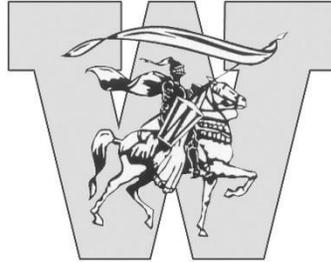


WINDSOR CENTRAL SCHOOL DISTRICT



DISTRICT-WIDE SCHOOL SAFETY PLAN

In accordance with
The Regulations of the
Commissioner of Education
Section 155:17

Updated October 2019

“The Mission of the Windsor Central School District is to ensure each learner is future ready by providing empowering educational experiences.”

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CHIEF EMERGENCY OFFICER

The Superintendent of Schools is the Chief Emergency Officer. He/she is responsible for

- coordinating communication between staff, first responders and law enforcement
- ensuring the annual review of the district and building level plans is undertaken and updates made as necessary
- staff trained understand plan

CHAIN OF COMMAND DURING EMERGENCY RESPONSE

(Updated October, 2019)

During periods of time when the Superintendent is not in the district, there is an established Chain of Command indicating who is in charge. Please be aware of the following decision chain for such instances.

- If Jason Andrews, Ed.D. (Chief Emergency Officer) is unavailable, Andrew Fiorentino is in charge.
- If Jason Andrews, Ed.D. and Andrew Fiorentino are unavailable, the following order is to be followed:
 - **Scott Beattie**
 - **Barbara Phillips**
 - **Jason Hans**
 - **Jeff Salasny**
 - **Kevin Strahley**
 - **Kristin Beriman**
 - **Lorraine Hulbert**
 - **Christopher Durdon**
 - **Christopher Klumpp**
 - **Toby Youngs**
 - **Erica Strick**

This decision structure applies to emergency decisions only.

In every instance that anyone acts in the place of the Superintendent, they are to contact him as soon as possible and report the details surrounding the action.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE

(Updated October, 2019)

Jason Andrews, Ed.D., Superintendent of Schools/Parent
Andrew Fiorentino, Assistant Superintendent for Business & Administration
Scott Beattie, Assistant Superintendent for Instruction/Parent
Dr. Jason Hans, Director of Student Support and Family Services
Barbara Phillips, Director of Learning and Continuous Improvement
Chris Durdon, Director of Physical Education, Athletics, & Operations/Parent
Jessica Ferris, Director of Food Services
Kevin Strahley, Middle School Principal
Toby Youngs, AF Palmer Elementary Principal
Lorraine Hulbert, Bell Elementary Principal
Kristin Beriman, C.R. Weeks Elementary Principal
Jeffrey Salasny, High School Principal
Christopher Klumpp, Associate High School Principal
Erica Strick, Associate Middle School Principal
Dan Thomas, Jordan Adams, Student Resource Officers
WCSD Student Government, Student Representatives

DISTRICT SAFETY PLAN CONCEPT

AUTHORITY

The Board of Education of the Windsor Central School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

On or before July 1, 2001 the Board of Education adopted a District-Wide School Safety Plan in compliance with Commissioner of Education Regulation 155.17 pursuant to Sections 101, 207, 305 and 2801-a of the Education Law and Chapter 181 of the Laws of 2000.

LEGAL BASIS FOR PLAN

This plan is developed in accordance with the Regulation of the Commission of Education, Section 155.17, pursuant to Section 101, 207, 305 and 2801-a of the Education Law and Chapter 181 of the Laws of 2000, and in recognition of the legal responsibilities for actions during emergencies set forth in Article II B of the New York State Executive law.

STATEMENT OF PURPOSE

This District-Wide School Safety Plan is intended to set forth information required by Windsor staff involved in a school district or regional emergency due to the occurrence of a natural or man-made disaster.

This information includes use of warning and communication systems, operating procedures, individual responsibilities, authority structure, available resources, and specific guidelines for the various actions open to Windsor officials to protect life and property during and after an emergency.

ASSUMPTIONS

While it is likely that outside assistance would be available in most serious emergency situations affecting the Windsor Central School District, it is necessary for the Windsor Central School District to plan for and be able to carry out immediate responses during the first stage of any emergency, and to be prepared to coordinate resources effectively with the larger community in the event of more widespread emergency.

In keeping with the national and county strategy of developing an integrated emergency management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

ANALYSIS OF HAZARDS

This District-Wide School Safety Plan categorizes all hazards into five major categories. Contained in the response sections are procedures that address the following hazards:

Civil Disturbance - Bomb Threat, Hostage, Intruder and Kidnapped Person.

Environmental Problems - Earthquake, Flood, Hazardous Material Spills, Radiological Incident, Storm (Snow, Wind, Hurricane, Thunderstorm, Lighting Storm, Tornado, Toxic Material Spill and Water Contamination.

Fire and Explosion - Explosion, False Fire Alarm and Fire.

Medical Emergency – Allergic Reaction, Animal Bite, Bleeding, Blow to the Head, Broken Bones, Burns, Choking, Diabetic Shock, Drowning, Electric Shock, Epidemic, Epileptic Convulsions, Food Poisoning, Head Lice, Heart Attack, Respiratory Arrest, School Bus Accident and/or Fire, Shock and Toxic Exposure.

System Failure – Electrical System Failure, Energy Loss or Reduction, Governmentally Imposed Fuel Shortage, Gas Leak, Heating System Failure, Loss of Building, Loss of Transportation Fleet, Roofing Failure, Sewage System Failure, Structural Failure and Water Failure.

HAZARD MITIGATION

Regular safety inspections of building and equipment on the Windsor Central School District grounds are undertaken to minimize the hazards of equipment failure or toxic substance releases. Regular drills of the plan will be held to prepare staff and students to react quickly and appropriately in an emergency situation.

CONCEPT OF OPERATIONS

This plan is based on the concept that emergency functions for Windsor Central School District personnel will generally parallel their normal day-to-day functions. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

A list of Windsor Central School District employees who have indicated that they have special emergency related skills or training found with each building divided section.

The plan is also developed with an understanding that the role of the Superintendent during any emergency is to act as the chief communication liaison between school district's buildings and the County Emergency Management Office.

BUILDING SECURITY AND SAFETY

The Windsor Central School District will create and maintain a safe environment for all its students and staff. To accomplish this, the following security measures are being taken: limiting access into the schools, requiring visitors to check in at the main office, issuing identification badges to all visitors, instituting a greeter program, utilizing teachers as hall monitors in the High School. The District has installed a Security System in its buildings and is in the process of installing security cameras for controlling access into each of the school buildings.

The District does not specifically hire school safety personnel; the entire staff is expected to help maintain a safe and secure school by identifying safety issues, security issues and possible emergency/dangerous situations. Each year the staff will receive safety training such as Right To Know, Sexual Harassment Training, etc. All employees that will be hired by the District will be fingerprinted, a background check performed, reference checks conducted along with an interview prior to their employment.

Each school has a school safety team that meets quarterly to address safety/security issues within the building.

The District conducts several safety audits each year that help to maintain a safe and secure environment for the students and staff.

VIOLENCE IN THE SCHOOLS

All threats of violence will be taken seriously and will not be tolerated. All reports of implied or direct threats of violence will be thoroughly investigated. Any person found to have made a threat of violence shall be subject to disciplinary action as contained in the District's Code of Conduct Policy (#7410)

ACTS OF VIOLENCE

Acts of violence will not be tolerated in the Windsor Central School District. Any person who commits a violent act shall be subject to disciplinary action as contained in the District's Code of Conduct Policy (#7410)

PREVENTION/INTERVENTION STRATEGIES

As of December, 2011, all district staff have been trained and have implemented the Olweus Anti-Bullying Program. Retraining has and will continue to occur on an annual basis.

Each of the District's schools shall conduct prevention/intervention programs that improve communication, reduces violence and encourages the reporting of violent or potentially violent incidents. Presently, the following programs are being conducted in our schools: Character Education, Multicultural Education, SHARE Grant, Anger Management, Peer Mediation, Social Skills Program, Group Counseling and Mediation, SADD, SIPP, ADSIPP, MS Advisory.

District staff members (particularly counselors, social workers, psychologists) will continue to work with students in recognizing possible violent situations and the need to report them.

Non-District personnel, the School Resource Officer and the Student Assistance Counselor, will also work with students in recognizing possible violent situations and the need to report them.

CONTACTING LAW ENFORCEMENT OFFICIALS

The Windsor Central School District's Code of Conduct Policy (#7410) states: "The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime..."

The code of Conduct Policy also establishes minimum suspension penalties for students who threaten violence or who act violently.

DISSEMINATION OF INFORMATIVE MATERIALS ON VIOLENCE

Since the increase of violence in America's schools, school safety and violence prevention has received a great deal of attention. As the Windsor Central School District received information regarding the early detection of potentially violent behaviors, the de-escalation of violent situations, the response to violent acts, etc., it will disseminate this information to the staff, the students and the parents. The distribution and dissemination of information and materials can be accomplished through conference days, faculty and staff meetings, assemblies, PTA meeting, District Newsletters, principal's newsletters, district and building websites, local newspapers and through activities conducted by the Windsor staff.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

It is vital, in an emergency that a command structure is adhered to. The Superintendent or his designee will serve as the Emergency Management Coordinator for Windsor Central School District.

In order to ensure timely response, in any situation in which the health and safety of students or staff is at risk, the Superintendent, or his designee, the Assistant Superintendent or Building Principals may declare a state of building emergency, immediately implementing the District-Wide School Safety Plan. The Superintendent or his designee will declare a District emergency.

As soon as feasible, the Emergency Command Post (District Office) or alternate Command Post will be placed in service and the Emergency Management Team will report there.

USING THE PLAN

(Updated October 2019)

The introductory section sets the stage for the plan's existence and provides guidance for its use. It is intended to help the general public, staff, and those who must implement the plan, understand the origin and legal basis for the plan.

The District-Wide School Safety Plan lists anticipated emergencies and approved sequential responses. It is divided into sections to make procedures and pertinent information readily accessible:

Emergency Numbers	Fire Drill	Grief Situation	Early Dismissal
Building and Grounds	Toxic Waste	Evacuation of Disabled	Transportation
Bomb Threat	Tornado	Sheltering Agreements	Armed Intruder
System Failure	Lock Out	Shelter in Place	

The Building Sections contain the Building-Level School Safety Plans and provides specific information germane to each building, including notification requirements and responsibility for immediate actions to be taken at each location.

The sections for Transportation, Maintenance and the District Office provide information on the staff in each building, their telephone numbers and a floor plan of the building.

The section for Sheltering Sites provides a list of each of the sheltering sites available to the District and an information sheet on each site that includes telephone numbers, contract persons and specific directions for using the facility.

The Superintendent and his secretary, the Assistance Superintendents, Building Principals, Director of PE, Athletics and Operations, President shall maintain copies of the Plan for immediate use.

Parents of all students who regularly attend Windsor Central Schools will be notified annually regarding this plan and any drills that involve early dismissal. Parental input regarding this plan will be encouraged and appreciated.

TRAINING

In order to implement this plan effectively, all faculty and staff will receive appropriate training. School safety training is included in the District's Professional Development Plan. Each year the staff will participate in "Right to Know" training. Training and instruction for staff and students on safety procedures and emergency responses are implemented within the various drills that are conducted along with follow up discussions that take place after the drills. Drills such as fire drills, evacuation drills, bus emergency drills, intruder drills, etc., create an opportunity that is conducive to safety training and instruction for both students and staff.

DRILLS/TABLE TOP EXERCISES

Emergency drills and activities occur in each of the school buildings located within the Windsor Central School District as indicated in their Building-Level School Safety Plan and by the Commissioner's Regulations. However, each year in conjunction with the early dismissal drill, the District will test its emergency plan by conducting a drill. This drill will take place at each of the school buildings, will require the use of the District-Wide School Safety Plan and the Building-Level School Safety Plan and will include local and/or county emergency officials.

PLAN MODIFICATION AND MAINTENANCE

The plan shall be evaluated and updated after each emergency, and no later than July 1st of each year. All amendments other than those in names of personnel and phone numbers shall be reviewed by the District stakeholders, adopted by the Board of Education and filed with the commissioner of Education within thirty days after its adoption.

DIRECTION AND CONTROL

Upon receiving notice of an emergency in which the health and safety of students and staff is at risk, the Superintendent, or the Assistant Superintendent for Instructional Services shall implement the Plan.

The Superintendent, or his designee, shall be responsible for contacting the appropriate community emergency service agencies if the “Responsible Person” at the immediate emergency site has not already contacted them.

Members of the Emergency Management Team shall report to the Command Post (District Office) as appropriate.

The Superintendent, or his designee, shall follow the procedures outlined in the plan for the specific emergency.

Whenever an emergency encompasses a wider area than the Windsor Central School District, the Superintendent or his designee shall yield command to the Appropriate Emergency Authority, and shall work cooperatively with the commander to ensure the optimal response.

Whenever outside emergency services are called to the District, the Director of PE Athletics and Operations must be notified immediately so that maintenance and custodial staff can provide assistance where necessary.

EVENING AND WEEKEND EMERGENCIES

(Updated October 2019)

The District Office will serve as the immediate command post. The Superintendent or his designee will be notified immediately after the appropriate emergency services have been summoned. All maintenance and custodial personnel on duty will be instructed to report to that office and will act on the instructions of the designated “Responsible Person” present. Members of the Emergency Management Team shall be called in as needed.

In the case of an evening or Saturday emergency when students are on campus, the Superintendent, Emergency Coordinator of the Building Principal will be notified immediately and, if he is on campus, will assume responsibility for giving emergency instructions to students and faculty. In his absence the advisor in charge, in conjunction with the custodian, will be responsible for announcing any necessary emergency instructions on the public address system.

In the case of a weekend emergency when no maintenance, custodial, or supervisory staff is on campus, the instructor or sponsor of any event being held shall act as the “Responsible Person”, notify emergency services as needed, and notify the Superintendent, the Emergency Management Coordinator, or the Assistance Superintendent as soon as possible.

Responsible Person in each building in the Windsor Central School District, one or two persons (Building Principal, his or her designee and Head Custodian) who are present on campus most of the time shall function as the “Responsible Person” for that building. They shall have keys to access all areas of the building, and shall be familiar with the electric, gas, and water shut off procedures and locations. They shall retain copies of this plan in a readily accessible location and shall be familiar with its contents. The building principals will be responsible for reviewing all procedures with their designees.

WARNING SYSTEM

The telephone, fax, public address system, and/or email, when necessary, shall be used to alert all building of a pending emergency. All instructors and staff will cease normal operations and follow the instructions given.

In the event of a need to evacuate a building(s) for any reason other than fire, the public address system of the respective building will be activated. Specific instructions will be immediately issued.

The all-clear signal will be announced verbally on the public address system.

In the event that a staff person other than the Superintendent or Principal gives the initial warning or emergency signal, that person shall contact the Superintendent.

COMMUNICATION SYSTEM

(October 2019)

The Superintendent's Office will have the capability of receiving messages and notifications from the County Emergency Management System with information on any pending or actual emergency in the county that may affect any school or preschool within the District.

Messages regarding school early dismissal, sheltering in-place or evacuation of a school will be made to the media via the telephone calling list or broadcast through the County Emergency Management System.

Other Communications Equipment:

1. N.W.B. (National Weather Bureau) radio with tone activated receiver. This will be monitored during work hours by the Director of PE, Athletics and Operations.
2. Cellular telephone used to maintain contact with all buildings within the district.
3. Fax Machine.
4. Administrator cell phones monitor Emergency Broadcast System announcement.
5. Radio receiver/transmitter capable of being set on school bus frequencies.
6. Student Messenger web based software

Internal Communications

Depending on the nature and severity of an emergency or a disaster, all schools, offices and educational agencies within the District will be notified, informed, and updated on the situation via one or more of the following: telephone call, fax, email or written notice. All such information will be disseminated through the office of the Superintendent, the Emergency Management Coordinator or their designee.

External Communications

The Superintendent or his designee shall issue all public communications, prepare news releases, and brief the media as appropriate. **No Windsor Central School District staff member will provide information to the media during or after an emergency unless specifically authorized to do so.**

Communication Center

In the case of major emergency occurring in the Windsor Central School District, a media communications center (command post) shall be established in the District Office. The Superintendent will make a statement to the media as soon as possible.

Family Notification

In the event of injury or death of Windsor Central School District student or staff, family members shall be notified as soon as possible. Responsibility for notification:

Student:	Superintendent Assistant Superintendent Principal Guidance Counselor
Staff Member:	Superintendent

Media Announcements

Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

In the event that there is an emergency situation or a violent incident that causes the District to dismiss the students early, the notification will be made via local television and radio stations. Students will be bussed home and dropped off at their houses. Elementary students will only be dropped off if there is someone home to accept the child. If no one is home, the child will be brought back to a safe place (usually the transportation building) and the parent will be called to pick up the child. If the parent cannot be reached, then the child's emergency contact will be called. It should be noted each child in elementary school has an emergency card that is kept current containing emergency information. Under no circumstances will a young child be dropped off and left unattended.

Evacuation of Major Disaster Information

The Broome County Red Cross number for disaster welfare inquiries will be utilized since their switchboard is set up to handle a large number of calls and they have trained volunteers to communicate information. This number 785-7207 will be publicized through media announcements. The Red Cross will be notified as soon as possible of the status of all students and staff involved in an evacuation or major disaster.

SITES FOR A POTENTIAL EMERGENCY

The sites for a potential emergency within the Windsor Central School District are Floyd Bell Elementary School, C.R. Weeks Elementary School, Alice Freeman Palmer Elementary/Windsor Central Middle School, Windsor Central High School, Preschools, District Office, Maintenance Building and the Transportation Office that also includes school buses. Contained in this Plan is a divided section for each of these sites that contain pertinent information relative to each site.

Additional sites for a potential emergency located at our facilities, but not within the buildings are:

1. Outside the Palmer/Middle School are two propane tanks.
2. Outside the Weeks Elementary School is a propane tank.
3. Back of Transportation Department are propane tanks
4. Outside the Bell Elementary School is a natural gas line that runs into building.

Within the boundaries of the Windsor Central School District are several other areas of concern that could become potential sites for an emergency. They are:

1. The Susquehanna River lies within a half mile from the Palmer/Middle School and the High School.
2. Route 17 (future I-86) runs within one mile of both Palmer/Middle School and the High School and within a quarter of a mile from Weeks Elementary School.
3. Route 79 runs within a quarter of a mile from Palmer/Middle School and the High School.
4. Route 11 runs approximately one mile from Bell Elementary School.
5. Norfolk Southern Railroad runs approximately one mile from Bell Elementary School.

SCHOOL CANCELLATION /EARLY DISMISSAL /EVACUATION /SHELTERING

School Cancellation and Early Dismissal The Superintendent or his designee will make the decision to cancel school or dismiss early. In making this decision, the Superintendent (or designee) will assess the situation using the available resources that are available such as the Police Department, the Fire Department, the Highway Department, etc. Once the decision is made to cancel or dismiss early, the Superintendent (or designee) will contact the appropriate administrators within the District, other schools that are affected by the decision and the media. The media will be asked to make a public announcement to the community informing them of the decision to cancel school or dismiss early. The District will also post on the District Website and communicate via School Messenger.

Evacuation When it is appropriate to implement an evacuation; the signal to evacuate will be the normal fire alarm or the PA system. Everyone will leave the building(s) as quickly as possible using the evacuation procedures and evacuation routes contained in each Building-Level School Safety Plan. No one shall reenter an evacuated building until the all-clear command is issued by the Superintendent (designee).

In the event of an airborne toxic substance hazard or other hazard that the County Executive, the Supervisors for the Town of Windsor, Town of Kirkwood, the Broome County Sheriff, or the On Site commander has determined poses a significant threat to the health of students and staff, all District buildings shall be evacuated in a rapid and orderly fashion. All available District vehicles and any school buses in the District at the time of the incident shall be used to transport students and as well as children in the Head Start and Oak Tree programs to safety. Administrators and guidance counselors will accompany those groups not accompanied by teachers. Other Windsor staff will be requested to assist in the process as needed. No students will be allowed to drive their private vehicles.

Shelter in Place Procedures (students and staff) Certain emergencies in the community may make it advisable for students and staff to remain on grounds beyond the end of the normal school day or when one particular building is not habitable. The floor plans indicate those areas in each building most suitable for protective sheltering in case of high winds and tornadoes, and other special purpose areas.

In case of such emergency, the Superintendent or his designees shall give directions to the Building Principal or designee who will announce the emergency action over the Public Address System. Staff members who have students in their care shall take their class lists and accompany their students with the students until formally relieved of their duties by their supervisor.

As soon as it is projected that there may be an extended shelter situation, the Red Cross should be called to be on standby.

In this instance of extended sheltering-in-place, the Superintendent or his designee, shall notify the County Emergency Management Office, and shall seek declaration of emergency from the County Executive or the Supervisor, so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources to the District.

The trained Shelter Manager will then assume coordinative responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

Shelter at Sheltering Site Certain emergencies or situations make it advisable for the students and staff to leave their building and go to a predetermined sheltering site. The Superintendent (or designee) will make the decision to send the students and staff to a sheltering site. Sheltering sites and procedures for each school are contained in their emergency plans. This plan contains a section for Sheltering Sites and contact information for each one. Sheltering Site Agreements for each site are filed in the Emergency Management Coordinator's office.

Community Sheltering When the Red Cross requests use of a District building for community shelter during an emergency, or when students from another school are evacuated to Windsor, the Emergency Management Team as needed will staff the Command Post, to coordinate activities and assist in communication.

The Superintendent or his designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory any equipment present.

The School Lunch Director will be called in to supervise the use of the kitchen facilities. In the Director's absence, the most available of the staff familiar with the kitchen will be assigned this duty.

Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Manager and volunteers in assuring appropriate maintenance of the facility.

DISTRICT RESOURCES DURING AN EMERGENCY

The Windsor Central School District has many resources that may be available for use during an emergency. The following is a list of possible resources that could be used during an emergency situation: School buildings, District

Office, Maintenance Office, Transportation Office, school buses, trucks, snow removal equipment, communication equipment (phones, cell phones, walkie-talkies, fax machines) and staff including administrators, teachers, nurses, cafeteria workers, bus drivers, skills maintenance workers and custodial workers.

The decision to release District resources during an emergency will be made by the Superintendent. The Superintendent will work cooperatively with the local emergency officials and will authorize the use of any District resources. If the Superintendent is unavailable, the chain of command will be used to identify the people authorized to make such decisions.

It should be noted that the Windsor Central School District and the American Red Cross maintain an "Agreement for Use of Facility As Mass Care Shelter" and that each school building has a "Mass Care Facility Survey" in its Building-Level School Safety Plan and on file with the American Red Cross.

DAMAGE ASSESSMENT

As soon as the immediate crisis is over, it shall be the responsibility of the School Business Executive and the Director of School Facilities and Operations to begin damage assessment, working with architects and engineers as necessary. Students or other staff shall reenter no building that may have been structurally damaged until clearance has been given and the Superintendent approves. The School Business Executive and the Director of School Facilities and Operations shall report conditions of building to the Superintendent.

RECOVERY

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all students and staff affected by the event will have access to debriefing and counseling. Windsor counselors who have appropriate training in Post Trauma Debriefing and any community volunteers with appropriate credentials and training will be assigned to debrief and/or counsel these students and staff.

For the School District, the scheduling of the debriefing sessions shall be the responsibility of the Superintendent or his designee.

POST EMERGENCY REPORT AND ASSESSMENT

For critical situations that require the utilization of community mental health resources, the Superintendent will be responsible for contacting the appropriate county mental health director.

Broome County Mental Health Services
One Hawley Street
Binghamton, NY 13901
778-2351

The Emergency Management Team shall meet as soon as feasible after an emergency to assess the emergency response and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation.

The Director of Operations and Emergency Management Coordinator shall assist the Superintendent and file a post emergency report.

CRITICAL ROLES IN CRISIS RESPONSE MANAGEMENT TEAMS

Effective Crisis Response Management often hinges on the ability of a group of people working together successfully. This means understanding your specific role as a team member, working cooperatively in the completion of your assigned task, and blending your skills and knowledge with that of other team members. The following list includes operational roles necessary in managing most crisis events.

Crisis Facilitator

- Direct the Crisis Management Team.
- Assign Team Members roles based on training, situation, availability and expertise.
- Gather data, input, advice and information gathered.
- Make final decision based on information gathered.
- Facilitate the formation of a Crisis Response Plan.
- Monitor implementation of Crisis Response Plan.
- Support and monitor the efforts of team members.
- Get periodic updates and make needed modifications.
- Meet the team to assess progress, debrief team members and plan the next day.

Internal Communications

- Provide for dissemination of information in school.
- Provide linkage of Crisis facilitator to other team members.
- Maintain the capability to provide internal communication in emergencies using a range of methods.
 - Runners, cell phones
- Arrange for meeting spaces, equipment, equipment and materials.

External Communications

- Provide for dissemination of information outside the school.
- Provide linkage of Crisis Facilitator to key people outside the school (Superintendent, Transportation, Police, etc.)
- Maintain a secure communication line.
- Manage incoming information.
- Interface with media contact.
- Maintains list of emergency personal and numbers.

Student Services Liaison

- Provides for the emotional and psychological well-being of the students.
- Authorizes the security of all student records.
- Communicates list of students in need of help to Crisis Facilitator.

Staff Services Liaison

- Provides for the emotional and psychological well-being of the staff.
- Provides for staff communication to team members.
- Monitors staff reaction to crisis events.
- Assists in presentation of information to staff.

Parent Liaison

- Communicates pertinent information to the parent/community.
- Provides and manages a center for concerned parents.
 - (Usually best done off-site).
- Supervises the release of students to parental care in an appropriate way.
- Call parents to alert them to concerns about their child's well-being.

Media Contact

- Arrange for alternative media site.

- Prepare news releases, run press conferences, etc.
- Spokesperson for the District.

Security Coordinator

- Secure building and site in an emergency.
- Maintain emergency equipment.
- Provide and monitor an internal personal identification system.
- Interface with Local Police, Fire, and Rescue Agencies.

Crisis Processor

- Observe behavior to key people.
- Give periodic feedback to key people.
- Give Crisis Facilitator periodic reports of the observations of individual team members.
- Share observation at debriefing.

EMERGENCY CONTACTS
WINDSOR CENTRAL SCHOOL DISTRICT

(Updated September 2019)

FLOYD BELL ELEMENTARY SCHOOL

15 Golden Street
Kirkwood, NY 13795
775-2730

- 1. Lorraine Hulbert**
- 2. Ray Kennerup**
- 3. Frank Bowman**

PALMER ELEMENTARY SCHOOL

213 Main Street
Windsor, NY 13865
655-8225

- 1. Toby Youngs**
- 2. Steve Miller**
- 3. Richard Kennedy, Jr.**

CR WEEKS ELEMENTARY SCHOOL

440 Foley Road
Windsor, NY 13865
775-3226

- 1. Kristin Beriman**
- 2. Ray Kennerup**
- 3. William Bailey**
- 4. Michael Galusha**

WINDSOR MIDDLE SCHOOL

213 Main Street
Windsor, NY 13865
655-8247

- 1. Kevin Strahley**
- 2. Erica Strick**
- 3. Steve Miller**

WINDSOR HIGH SCHOOL

1191 NY Route 79
Windsor, NY 13865
655-8250

- 1. Jeffrey Salasny**
- 2. Christopher Klumpp**
- 3. Steve Miller**
- 4. Chris Durdon**

MAINTENANCE BUILDING

215 Main Street
Windsor, NY 13865
655-8213 / 655-8210

- 1. Chris Durdon**
- 2. Jerry Emmons**
- 3. Howard Hopfer**
- 4. Dan Mott**

TRANSPORTATION BUILDING

206 Main Street
Windsor, NY 13865
655-6240

- 1. Chris Durdon**
- 2. Bill Hawk**

STUDENT RESOURCE OFFICERS

- 1. Dan Thomas**
- 2. Jordan Adams**

EMERGENCY NUMBERS

(Updated October 2019)

Ambulance, Fire, Police	911
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BROOME COUNTY

American Red Cross	785-7207
Disaster Preparedness	778-2170
Emergency Medical Services	778-2184
Michael Ponticiello, Director	778-1208
Health Department	778-2802
Environmental Management Services	778-2114

FIRE DEPARTMENTS (Updated September 2016)

Five Mile Point Fire Company	775-3322
Shawn Skinner, Chief	
Jim Snyder, President	
West Windsor Fire Company	775-4430
Jerry Launt, Chief	
Scott Baker	
Bob Haskins	
Windsor Fire Company	655-1462
Craig Terrell, Chief	

HIGHWAY DEPARTMENTS

Broome County	648-4173
Susan Brown, Director of Highway	
Mark Quail, Assistant Supervisor	
Town of Kirkwood	775-1616
Gordy Kniffen, Town Supervisor	
John Finch, Jr., Commissioner of Public Works	
Town of Windsor	655-1706

Carolyn Price, Windsor Town Supervisor	
Richard Kohlbach, Windsor Highway Supt.	
New York State Department of Transportation	518-457-6195
John Williams	

HOSPITALS	
Binghamton General	762-2200
Lourdes	798-5111
Wilson Memorial	763-6000

LAW ENFORCEMENT	
Broome County Sheriff	778-1911
New York State Police	775-1241

SUPPORT AGENCIES	
Social Services Register (Child Abuse Hotline)	800-342-3720
Toxic Substance Control	775-2545, x119/120
Toxic Substance Control (after 4:00 pm)	800-457-7362
Alternatives Counseling Center	722-1836
Broome County Mental Health Services	778-2351
Mental Health Association of Southern Tier	778-1152

TELEPHONE NUMBERS - WINDSOR KEY PERSONNEL
(Updated October 2019)

WINDSOR PERSONNEL			
TITLE, NAME	WORK	HOME	CELL
Superintendent of Schools, Jason Andrews	655-8216		
Assistant Superintendent, Andrew Fiorentino	655-8215		
Assistant Superintendent, Scott Beattie	655-8215		
Dir. of Learning & Continuous Improvement, Barb Phillips	655-8213		
Director of PE, Athletics & Operations, Chris Durdon	655-8241		

Director of Student Support & Family Services, Jason Hans	655-8220		
Principal, WCHS, Jeffrey Salasny	655-8252		
Principal, WCMS, Kevin Strahley	655-8247		
Principal, AF Palmer, Toby Youngs	655-8225		
Principal, CR Weeks, Kristin Beriman	775-3226		
Principal, FL Bell, Lorrie Hulbert	775-2730		
Associate Principal, WCHS, Chris Klumpp	655-8251		
Associate Principal, WCMS, Erica Strick	655-8247		
School Lunch Supervisor, Jessica Ferris	655-8257		
School Physician, Lourdes Occupational Health Services	251-2170		

SCHOOL NURSING STAFF
First Aide, CPR, General Care

Roberta Vendetti	RN, WCHS	655-8249 (W)	
Rebecca Adolf	RN, Palmer ES/MS	655-8244 (W)	
Michele Adam	RN, Bell ES	775-4075 or x6267 (W)	
Shaela Schmidt	RN, Weeks ES	775-4833 or x6257 (W)	
Carrie Mead	LPN, Palmer ES/MS	655-8244 (W)	

*District coaches, administrators first aid & CPR trained.

BUILDING & GROUNDS CONTACT INFORMATION
(Updated September 2014)

TITLE, NAME	WORK	HOME	CELL
Director , Chris Durdon	655-8241		
Rob Villecco	NA		
Howard Hopfer	NA		
Dan Mott	NA		
Jerry Emmons	NA		
Tim West	NA		

AVAILABLE EQUIPMENT IN THE EVENT OF AN EMERGENCY

(Updated October 2019)

QUANTITY	EQUIPMENT
1	Kubota 3830 Backhoe / Loader
1	228L New Holland Skid Steer
1	1 Ton 4x4 Dump Truck with Sander and Plow
2	¾ Ton 4x4 Pick Up Truck
1	Cushman 2WD
1	John Deere Gator
45	Buses
1	Ventrac with Snow Sweeper

LIST OF STAFF ABLE TO OPERATE BUSES

(Updated October 2019)

Bill Hawk, Head Mechanic		655-6351 (W)	
Terry Mutz, School Bus Route Coordinator		655-8241 (W)	
BUS DRIVERS			
Valerie Brooks	Vito Bufalino	Blaine Cox	Tracy Crissell
Renee Dickinson	Glenda Muphy	Melinda Ferris	Tina Finch
Nancy Flanagan	Diane Garlick	Kim Holewienko	Linda Jones
Mary Kenyon	Eugene Kirk	Colleen Krom	Donna Lias
Crystal Murphy	Glenda Murphy	Brenda Pierson	Rebecca Reed
William Roth	Cynthia Schaber	Deborah Scheer	Matthew Seward
Ruth Seward	William Soule	Phil Szarejko	Paul Wayman
Molly Winchell	Jonathan Stoeckel	Susan Springsteen	
MECHANICS			
Nick Bendick	Scott Kenyon	Ray Lindquist	
SUBSTITUTE BUS DRIVERS			
Corey Skinner	Joseph McCormack	Linda Engle	James DeKoker
Mark Bailey	Ken Wiley		

ASSET LIST - MAINTENANCE DEPARTMENT

(Updated October 2019)

BUS/VEHICLE	SEATS	YEAR	TYPE
1	7	2014	Durango
243	66	2008	Bus
244	66	2008	Bus
245	7	2007	Suburban
248	7	2007	Durango
249	66	2009	Bus
250	66	2009	Bus
251	66	2009	Bus
252	66	2010	Bus
253	66	2010	Bus
254	66	2008	Bus
256	66	2009	Bus
257	66	2011	Bus
258	66	2011	Bus
259	41	2011	Bus (Wheelchair)
260	66	2010	Bus
261	66	2012	Bus
262	66	2012	Bus
263	66	2012	Bus
264	30	2012	Bus (Short)
265	66	2014	Bus
266	66	2014	Bus
267	66	2014	Bus
268	30	2014	Bus (Short)
269	66	2015	Bus
270	66	2015	Bus
271	66	2015	Bus
272	66	2016	Bus
273	66	2016	Bus

274	66	2016	Bus
275	41	2016	Bus (Wheelchair)
276	66	2017	Bus
277	66	2017	Bus
278	66	2017	Bus
279	66	2017	Bus
280	66	2018	Bus
281	66	2018	Bus
282	66	2018	Bus
283	66	2018	Bus
284	7	2018	Suburban
285	7	2018	Suburban
286	66	2019	Bus
287	66	2019	Bus
288	41	2019	Bus (Wheelchair)
289	66	2020	Bus
290	66	2020	Bus
291	66	2020	Bus
292	7	2019	Suburban

AMERICAN RED CROSS/SCHOOL SHELTER
SUPPLIES DELIVERED TO WCSD

Bell Elementary School

15 Golden St.
Kirkwood, NY 13795

5 boxes (20 cots)	20 blankets	1 Shelter Signage Kit
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(delivered 4/4/07)

Weeks Elementary School

440 Foley Rd.
Windsor, NY 13865

5 boxes (20 cots)	20 blankets	1 Shelter Signage Kit
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(delivered 4/4/07)

A.F. Palmer Elementary/Middle School

213 Main St.
Windsor, NY 13865

5 boxes (20 cots)	20 blankets	1 Shelter Signage Kit
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(delivered 4/4/07)

Windsor Central HS

1191 Route 79
Windsor, NY 13865

5 boxes (20 cots)	20 blankets	1 Shelter Signage Kit
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(delivered 2/22/07)

DISTRICT EMERGENCY PROCEDURES

- Alternative Sheltering Plan
- American Red Cross/School Sheltering Sites
- Bomb Threat
- Bus/Vehicle Emergency Response
- Emergency Response Kits
- Evacuation
- Evacuation of Non-ambulatory Disabled Individuals
- Fire Drill
- Implied or Direct Threat
- Grief Situation
- Lockdown
- Lockout
- Medical & Mental Health Emergency
- Pandemic Influenza Plan
- Respiratory Protection Program Plan
- School Bus Accident
- Severe Weather
- Shelter In Place
- System Failure
- Toxic Wastes
- Unanticipated Early Dismissal

EMERGENCY SCHOOL CLOSING INFORMATION NUMBERS

Broome County Sheriff's Department	778-1911
NYS Police at Kirkwood	775-1241
Deposit CSD: Denise Cook, Superintendent	467-5380
Harpursville CSD: Michael Rullo, Superintendent	693-8101
Susquehanna Valley CSD: Roland Doig, Superintendent	775-9100
Colesville Highway Department: Jim Bulger, Superintendent	693-1171
Kirkwood Highway Department: John Finch, Jr. Superintendent	775-1616; 760-4462 (C)
Windsor Highway Department: Richard Kohlback, Jr., Superintendent	655-1706; 655-1706 (H)
Broome County Highway Department: Susan Brown, Supervisor	778-2228
Windsor Transportation Department	655-8240; 655-8241
FL Bell Elementary School	775-2730; 775-2731
AF Palmer Elementary School/Windsor Central Middle School	655-8247; 655-8253
CR Weeks Elementary School	775-3225, 775-3226
Windsor Central High School	655-8250; 655-8251

TRANSPORTATION DEPARTMENT LIST OF SCHOOLS TO CONTACT

BOCES Main	763-3326
BOCES Occupational Education	763-3341; 763-3450
BOCES Special Education	763-3364
Catholic Schools of Broome County (covers all schools)	723-1547
Central Baptist	648-6210
Columbus School	762-6400
East Learning Center	762-6409
Head Start: Brett Dean	Main: 723-6494 x46; Weeks Class: 775-3226
Scranton School for the Deaf & Hearing	866-400-9080
SUNY Binghamton - Children's Unit	777-2829
Tioga Learning Center	748-8261