

DISTRICT WIDE Safety Plan



Fallsburg Central School District
Ivan J. Katz, Ed. D., Superintendent of Schools
PO Box 124, 115 Brickman Road
Fallsburg, NY 12733

Adopted by the Board of Education:
7/11/2018

The Fallsburg Central School District supports the SAVE legislation and has completed the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE through periodic additions and updates.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Fallsburg Central School District-wide School Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Fallsburg Central School District Board of Education, the Superintendent of Schools of the Fallsburg 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 Fallsburg 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.

The members of the team and their affiliations are as follows:

Dr. Ivan Katz	Superintendent
Mr. Daniel Grecco, Jr.	School Business Manager
Dr. Matthew T. Evans	Assistant Superintendent for Curriculum and Instruction
Mr. Keith Edwards	Director of Technology
TBA	Jr./Sr. High School Principal
Ms. Mary Kate Stinehour	BCES Principal
Mr. David Viglione	BCES Assistant Principal
Mr. Frank Godlewski	JSHS Assistant Principal
Ms. Suzanne Lenzian	Dir. Of PE and Athletics
Mr. David Burke	Dir. Of Facilities
Officer Jason Edwards	School Resource Officer
Sergeant Michael Summa	School Resource Officer
Mr. David Seigerman	Sullivan County Community College
Ms. Linda Kleingardner	Rolling V Transportation
Ms. Andrea Hook	Parent PTA
Mr. Greg Tavormina	Sullivan County EMS Coordinator
Mr. Alan Price	Hurleyville Fire Department
Mr. Richard Shaddock	South Fallsburg Fire Department
Mr. Joseph Collura	Board of Education Vice-President

C. Concepts 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 Plans to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.

2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.
3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
 - a. The Building Emergency Response Team is activated to assess the emergency, plan and implement appropriate response strategies.
 - b. The Principal/Incident Commander will notify the Superintendent of the situation.
 - c. The Superintendent will notify the members of the District Crisis Management Team and other designated officials as deemed necessary.
 - d. 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.
 - e. The Principal/Incident Commander will request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
 - f. These agencies include, but are not limited to the Town of Fallsburg Police, Sullivan County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
 - g. Response efforts may be supplemented by available County and State resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

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. A copy of this plan will be available at the District Office and in each school building.
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 will be adopted by the School Board following a 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.

Section II: General Emergency Response Planning

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

A. Identification of sites of potential emergency, including:

1. Each school will identify and locate areas of potential emergencies in and around their building.
2. The Director of Operations and Maintenance and head custodian will locate and map these sites.
3. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs. Representatives of Sullivan County BOCES and local fire department personnel have assisted in these efforts.
4. These locations will be listed in each school safety plan and placed in building maps supplied to police, fire, EMS, and district personnel. (See building Safety Plans)

Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites

Electrical panels/shut off	Gas lines/shut off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/Air conditioning	Water Supply/shut off
Phone lines and panels	Fuel Storage

Environmental Problem Sites

Chemical storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	

Site Considerations

Nearby streams, ponds etc.	Isolated areas
Unprotected gas/electric	Steep areas near school
Air conditioning equipment	Playground equipment

5. Each Building Emergency Response Team will review the list of sites identified as potentially hazardous annually.
6. The list of sites will be added to or modified based on current conditions.
7. Building Emergency Response plans will be modified by Building Emergency Response Teams, based on up-dated conditions.

B. Plans for the following types of emergency response are to be included in all building-level emergency response plan where appropriate, include but not limited to:

1. School Cancellation
 - a. All school cancellations are determined by the Superintendent or his designee. In the event school is cancelled, staff, Rolling V, and local media are immediately notified. The District's website is immediately updated with a "special announcement" link.
2. Early dismissal
 - a. All early dismissals are determined by the Superintendent or his designee. In the event either school is dismissed early, staff, Rolling V, and local media are immediately notified. Students will be notified through the school's public address system. The District's website is immediately updated with a "special announcement" link.
3. Evacuation
 - a. This requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that the students be transported and housed temporarily off site. School plans will include provisions for transportation and use of alternate sites. School plans will also include detailed descriptions of evacuation plans for their respective buildings.
4. Sheltering Alternatives
 - a. Sheltering plans may be exercised when the situation is safer inside than outside. During conditions when the roads are closed for outside travel, emergency sheltering may be called for. Generally, sheltering is for a short time—but conditions could warrant extended sheltering. Sheltering plans should include provisions for at least 24 hours. School buildings should be surveyed to identify the "Safest Area(s)" for occupants.
 - 1) Weather-related sheltering
 - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
 - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
 - 2) Bomb Threat sheltering
 - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
 - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
 - 3) Radiological/Biological/Chemical sheltering
 - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium). The area's ventilation may vary depending on the situation.
 - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.
 - 4) Long-Term/Extended Time sheltering
 - a) This may require a building's inhabitants to take shelter in a classroom, common-area, or large meeting space (e.g. gymnasium).
 - b) Detailed plans as they relate to the specific buildings can be found in the building safety plans.

5. Lockdown/Lockout
 - a. Lockdown—A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the building.
 - b. Lockout—A procedure which prevents all unauthorized personnel from being admitted to the building.

6. Parent Emergency Notification Plan
 - a. FCSD will use various media outlets to inform parents of emergency situations. The release of information—e.g. its time and content—will be determined by the Superintendent or his designee.

7. Parent Reunification Plan
 - a. Pre-planned procedure in which students will not be transported home by bus and will only be released to a parent or authorized adult. This procedure takes into account a large number of adults arriving at school immediately after a crisis event is made public.

Plans for the following specific emergencies are to be included in building-level emergency response plans:

Threats of Violence	Intruder/Hostage
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. The following resources and personnel may be available for use during emergency, situations.

1. List district personnel available in emergency situations (building, phones etc.)

	<u>Name</u>	<u>Building</u>	<u>Phone</u>
Medical			
Nurses:	Lonnie Lindsey	JSHS	434-6800 x 2254
	Merriann Hobby	BCES	434-6800 x 3263
CPR/First Aid:	Carlye Bertholf	JSHS	434-6800
	Brian Garber	JSHS	434-6800
	Joe Levner	JSHS	434-6800
	Debbie Lewis	JSHS	434-6800
	David Luczynski	JSHS	434-6800
	Kristen Meyer	JSHS	434-6800
	Danielle Pagan	JSHS	434-6800

	Daniel Redmond	JSHS	434-6800
	Kiffanie Rodgers	JSHS	434-6800
	Jennie Verdi	JSHS	434-6800
	Pete Dworetsky	BCES	434-6800
	Ryan Koval	BCES	434-6800
	Debbie Jacobsen	BCES	434-6800
	Phil Motl	BCES	434-6800
	Neil Sapolsky	BCES	434-6800
	Amy Saravia	BCES	434-6800
School Physician:	Dr. Amarjit Gill		887-6112
Hospital:	Catskill Regional Medical Center		794-3300
Security:	Jason Edwards-SRO	JSHS	434-6800 x 2278
	Fallsburg Police Dept		434-4422
Emergency Response			
Fire/EMT Responders:	Woodridge Fire Dept		911
	Woodbourne Fire Dept		
	South Fallsburg Fire Dept		
	Hurleyville Fire Dept		
	Mobile Medic		911
Post Critical Incident Response Personnel			
Psychologists:	Julio Chamorro	BCES	434-6800
	Gabriella Calvello	JSHS	434-6800
	Katrina Uhrig	JSHS	434-6800
Guidance Personnel:	Joe Levner	JSHS	434-6800
	Sonja Ferreira	JSHS	434-6800
	Meryl Curry	JSHS	434-6800
Social Workers:	Shannon Cook	BCES	434-6800
	Gwen Newton	BCES	434-6800
	TBA	JSHS	434-6800
	Michelle Sager	JSHS	434-6800
Community-based Mental Health Agencies			
	Department of Community Services		292-8770

2. Locate and list emergency equipment available in each school

a. Medical Supplies

1) Fallsburg JSHS:

- One “go-bag” is located in the nurse’s office.

- First aid kits are located in the nurse’s office and physical education offices. All athletic coaches also maintain first aid kits.
- 2) Benjamin Cosor Elementary School:
- First aid kits are located in the nurse’s office.
 - All rooms have an Emergency Bucket with a first aid kit, flashlight, mylar blankets and latex gloves.

b. Medical Equipment

1) Fallsburg JSHS:

- A wheelchair and stretcher are located in the nurse’s office.
- AEDs are located outside of the principal’s office; near the athletic director’s office; in the pool area; and in the boys’ locker room.

2) Benjamin Cosor Elementary School:

- An AED is located outside of the nurse’s office.
- A wheelchair is located in the nurse’s office.

c. Communication Devices available in each building.

1) Fallsburg JSHS:

- Fax machines are located in the main office, guidance office, technology and athletic director’s office.
- The administrators, SRO, office staff, and nurse all have walkie-talkies.
- The SRO’s walkie-talkie is connected to the Fallsburg Police Department.
- The administrators and school resource officer have portable phones.

2) BCES:

- Two megaphones are located in the principal’s office.
- Two fax machines: in the main office and in the superintendent of buildings and grounds’ office.
- Walkie-talkies are located throughout the building: one in each wing; one in the cafeteria; one in the physical education office; one in the main office; one in the ISS room; and two in the principal’s office.
- Portable phones: the principal, assistant principal, superintendent of buildings/grounds, and school-resource officer each have a portable phone.

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

1. Identification of the officials authorized to make decisions (Chain of Command)

<u>Name</u>	<u>Position</u>
Ivan Katz	Superintendent
Daniel Grecco, Jr.	Business Manager
Matthew Evans	Assistant Superintendent
	Jr./Sr. High School Principal
Mary Kate Stinehour	Elementary School Principal
David Burke	Director of Facilities

2. The following staff members are assigned and authorized to provide assistance during emergencies.

a. BCES Command Staff

<u>Members</u>	<u>Position/Role</u>
Mary Kate Stinehour	Principal/Incident Commander
Heather Mady	AIS Provider/Crisis Processor
Lindsay Gandulla	Teacher/Parent Communications
Shari Mednick	Teacher/ Internal Communications
Kate Giametta	Teacher/ Staff Liaison
David Bendell	Teacher/Medical Liaison
Bonnie Blanchard	Secretary/Recorder
	Teacher/ External Communications
Sergeant Summa	SRO/Security Officer
Julio Chamorro	Psychologist/Student Liaison

b. Fallsburg JSHS Command Staff

<u>Members</u>	<u>Position/Role</u>
Frank Godlewski	Asst. Principal/Incident Commander
Laura Moriarty	Teacher/Crisis Processor
Michelle Sager	Social Worker/External Communications
TBA	Social Worker/Internal Communications
Joe Levner	Guidance Counselor/Staff Liaison
Lonnie Lindsey	Nurse/Medical Liaison
Daniel Phillips	Secretary/Recorder
Suzanne Rada-Yates	Teacher/Parent Liaison
Officer Jason Edwards	SRO/Security Officer
Tulsi Patel	Student Liaison

c. BCES Building Emergency Response Team

<u>Name:</u>	<u>Title:</u>	<u>School Extension:</u>
Mary Kate Stinehour	Principal	845-434-6800 x3206
David Viglione	Asst. Principal	845-434-6800 x3204
Sergeant Summa	SRO	845-434-6800 X3278
Merriann Hobby	Nurse	845-434-6800 x3263

d. Fallsburg JSHS Building Emergency Response Team

<u>Members</u>	<u>Title</u>	<u>School Extension:</u>
Frank Godlewski	Asst. Principal	845-434-6800 x2207
Laura Moriarty	Teacher	845-434-6800 x4423
Suzanne Rada-Yates	Teacher	845-434-6800 x4425
Lonnie Lindsey	Nurse	845-434-6800 x2254
Daniel Phillips	Secretary	845-434-6800 x2203
Joe Levner	Guidance Counselor	845-434-6800 x2249
Sonja Ferreira	Guidance Counselor	845-434-6800 x2209
Officer Jason Edwards	SRO	845-434-6800 x2278

e. BCES Post-Incident Response Team (Psychological Services)

<u>Name</u>	<u>Position</u>	<u>Role</u>
Gwen Billups-Newton	Social Worker	Mental Health
Shannon Cook	Social Worker	Mental Health
Julio Chamorro	Psychologist	Mental Health

f. Fallsburg JSHS Post-Incident Response Team (Psychological Services)

<u>Members</u>	<u>Position</u>	<u>Role</u>
Sonja Ferreira	Guidance Counselor	Student Liaison
Meryl Curry	Guidance Counselor	Mental Health
Gabriella Calvello	Psychologist	Mental Health
Katrina Uhrig	Psychologist	Mental Health
TBA	Social Worker	Mental Health
Michelle Sager	Social Worker	Mental Health

E. The district will provide annual multi-hazard school training for staff and students.

This training and information will be provided to staff through trainers provided by Sullivan BOCES at the beginning of each school year. Student training will be, provided by certified teachers, under the direction of BOCES safety personnel. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health hazards. Additionally, the School District holds meetings and table-top training sessions with building-level Emergency Response Teams throughout the year.

F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan will be developed by the District Crisis Management Team annually. It will be done in coordination with local and county emergency responders and preparedness officials.

To the greatest extent possible, the following drills will be planned and executed annually at each school site. (Note: all drills mandated through NYS education law will be executed.)

<u>Type</u>	<u>Frequency</u>	<u>Agency Involved</u>	<u>Effectiveness</u>	<u>Measure</u>
Fire	12	Fire/EMT	Response	Attendance
Lockout	2	Police	Response Time	# unsafe
Lockdown	2	Police	Response Time	# unsafe
(One with a hostage)				
Evacuation	1	Police/Trans	Response Time	Attendance
Sheltering				
(Weather)	1	Student/Staff	Response Time	Attendance
(Hazmat)	1	BOCES/EMT	Response Time	Attendance
Parent Notification	1	School, Parents, Media	Response Time	Feedback

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. Reporting of threats of violence to school authorities
 - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property. All reports will be investigated by the school administration.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property. Reports should be made in person, to the greatest extent possible. All reports will be investigated by the school administration.
 - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property. All reports will be investigated by the school administration.
 - d. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.

There will be a series of school safety drills throughout the school year that will serve to teach and train staff, students and visitors how to respond to implied or direct threats of violence. These may include, but are not limited to, tabletop drills and other simulations. Outside agencies and first responders will be expected to attend, when appropriate.

2. Investigating threats of violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require in the involvement of police personnel. (i.e. violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
3. Proactive Security Measures
 - a. All doors are locked: all visitors are “buzzed” into the buildings.
 - b. Entrance monitored and visitors must sign in and out.
 - c. Visitors are required to wear identification.
 - d. Visitor access is limited to specific location.
 - e. Escorting visitors is encouraged.
 - f. Staff members wear visible identification badges.
 - g. Fallsburg Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - h. Fallsburg Central School District will hold drills that help promote school safety.
 - i. Fallsburg Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - j. The District will continue to investigate security devices and strategies to make schools as safe as possible.

- k. Fallsburg Central School District has developed procedures for anonymous reporting of threats of violence.
4. Reporting Incidents
 - a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
 - b. Incidents of violence, serious threats, intimidation etc. may require police involvement.
 - c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities
 - a. Students are required to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.

As part of the newly modified school safety plans, there will be a series of school safety drills throughout the school year that will serve to teach and train staff, students and visitors how to respond to various kinds of acts of violence. These may include, but are not limited to, tabletop drills and other simulations. Outside agencies and first responders will be expected to attend, when appropriate.

2. Investigating acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts may require the involvement of police personnel. (i.e. violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.
3. Proactive Security Measures
 - a. All doors are locked: all visitors are “buzzed” into the buildings.
 - b. Entrance monitored and visitors must sign in and out.
 - c. Visitors are required to wear identification.
 - d. Visitor access is limited to specific location.
 - e. Escorting visitors is encouraged.
 - f. Staff members wear visible identification badges.
 - g. Fallsburg Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - h. Fallsburg Central School District will hold drills that help promote school safety.

- i. Fallsburg Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - j. The District will continue to investigate security devices and strategies to make schools as safe as possible.
 - k. Fallsburg Central School District has developed procedures for anonymous reporting of threats of violence.
 - l. Fallsburg Central Schools have developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained by only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
 - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
 - c. Students and staff should be in lock down mode when violent people are in or around the school.
5. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
 - c. District and building administrators are authorized to call police to respond to the threat or act of violence.

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

- 1. Our policy is to analyze each incident individually. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
- 2. Our procedure for reporting violent incidents to the police is for the building principal or their designee to evaluate each incident, consult with the superintendent and SRO when possible, and then report the incident to the state police or local police.
- 3. The police agencies serving our area are as follows.

<u>Agency</u>	<u>Phone Number</u>
State Police	911
County Sheriff	911
Town Police	911

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

- 1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Fire	School Bus Accidents
Armed Student	Hazardous Materials	Suicide
Bomb Threats	High Winds/Storm	Suspicious Package
Explosion	Hostage Taking	

2. When appropriate, we contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via e-mail, intercom, and walkie-talkie devices for staff. We have cell phones available for administrative personnel and athletic coaches.
4. The Emergency Alert System is monitored in the Central Office to update building administrators in regard to severe warnings.

E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.

1. The District procedure for early dismissal is as follows:
 - a. Superintendent or his/her designee decides on an early dismissal.
 - b. Transportation Director is notified to supply busses.
 - c. Central and building administrators are informed.
 - d. Staff and students are informed of closing.
 - e. Parents are notified of early dismissal through media contacts (radio stations, television, phone calls)
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.
3. More information on the district's emergency notifications may be found at <http://www.fallsburgcsd.net/ealerts.aspx>.

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.

1. Emergency dismissals are broadcast via local media. Students will be taken home or to secondary drop-off site. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents are available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites.

Section IV: Communication with Others

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

1. We have contacted the local emergency services agencies for support and assistance; have included their representatives on our safety planning teams; provided them with pertinent information (ex. building maps); and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Fallsburg Central School District to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from Sullivan County BOCES and other county and regional mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the state police immediately. The primary responsibility for these calls is the building principal or their designee. A call is then made to the superintendent who has the responsibility to notify other key officials.

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. The school district will maintain an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent and his/her designee will initiate the contact.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed below.

	Name	Phone Number
a. County Official	Joshua Potosek	807-0450
	Greg Tavormina	434-9265
	Dick Martinkovic	807-0508
b. Town Official	Steve Vegliante	434-8810
c. BOCES Official	Jesse Morrill	295-4028

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

The Fallsburg Central School District will notify other schools within our jurisdiction about potential or existing emergency situations that may impact on them by telephone, e-mail and courier when necessary. The District is registered with NY-Alert and gets emergency notifications on a regular basis. This will include any district to which we transport our students. We will maintain information about each educational agency located in the school district.

1. The Superintendent or his designee shall inform all educational agencies within the Fallsburg Central School District boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the District, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.

THE LIST OF THESE SCHOOLS ARE LOCATED IN APPENDIX I

3. The Superintendent will authorize emergency calls to each educational agency.

SECTION V: Prevention and Intervention Strategies

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

1. The Fallsburg Central School District has School Resource Officers in our schools. Each school shall maintain locked doors, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices.
2. Fallsburg Central School District has building monitors in the secondary and elementary buildings who monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the building principals.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.

1. It is the District's responsibility to provide information about student and school safety to all students, staff, parents and community members.
2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars, a staff and parent school safety handbook, on-line safety guide and school safety web bibliography, and other media.

C. Appropriate Prevention and Intervention Strategies

1. Collaborative agreements with state and local law enforcement officials have been and are designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
2. Mediation services are available at both buildings.
3. Social workers will assist at-risk students and may do home visits.
4. Non-violent conflict resolution training programs are available.
5. Ongoing monthly staff meetings are held to update safety policy and procedures.
6. Procedures relating to building security including utilization of staff and security equipment include the following:
 - a. All District schools have night alarm systems.
 - b. Specialized alarm systems – Computer rooms, offices, etc.
 - c. All staff have picture ID with keyless entry.
 - d. The District has the following security equipment in place:
 - *Surveillance cameras
 - *Keyless entry system

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:

1. Fallsburg students and staff are availed a number of programs designed to promote communications and serve as early identification strategies for potential acts of violence. These include, but are not limited to:
 - a. Olweus Bullying Prevention Program (i.e., regular class meetings)
 - b. Positive Behavior Interventions and Supports
 - c. Check-and-Connect
2. Social workers and counselors also regularly meet with students based on their social and emotional developmental health needs.

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

All school employees are subject to fingerprinting and security screening by state law and District policy. Additionally, a description of hall monitors duties has been developed and training provided under the direction of the building principal and SRO. School principals will conduct annual training of all school security personnel on emergency response and reporting of potentially violent situations.

Appendices

Appendix 1 - Listing of School Buildings, Contacts & Contact #

Appendix 2 – List of Key Personnel, Chain of Command

Appendix 3 – List of District Crisis Management Team

Appendix 4 - List of High School Response Teams

Appendix 5 – List of Elementary School Response Teams

Appendix 6 – List of Hazardous Sites

Appendix 7 – List of Emergency Supplies, Equipment, and Materials

Appendix 8– List of Schools Other Schools

Appendix 9 – List of Community Emergency Providers and Governmental Officials

Appendix I

A. School Information

1. Fallsburg Jr.-Sr. High School

115 Brickman Road Fallsburg, NY 12733

- | | | |
|-----------------------------|----------------------------------|----------------|
| a. Administration: | TBA , Principal | 434-6800 x2206 |
| | Frank Godlewski, A.P. | 434-6800 x2207 |
| | Suzanne Lenzian, Dir. Of PE/Ath. | 434-6800 x2212 |
| b. School Resource Officer: | Jason Edwards | 434-6800 x2278 |
| c. School Nurse: | Lonnie Lindsey | 434-6800 x2254 |
| d. Social Workers: | Michelle Sager | 434-6800 x2251 |
| | TBA | 434-6800 x2225 |

2. Benjamin Cosor Elementary School

15 Old Falls Road Fallsburg, NY 12733

- | | | |
|-----------------------------|--------------------------------|----------------|
| a. Administration: | Mary Kate Stinehour, Principal | 434-4110 x3204 |
| | David Viglione, A.P. | 434-4110 x3206 |
| b. School Resource Officer: | Sergeant Summa | 434-6800 x3278 |
| c. School Nurse: | Merriann Hobby | 434-4110 x3263 |
| d. Social Worker: | Gwen Billups-Newton | 434-4110 x3123 |
| | Shannon Cook | 434-4110 x3226 |

3. District Administration Information

- | | | |
|---------------------------------|-----------------------|-----------------|
| a. Superintendent of Schools: | Ivan Katz, Ed. D. | 434-6800 x1214 |
| b. School Business Manager: | Daniel Grecco, Jr. | 434-6800 x1219 |
| c. Assistant Superintendent: | Matthew Evans, Ed. D. | 434-6800 x1204 |
| d. Director of PE/Athletics | Suzanne Lenzian | 434-6800 x 2212 |
| e. Director of Staff Eval: | Jane Tingley | 434-6800 x1257 |
| f. Director of Technology: | Keith Edwards | 434-6800 x1258 |
| g. Director of Pupil Personnel: | Leighanne Russell | 434-6800 x1273 |
| h. Director of Facilities: | David Burke | 434-4110 x3276 |
| i. Food Service Director: | Dara Smith | 434-4110 x3221 |

Appendix II

Chain of Command

<u>Name</u>	<u>Position</u>
Ivan Katz	Superintendent
Daniel Grecco, Jr.	School Business Mgr.
Matthew T. Evans	Asst. Superintendent
Jane Tingley	Director of Staff Eval
Keith Edwards	Director of Technology
Leighanne Russell	Director of PPS
Suzanne Lenzian	Director of Phys. Ed/Athletics
TBA	Principal JSHS
Mary Kate Stinehour	Principal BCES
David Burke	Director of Facilities

Appendix III

District Emergency Response Team

Dr. Ivan Katz	Superintendent
Mr. Daniel Grecco, Jr.	School Business Manager
Dr. Matthew T. Evans	Assistant Superintendent for Curriculum and Instruction
TBA	Jr./Sr. High School Principal
Ms. Mary Kate Stinehour	Elementary Principal (BCES)
Mr. David Viglione	BCES Assistant Principal
Mr. Frank Godlewski	JSHS Assistant Principal
Mr. Suzanne Lenzian	Dir. of PE/Athletics
Mr. David Burke	Director of Facilities
Officer Jason Edwards	School Resource Officer
Mr. Joe Levner	High School Crisis Coordinator
Mr. David Bendell	Elementary School Crisis Coordinator
Ms. Andrea Hook	Parent PTA
Mr. Greg Tavormina	Sullivan County EMS Coordinator
Mr. Alan Price	Hurleyville Fire Department
Mr. Richard Shaddock	South Fallsburg Fire Department
Ms. Debra Barbiani	Board of Education President

Appendix IV

HIGH SCHOOL TEAMS

Fallsburg JSHS Administrative Staff

<u>Name</u>	<u>Title</u>
TBA	Principal/Incident Commander
Frank Godlewski	Assistant Principal/Alternate Incident Commander

Fallsburg JSHS Command Staff

<u>Members</u>	<u>Position/Role</u>
Frank Godlewski	Asst. Principal/Incident Commander
Laura Moriarty	Teacher/Crisis Processor
Michelle Sager	Social Worker/External Communications
TBA	Social Worker/Internal Communications
Joe Levner	Guidance Counselor/Staff Liaison
Lonnie Lindsey	Nurse/Medical Liaison
Daniel Phillips	Secretary/Recorder
Suzanne Rada-Yates	Teacher/Parent Liaison
Officer Jason Edwards	SRO/Security Officer
Tulsi Patel	Student Liaison

Fallsburg JSHS Building Emergency Response Team

<u>Members</u>	<u>Title</u>	<u>School Extension:</u>
Frank Godlewski	Asst. Principal	845-434-6800 x2207
Laura Moriarty	Teacher	845-434-6800 x4423
Suzanne Rada-Yates	Teacher	845-434-6800 x4425
Lonnie Lindsey	Nurse	845-434-6800 x2254
Daniel Phillips	Secretary	845-434-6800 x2203
Joe Levner	Guidance Counselor	845-434-6800 x2249
Sonja Ferreira	Guidance Counselor	845-434-6800 x2209
Officer Jason Edwards	SRO	845-434-6800 x2278

Fallsburg JSHS Post-Incident Response Team (Psychological Services)

<u>Members</u>	<u>Position</u>	<u>Role</u>
Sonja Ferreira	Guidance Counselor	Student Liaison
Meryl Curry	Guidance Counselor	Mental Health
Gabriella Calvello	Psychologist	Mental Health
Katrina Uhrig	Psychologist	Mental Health
TBA	Social Worker	Mental Health
Michelle Sager	Social Worker	Mental Health

Appendix V

BCES TEAMS

BCES Administrative Staff

<u>Name</u>	<u>Title</u>
Mary Kate Stinehour	Principal/Incident Commander
David Viglione	Assistant Principal/Alternate Incident Commander

BCES Command Staff

<u>Members</u>	<u>Position/Role</u>
Mary Kate Stinehour	Principal/Incident Commander
Heather Mady	AIS Provider/Crisis Processor
Lindsay Gandulla	Teacher/Parent Communications
Shari Mednick	Teacher/ Internal Communications
Kate Giametta	Teacher Staff Liaison
David Bendell	Teacher/Medical Liaison
Bonnie Blanchard	Secretary/Recorder
	Teacher/ External Communications
Sergeant Summa	SRO/Security Officer
Julio Chamorro	Psychologist/Student Liaison

BCES Building Emergency Response Team

<u>Name:</u>	<u>Title:</u>	<u>School Extension:</u>
Mary Kate Stinehour	Principal	845-434-6800 x3206
David Viglione	Asst. Principal	845-434-6800 x3204
Sergeant Summa	SRO	845-434-6800 X3278
Merriann Hobby	Nurse	845-434-6800 x3263

BCES Post-Incident Response Team (Psychological Services)

<u>Name</u>	<u>Position</u>	<u>Role</u>
Gwen Billups-Newton	Social Worker	Mental Health
Shannon Cook	Social Worker	Mental Health
Julio Chamorro	Psychologist	Mental Health

Appendix VI

A. Hazardous Sites

1. Sullivan Correctional Facility (Maximum Security)

Box 116, Riverside Drive
Fallsburg, New York 12733-0116
(845) 434-2080

2. Woodbourne Correctional Facility (Medium Security)

Riverside Drive
Woodbourne, New York 12788
(845) 434-7730

3. Neversink River—approximately .25 miles from Benjamin Cosor Elementary School

4. Town of Fallsburg Wastewater Treatment Facility—approximately two miles from Benjamin Cosor Elementary School

5. Fallsburg Jr.-Sr. High School—115 Brickman Road, Fallsburg

The hazardous sites within the school are:

- a. Four storage closets
- b. Two kitchens
- c. One boiler room
- d. One electrical room
- e. Two elevator control rooms
- f. Pool
- g. Science labs with gas hook-ups
- h. One server closet
- i. Three switch rooms
- j. Two art rooms, rooms
- k. Wood/Photo shop

The hazardous sites outside the building are:

- a. Garbage dumpster
- b. Overhang
- c. Wooded areas surrounding school
- d. Two propane tanks
- e. 10,000 gallon oil tank

Appendix VI (continued)

6. Benjamin Cosor Elementary School—15 Old Falls Rd, Fallsburg

The hazardous sites within the school are:

- a. One custodial room
- b. One paint room
- c. Four storage closets
- d. One kitchen
- e. Two boiler rooms
- f. One electrical room
- g. Three server closet
- h. One art room

The hazardous sites outside the building are:

- a. Garbage dumpster
- b. Wooded areas surrounding school
- c. One 500 gallon propane tank
- d. One 8,000 gallon fuel tank
- e. One 10,000 gallon oil tank

Appendix VII

A. List of emergency supplies and materials

1. Medical Supplies

A) Fallsburg JSHS:

- One “go-bag” is located in the nurse’s office.
- First aid kits are located in the nurse’s office and physical education offices. All athletic coaches also maintain first aid kits.

B) Benjamin Cosor Elementary School:

- First aid kits are located in the nurse’s office.

2. Medical Equipment

A) Fallsburg JSHS:

- A wheelchair and stretcher are located in the nurse’s office.
- AEDs are located outside of the principal’s office; near the athletic director’s office; in the pool area; and in the boys’ locker room.

B) Benjamin Cosor Elementary School:

- An AED is located outside of the nurse’s office.
- A wheelchair is located in the nurse’s office.

3. Communication Devices

A) Fallsburg JSHS:

- A weather scanner is located in the principal’s office.
- Fax machines are located in the main office, guidance office, technology and athletic director’s office.
- The administrators, school-resource officer, office staff, nurse, and attendance officer all have walkie-talkies.
- The school resource officer’s walkie-talkie is connected to the Fallsburg Police Department.
- The administrators and school resource officer have portable phones.

B) BCES:

- A weather scanner is located in the principal’s office.
- Two megaphones are located in the principal’s office.
- Two fax machines: in the main office and in the superintendent of buildings and grounds’ office.
- Walkie-talkies are located throughout the building: one in each wing; one in the cafeteria; one in the physical education office; one in the main office; one in the ISS room; and two in the principal’s office.
- Portable phones: the principal, assistant principal, superintendent of buildings/grounds, and school-resource officer each have a portable phone.

Appendix VIII

- A. Other schools in the District:
1. Zichron Moshe Yeshiva
Laurel Avenue
Fallsburg, NY 12733
 2. Dynamite Youth Center
Route 42
Fallsburg, NY 12733

Appendix IX

- A. Community Emergency Provider
- Fallsburg Police Department(434-4422)
Simmie Williams, Chief
- Fallsburg Fire Department (911/434-2008)
Ricky Shaddock, Chief
- Hurleyville Fire Department (911/434-4161)
Alan Price, Chief
- Woodridge Fire Department (911/434-6893)
Rusty Brown, Chief
- Woodbourne Fire Department (911/434-6763)
Scott DePuy, Chief
- Mobil Medic EMS (911)
- B. Government Officials
1. Steve Vegliante, Town of Fallsburg Supervisor (434-8810)
 2. Joan Collins, Mayor of Woodridge (434-7855)

Suicide Assessment Five-Step Evaluation and Triage

for all ages

SAFE - T

1 IDENTIFY RISK FACTORS Note those that can be modified to reduce risk	2 IDENTIFY PROTECTIVE FACTORS Note those that can be enhanced	3 CONDUCT SUICIDE INQUIRY Suicidal thoughts, plans, behavior and intent	4 DETERMINE RISK LEVEL/INTERVENTION Determine risk. Choose appropriate intervention to address and reduce risk	5 DOCUMENT Assessment of risk, rationale, intervention, and follow-up
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Suicide assessment should be conducted at first contact, with any subsequent suicidal behavior, increased ideation, or pertinent clinical change; for inpatients, prior to increasing privileges and at discharge.

1. RISK FACTORS

- ✓ **Suicidal behavior:** history of prior suicide attempts, aborted suicide attempts or self-injurious behavior.
- ✓ **Current/past psychiatric disorders:** especially mood disorders, psychotic disorders, alcohol/substance abuse, ADHD, TBI, PTSD, Cluster B personality disorders, conduct disorders (antisocial behavior, aggression, impulsivity). *Co-morbidity and recent onset of illness increase risk.*
- ✓ **Key Symptoms:** adhedonia, impulsivity, hopelessness, anxiety/panic, insomnia, command hallucinations.
- ✓ **Family history:** of suicide, attempts or Axis 1 psychiatric disorders requiring hospitalization
- ✓ **Precipitants/Stressors/Interpersonal:** triggering events leading to humiliation shame or despair (e.g. loss of relationship, financial or health status-real or anticipated). Ongoing medical illness (esp. CNS disorders, pain). Intoxication. Family turmoil/chaos. History of physical or sexual abuse. Social isolation.
- ✓ **Change in Treatment:** discharge from psychiatric hospital, provider or treatment change
- ✓ **Access to firearms**

2. PROTECTIVE FACTORS *Protective factors, even if present, may not counteract significant acute risk*

- ✓ **Internal:** ability to cope with stress, religious beliefs, frustration tolerance
- ✓ **External:** responsibility to children or beloved pets, positive therapeutic relationships, social supports

National Suicide Prevention Lifeline
***1-800-273-TALK (8255)**

3. SUICIDE INQUIRY

- ✓ **Ideation:** frequency, intensity, duration-in last 48 hours, past month and worst ever
- ✓ **Plan:** timing, location, lethality, availability, preparatory acts
- ✓ **Behaviors:** past attempts, aborted attempts, rehearsals (tying noose, loading gun), versus non-suicidal, self-injurious actions
- ✓ **Intent:** extent to which the patient (1) expects to carry out the plan and (2) believes the plan/act to be lethal vs. self-injurious; explore ambivalence: reason to die vs. reasons to live.

**For Youths: ask parent/guardian about evidence of suicidal thoughts, plans, or behaviors, and changes in mood, behaviors or disposition.*

**Homicide Inquiry: when indicated, esp. in character disordered or paranoid males dealing with loss or humiliation. Inquire in four areas listed above.*

4. RISK LEVEL/INTERVENTION

- ✓ **Assessment** of risk level is based on clinical judgment, after completing steps 1-3
- ✓ **Reassess** as patient or environmental circumstances change

RISK LEVEL	RISK/PROTECTIVE FACORS	SUICIDALITY	POSSIBLE INTERVENTIONS
High	Psychiatric disorders with severe symptoms, or acute precipitating event; protective factors not relevant	Potentially lethal suicide attempt or persistent ideation with strong intent or suicide rehearsal	Admission generally indicated unless a significant change reduces risk. Suicide precautions.
Moderate	Multiple risk factors, few protective factors	Suicidal ideation with plan, but no intent or behavior	Admission may be necessary depending on risk factors. Develop crisis plan. Give emergency/crisis numbers*
Low	Modifiable risk factors, strong protective factors	Thoughts of death, no plan, intent or behavior	Outpatient referral, symptom reduction. Give emergency/crisis numbers*

(This chart is intended to represent a range of risk levels and interventions, not actual determinations)

5. DOCUMENT

Document: Risk level and rationale: treatment plan to address/reduce current risk (e.g., setting medication, psychotherapy, E.C.T., contact with significant others, consultation); firearm instructions, if relevant. For youths: treatment plan should include roles for parent/guardian.

Developed by Douglas Jacobs, MD

Procedures for Identifying Students At-Risk of Wandering and/or Elopement & Protocol Follow-Up

The Fallsburg Central School District is committed to ensuring the health, safety, and welfare of its students; particularly those students who have been identified as being at-risk of wandering and elopement.

District-Wide responses to a potential or actual elopement will include:

- Establishment of communication protocols with local police,
- Use of school-wide communication and alert systems,
- Assignments for building-and-ground searches,
- Establishment of procedures that allow crisis-response and law-enforcement officials to have access to building floor plans, blueprints, schematics or other maps of the school interior, school grounds, as well as to maps of the immediate surrounding area,
- Consideration of installment of door alarms and use of other elopement warning devices.

Fallsburg Junior-Senior High School & Benjamin Cosor Elementary School Procedures for Identifying Elopers & Protocol Follow-Up

Procedures for Identifying Elopers

Whenever a teacher or other personnel learn of a concern about a child's behavior that may impact the student's safety, this information should immediately be reported to supervisory staff and other staff who work directly with the student.

School administrators must ensure that staff assigned to building safety teams can respond appropriately, and that a plan to ensure the safety of the student is developed and implemented.

When a behavioral concern is raised, the building safety team will meet to determine if the concern is warranted and a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) should be developed and implemented.

For the team meeting, the teacher will:

1. Complete an Elopement Survey,
2. Be prepared to discuss elopement behavioral concerns,
3. Share any additional information related to the area(s) of concern.

If the student has an Individual Education Plan (IEP), and the building team determines the concern is warranted, the building principal will notify the Pupil Personnel Director. A Committee on Special Education (CSE) will be convened and a Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) will be considered.

Once a child has been identified as a risk for elopement, the following Building-Level Protocol will be followed, as per state memoranda:

- If a student with elopement potential is identified, building level staff, including teachers, aides, assistants and monitors, will be trained with regard to potential elopement response procedures,
- Staff, including building and district-level administration, teachers of the student, hall monitors, cafeteria monitors, and security guards, will be made aware that a child is identified as being at risk of elopement
- Any staff member who is aware that there is a potential or actual elopement shall notify the building principal's office immediately,

- Students with known elopement behaviors will be required to carry basic identification information at all times.

Building-Wide Responses to a Potential or Actual Elopement Will Include:

- Monitor all exit doors if a potential elopement occurs,
- Call 911,
- Notify the child's parents/guardians,
- Notify the Superintendent of Schools.

Additional District-Level Procedures:

Committee on Special Education (CSE)
Elopement Procedure-Fallsburg Central School District

1. The Committee on Special Education must consider whether a student has the tendency to wander or elope.
2. If it is determined that the student has the tendency to wander or elope, a Functional Behavioral Assessment (FBA) of the behavior must be conducted within ten (10) school days after the CSE meeting.
3. It will be noted beneath the "special alert" section of the student's individualized education plan that the student has a tendency to wander and elope and has an FBA/BIP.
4. It will be noted beneath the student's picture in SchoolTool, by use of a special icon, that the student has a tendency to wander and elope.
5. The aforementioned behavior must be addressed through proper supervision and through the development of an individualized behavior intervention plan (BIP).
6. Upon completion of the CSE meeting, the CSE Chairperson or designee will immediately contact the building principal, via e-mail, that the student has been identified as having a tendency to wander or elope.
7. In order to add the student's name to the elopement category on the school's medical alert list, the CSE Chairperson or designee will also contact the school nurse.
8. The principal will ensure that elopement building procedures will immediately be adhered to.
9. Immediately upon the completion of the FBA/BIP, the CSE will convene to review these documents and to ensure that the FBA/BIP is in place.
10. The FBA/BIP will be attached to the student's individualized education plan. A copy of the FBA/BIP will be sent to the building principal.

**School building elopement procedures are included in the building's Safety Plan.