agencies**

1. **Communication**

In the event of a serious incident or disaster, the Superintendent (or designee) will, as soon as practical, contact and notify other educational agencies as necessary. Those agencies include:
- The Superintendent of the East Irondequoit School District
- The principal of St. Kateri School
- Appropriate government officials/staff

2. **Identification of District Resources Available During an Emergency**

The District has identified district-based resources which may be available during an emergency. The Superintendent and the Director of School Safety and Security will work to make those resources available during an emergency.
APPENDIX A

Relocation Sites Within District

The district is prepared to respond to emergencies at all of its building and ground locations, listed below. A separate building emergency plan exists for each school building that houses students.

<table>
<thead>
<tr>
<th>DISTRICT BUILDING</th>
<th>LARGE ALL-PURPOSE SPACES</th>
<th>OCCUPANCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irondequoit High School 260 Cooper Road Rochester, NY 14617</td>
<td>Auditorium, Large Cafeteria, Campus Center, Gymnasium</td>
<td>544, 750, 432, 727 People With Chairs Only, People With Tables &amp; Chairs</td>
</tr>
<tr>
<td>Sproule Field House 221 Cooper Road Rochester, NY 14617</td>
<td>Gymnasium</td>
<td>1066 People With Chairs Only</td>
</tr>
<tr>
<td>Dake Junior High School 350 Cooper Road Rochester, NY 14617</td>
<td>All Purpose Room, Gymnasium, Cafeteria</td>
<td>284, 519, 543 People With Chairs Only, People with Tables &amp; Chairs</td>
</tr>
<tr>
<td>Iroquois Middle School 150 Colebrook Drive Rochester, NY 14617</td>
<td>Cafeteria, Gymnasium North, Gymnasium South</td>
<td>391, 415, 437 People With Chairs Only</td>
</tr>
<tr>
<td>Rogers-Southlawn Schools 219 Northfield Road Rochester, NY 14617</td>
<td>Cafeteria, Gymnasium</td>
<td>274 People With Chairs Only</td>
</tr>
<tr>
<td>Briarwood School 215 Briarwood Drive Rochester, NY 14617</td>
<td>All Purpose Room</td>
<td>274 People With Chairs Only</td>
</tr>
<tr>
<td>Brookview School 300 Brookview Drive Rochester, NY 14617</td>
<td>All Purpose Room</td>
<td>274 People With Chairs Only</td>
</tr>
<tr>
<td>Colebrook School 210 Colebrook Drive Rochester, NY 14617</td>
<td>All Purpose Room</td>
<td>274 People With Chairs Only</td>
</tr>
<tr>
<td>Listwood School 325 List Avenue Rochester, NY 14617</td>
<td>All Purpose Room</td>
<td>273 People With Chairs Only</td>
</tr>
<tr>
<td>Seneca School 4143 St. Paul Blvd. Rochester, NY 14617</td>
<td>All Purpose Room</td>
<td>288 People With Chairs Only</td>
</tr>
<tr>
<td>Evans &amp; McGraw Learning Center 45 Cooper Road Rochester, NY 14617</td>
<td>Crane Conference Room</td>
<td>146 People With Chairs Only</td>
</tr>
<tr>
<td>District Office 321 List Avenue Rochester, NY 14617</td>
<td>Dreher Conference Room</td>
<td>127 People With Chairs Only</td>
</tr>
<tr>
<td>Helmer Nature Center 154 Pinegrove Avenue Rochester, NY 14617</td>
<td>Pinegrove Instructional Space</td>
<td>171 People With Chairs Only</td>
</tr>
<tr>
<td>Department of Environmental Services (North Site) 720 Washington Avenue Rochester, NY 14617</td>
<td>Exterior staging area</td>
<td></td>
</tr>
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## APPENDIX B

### EMERGENCY Response

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT: 321 List Avenue, Rochester NY 14617**

<table>
<thead>
<tr>
<th>Shelter-In-Place</th>
<th>Hold-In-Place</th>
<th>Evacuate</th>
<th>Lockout</th>
<th>Lockdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to shelter students and staff inside the building.</td>
<td>Used to limit movement of students and staff while dealing with short term emergencies.</td>
<td>Used to evacuate students and staff from the building.</td>
<td>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</td>
<td>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</td>
</tr>
<tr>
<td>(Typically used for weather related events.)</td>
<td>(Internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited.)</td>
<td>(Implemented when 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.)</td>
<td>(Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.)</td>
<td>(Used when immediate threat of violence in or around the school exists.)</td>
</tr>
<tr>
<td>• Listen for instructions about the situation and your actions.</td>
<td>• Listen for instructions about the situation and your actions.</td>
<td>• Listen for instructions regarding the situation and your actions.</td>
<td>• Listen for instructions regarding the situation and your actions.</td>
<td>• When you hear lockdown announced, you should move quickly to execute the following actions.</td>
</tr>
<tr>
<td>• Students in hallways should return to assigned classroom, if possible.</td>
<td>• Students in hallways should return to assigned classroom, if possible.</td>
<td>• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</td>
<td>• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</td>
<td>• If safe, gather students from hallways and common areas near your classroom.</td>
</tr>
<tr>
<td>• Classroom teachers, take attendance.</td>
<td>• Classroom teachers, take attendance.</td>
<td>• Take Attendance.</td>
<td>• Take Attendance.</td>
<td>• Lock your door. Barricade if necessary.</td>
</tr>
<tr>
<td>• All other staff assist students, as needed.</td>
<td>• All other staff assist students, as needed.</td>
<td>After initial instructions listen for updates.</td>
<td>After initial instructions listen for updates.</td>
<td>• Move students to a safe area in the classroom out of sight of the door.</td>
</tr>
<tr>
<td>• Move away from windows, if situation warrants.</td>
<td>• Move away from windows, if situation warrants.</td>
<td>Classroom instruction continues as normal.</td>
<td>Classroom instruction continues as normal.</td>
<td>• Leave windows, blinds/curtains as they are.</td>
</tr>
<tr>
<td>• If instructed, move out of classroom to designated safe area. Stay together at all times.</td>
<td>• If instructed, move out of classroom to designated safe area. Stay together at all times.</td>
<td>All outdoor activities are terminated.</td>
<td>All outdoor activities are terminated.</td>
<td>• Keep everyone quiet, silence cell phones.</td>
</tr>
<tr>
<td>• Take Attendance.</td>
<td>• Take Attendance.</td>
<td>Listen for updates.</td>
<td>Listen for updates.</td>
<td>• Take attendance, if possible.</td>
</tr>
<tr>
<td>• Listen for updates.</td>
<td>• Listen for updates.</td>
<td>Lock doors.</td>
<td>Lock doors.</td>
<td>• Do not communicate through door or answer room phone.</td>
</tr>
</tbody>
</table>

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Revised: May 2020

Safe Schools NY  [http://SafeSchools.NY.Gov](http://SafeSchools.NY.Gov)
Policy 3510 Community Relations

EMERGENCY CLOSINGS

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts and/or as enumerated below.

Schools Closed

On days when District schools are officially closed for students due to adverse weather conditions, professional staff (except for administrators), paraprofessional staff, and food service staff will not be required to report to work. Other categories of employees will perform their regular duties consistent with relevant provisions in respective bargaining unit agreements. Lost instructional time and lost work time shall be rescheduled as specified on the school calendar.

In circumstances requiring the closing of schools for employees, employees shall be compensated for such days. Hourly maintenance or clerical employees required to report for work on such days shall receive compensatory time or overtime pay. Requests for overtime pay for such employment must be submitted to the Superintendent of schools by the supervisor for action.

Schools Open

Adverse weather conditions may, in some unique circumstances, prevent an employee from reporting to work on time or from reporting to work at all on a particular day. In such circumstances, the employee shall be allowed a personal absence in accordance with the provisions of Policy #6552—District Personnel: Personal Absence.