

Approved 8/9/23  
Kelly McGovern  
District Clerk

# The New Lebanon Central School District-Wide School Safety Plan 2023-2024

*Commissioner's Regulation 155.17*

## **Purpose**

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

## **Identification of School Teams**

The New Lebanon Central School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Superintendent of Schools:	Andrew Kourt
Business Manager:	Daniele Brewster
Teacher Representative:	Bridget Rank Garifalia Hawkins
Tyea Gebbie	
School Resource Deputy:	TBD
School Admin:	Matthew Klafehn Joshua Noble
Transportation:	Chris Howe
School Nurse:	Jennifer Aybar-Blenke
School Psychologist:	Tylea Gebbie
Food Service:	Pat Metzler
Parent:	Christina Seyerlein

Each building has established a Building Level Safety Team (BLST) with the following roles:

## **School Incident Command Staff:**

Incident Command-sets objectives, strategies and overall responsibility for safe response, has ability to stay calm and make decisions (administrators, Superintendent). Has Incident Command Training.

Public Information Officer-communicates with media & parents as the only designated spokesperson (Superintendent). Has media training.

Questar III Building Level Safety Team –school district liaison with outside agencies responding to emergencies. Keeps Incident Commander informed of situation status.

Each team shall be led by a team leader. Depending on the nature of the emergency, teams may be combined for efficiency.

### ***Concept of Operations***

This District-wide School Safety Plan provides an overview on how the school district will operate in the event of emergency situations. The School Safety plans will be further descriptive of how to carry out the overall plan.

The District Wide School Safety Plan will be reviewed by the District Wide School Safety Team and assessed based on local environment, emergency potential, incident trends, VADIR reports and best practices developed both internally and externally with other schools, BOCES Health & Safety & SERT Team, local emergency responders and community resources.

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 Safety Team (BLST). The communication designee will notify the district Superintendent by the best means available at that time.

Upon the activation of the Building Level Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified as per the plan.

We will use county and state resources to supplement the districts efforts through existing protocols by additional support, resources and coordination of the emergency by the following:

- State and local law enforcement provide building reviews and staff training.
- Local law enforcement and emergency services participate in planning & training exercised and develop strategies for managing building-level emergencies, e.g. a protocol has been developed for using emergency services vehicles to block roadways approaching district buildings for accident/incident scene management.
- A protocol exists for the school district to use other buildings for sheltering during times of emergency.
- During post incident responses, county health resources will be accessed.

### ***Plan Review and Public Comment***

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides

### **Training, Drills, and Exercises**

All administrators are required to participate in:

- School Violence Prevention
- ICS for Schools

ERT members shall be trained in the above, plus:

- Emergency Response
- Table top exercises
- Other training as required to fulfill effective response expectations

Annual multi-hazard school safety training & drills for staff and students includes the following:

- An annual review of the Building Level Emergency Plan for each building occupants
- early go-home drill to test evacuation & sheltering procedures
- fire evacuation and lock-down drills as required by NYSED regulation
- bus drills (3 per year)
- remain-in-place drills
- lock-down drills
- assemblies & classroom activities on safety topics
- detection of potentially violent behaviors
- Training of staff regarding students with disabilities:
  - Lifting and carrying wheelchair students and staff when fire or other rescue personnel are not readily available
  - Planning for the notification of deaf students
  - Checking lavatories
  - Inclusion of persons with disabilities in all emergency drills
  - Medical needs requiring specific procedures
  - Shelter-in-place drills
  - Relocations drills

After each drill or exercise, select members of the health and safety team will review the actions to test the components of our own emergency response plan, with local and county emergency response and preparedness officials and BOCES Health and Safety, if appropriate and provide a summary of response to the Superintendent.

The hiring and screening process includes the following:

- Interview
- Screening of potential new employees which includes:
  - Providing a resume and three references
  - Submitting to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

The required training of hall monitors and other school safety personnel acting in a school security capacity includes:

- de-escalation of potentially violent situations

To prepare for violent incidents and increase student safety, staff is trained annually during conference days in understanding mental health issues, early intervention/prevention strategies, or development of violence prevention instruction for all staff based on recommendations from the health and safety team on relevant topics and an assessment of current needs of the district/school.

### ***Hazard Identification***

Sites of potential emergency for fire, natural disaster, violence include the following:

- all school buildings
- playground areas
- properties adjacent to schools
  - major transportation routes: Route 20 and Route 22
  - Suburban Propane, intersection of Route 20 and Route 22
  - HL Fuel, Co., Route 20
  - Marchese Ford, Route 22
  - Lebanon Valley Raceway, Route 20
  - Larabee Fuel, Route 20
- on and off-site athletic fields
- buses
- off-site field trips

## **RESPONSE**

### ***Notification and Activation (Internal and External Communications)***

Any staff members are authorized to contact appropriate law enforcement officials off of our designated list in the event of a violent incident.

Emergency Response: State Troopers & the Fire Department are within blocks of the high school. Columbia County Sheriff is also a responding agency.

We will inform all educational agencies within a school district of a disaster or an act of violence by means of:

- Telephone
- Email
- Emergency Responders

In the event of an emergency, or impending emergency, the communications team will notify all principals/designees of facilities within the district of the impending emergency and to take the appropriate action. The educational agencies to be notified are as follows:

- Walter B. Howard Elementary School
- New Lebanon Jr./Sr. High School
- New Lebanon Bus Garage
- New Lebanon Central School District Office

Parents, guardians or persons in parental relation to the students will be contacted in the event of a violent incident or an early dismissal by the communications team by:

Due to security reasons, specifics are listed only in each building plan.

### **Responses to Acts of Violence: Implied or Direct Threats**

Our district's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school include the following:

- Assume all threats are serious
- Immediately report threat to school administrator or designee
- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Trained staff/administrator to conduct an assessment interview of the subject making threat
- Determine level of threat with Superintendent/Designee
- Contact appropriate law enforcement agency, if necessary, as well as parent/guardian
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team
- Appropriate collection of information and documentation for VADIR reports
- Maintain confidentiality of person reporting threat to the greatest extent possible

The training and professional development that is available to assist personnel with the above responses including, but not limited to:

- training in de-escalation or identification of early warning signs of potentially violent behavior
- threat analysis and is included in annual updates during conference days.

### **Acts of Violence**

Our district's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including the following:

- Determine level of threat with Superintendent/Designee
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Building Principal/Superintendent/School Resource Deputy
- If necessary, initiate lockdown procedure, and contact 911
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures
- Discipline, legal action

### **Response Protocols**

Appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings have been identified. The following protocols are provided as examples:

- Activation of SERT
- Assemble Incident Command Team
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Procedures to unify parents with students

## ***Protective Action Options***

The following actions shall be taken in response to an emergency where appropriate, and initiate contact with local media and the parent notification system.

- ***Early dismissal***-for situations that warrant sending students home safely prior to the end of regular school day. Arrange for transportation, contact local media and parent notification system. Establish information center so that parents may make inquiries to the situation. Retain appropriate district personnel until all students have been returned home.
- ***Evacuation*** (before, during and after school hours, including security during evacuation and evacuation routes)
  - Determine the level of threat – IC team.
  - Contact Logistics/Transportation Supervisor to arrange transportation
  - Clear all evacuation routes and sites prior to evacuation.
  - Evacuate all staff and students to pre-arranged evacuation sites.
  - Account for all student and staff population. Report any missing staff or students to Building Principal.
  - Incident report form
- ***Sheltering/Lock Out (internal & external)***
  - Determine the level of threat – IC team.
  - Determine location of sheltering depending on nature of incident.
  - Account for all students and staff. Report any missing staff or students to designee.
  - Determine other occupants in the building.
  - Make appropriate arrangements for human needs.
  - Take appropriate safety precautions.
  - Establish a public information officer to provide information and current status of the situation to parents, spouses and other inquiring parties.
  - Retain appropriate district personnel until all students have been returned home.
- ***School cancellation***

When situations warrant the safety of the students to remain at home.
- ***Lock Down***

During situations of hostile criminal act or where students/staff must be safely secured, provisions shall be in place to secure the building and occupants including but not limited to:

  - Authorizing staff to temporarily block doors to slow the access of an intruder in the event of an emergency
  - Temporary covering of vision panels in classroom doors in the event of an emergency
- ***Security of a Crime Scene***

Procedures are in place to protect any area from disturbance where a potential crime has been committed.

- Prepare staff to handle phone calls –content and volume
- Update Board
- Provide for communal support, grief and/or memorial services
- Protocols for tributes and memorials
- Develop lessons learned

***District Support for Buildings & Mental Health Services***

Our district resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) by:

- Providing time & place for regular meetings
- Financial resources for supplies
- Training to fulfill duty needs
- Authority to lead in emergency situations

Updated 7/2023

**New Lebanon CSD  
School Lunch Cash Reconciliation  
September**

Cash Receipt (Cash + Hrt Land)	
C200 Cash	1,696.52
C1440.001 Reimb. Lunch	244.40
C1440.002 Reimb. Breakfa:	-
C1445.000 Non Reimb. Meals	110.44
C1445.000 Ala Carte- all	947.10
C1445.000 Prepaids	92.99
C2860-400-00 Other Expenditure	-
C1445.003 Vending Machin	289.00
C631 Sales Tax	12.59

Adjustments		\$	40.15
	Deposit	Drawer	
	Adj	Over/Under	
Campus 001		-	B
		-	L
Campus 002		40.15	B
		-	L
Other			
Adjustments	\$ -	\$ 40.15	

Deposits In Transit		-
Campus 001	\$ -	
Campus 002		
HRT	-	

Sales Tax Due		12.59
From Sale of Meals	12.59	
From Vending Machine Sale	-	

Taxable Lunch Sales	156.44	
Recalc Tax	12.52	(0.07)

Breakfast Sales		
	WBH	Junior/Senior HS
Regular	-	-
Reduced	-	-
Employee	-	-
Adult	-	-
Extra	-	-
Adult Ala Carte	-	-
Student Ala Carte	-	-
Sales Tax	-	-
Drawer Total	-	-
Adjustments	-	-
Prepaids	-	523.52
		523.52
<b>Total Breakfast Deposits</b>		<b>523.52</b>

Lunch Sales		
	WBH	Junior/Senior HS
Regular	-	244.40
Reduced	-	-
Employee	-	-
Adult	-	110.44
Extra	-	-
Adult Ala Carte	-	46.00
Student Ala Carte	-	901.10
Sales Tax	-	12.59
Drawer Total	-	1,314.53
Adjustments	-	-
Prepaids	-	(1,314.53)
		-
<b>Total Lunch Deposits</b>		<b>-</b>

Gross Cash Received - Cash in Drawer		
	WBH	Junior/Senior HS
Breakfast Cash in Drawer	-	483.37
Breakfast Under/Over	-	40.15
Lunch Cash in Drawer	-	-
Lunch Under/Over	-	-
Deposit Adjustments	\$ -	-
<b>Total Cash Receipts</b>		<b>523.52</b>

HRT Land Sales	
Settled Amount	884.00
	-
	884.00

Vending Machines	
vending machine	289.00
	289.00
<b>Vending Machine Receipts:</b>	<b>289.00</b>