

MARION CENTRAL SCHOOL



Comprehensive School Safety Plan 2023-2024

Board Approved 08/21/2023

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Section I: Introduction

A. Purpose

The Marion District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Marion Central School District Board of Education, the Superintendent of Marion Central School District appointed a District-wide School Safety Team on July 12, 2021 and charged it with the development and maintenance of the District-wide School Safety Plan. This Safety Plan is intended to prevent problems and to direct appropriate actions should problems occur.

B. Identification of District-Wide School Safety Teams

District Health/Safety/Risk Management Team
(AKA District Emergency Management Team or District Wide Safety Team)

* Required by SAVE

* Appointed by Board of Education & Develops, Monitors, Updates District Emergency Plan

Ellen M. Lloyd, Superintendent Shane Dehn, Jr.-Sr. High School Principal Joan Bender, Marion Town Supervisor Shelene Hayes, Interim Director of Transportation Lori DeLyser, Director of Athletics Eliza Weis, Elem. Nurse Practitioner Nadine Mitchell, Secretary, D.O. Student Rep. Nikki Miller, Assist. Superintendent - Instruction Michele Colway, Elem. Teacher Marcie Stiner, WFL-BOCES Rep.	Becky Goodman, H.S. Teacher Casey Steiner, Elem. Principal Tom Nortier, Interim Dir. Of Facilities Lauren Penders, H.S. Nurse Tony Collie, Interim Bus driver/Trans. Robert Marshall, BOE Rep Jared DeLyser, Elem. Bldg. Scott Parmalee, Utica National Insurance Chris Wilson, Ambulance Rep. Jared DeLyser, Fire Dept. Rep.
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Elementary Building Safety Team	Admin/Middle Management Safety Team	Jr.-Sr. H.S. Building Safety Team
<ul style="list-style-type: none">* Required by SAVE* Appointed by Principal* Develops, monitors, updates bldg.-level emergency response plan <div>Casey Steiner Eliza Weis Shelly Colway Abbie Cantello Jared DeLyser Megan DeRose</div>	<ul style="list-style-type: none">* Receives, disseminates relevant support information to Teams* Attends training seminars* Arranges budget & logistical support* Coordinates w/outside agencies <div>Ellen Lloyd Shane Dehn Shelene Hayes Nikki Miller</div>	<ul style="list-style-type: none">* Required by SAVE* Appointed by Principal* Develops, monitors, updates bldg.-level emergency response plan <div>Shane Dehn Lori DeLyser Becky Goodman Student Rep Interim AP Lauren Penders</div>

C. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

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.

Efforts may be supplemented by County and State resources through existing protocols.

D. Code of Conduct

The Board of Education (BOE) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is required to achieve this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The BOE recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and ensure that discipline when necessary is administered promptly and fairly.

- Code of Conduct
- Building Handbooks exist that further outline specific protocols to building policies and procedures

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel and other members of the school community, and for the care of school facilities and equipment. After having considered a policy of zero tolerance, it was decided that such action would limit the discretion necessary to view each case individually. When considering cases involving violence the following factors should be considered:

- Age of the student
- Intent of the student
- Evidence of injury or physical damage
- These factors all should be considered when deciding on the length of the student suspension.

E. Comprehensive Safety Plan and Code of Conduct review and public comment

8 NYCRR Section 155.17(b) requires the School Safety Team to review its Emergency Response Plan (ERP) annually and update it by July 1st as needed.

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.

The Board of Education approves an amended plan and Code of Conduct every school year following a public forum to be held on July 10, 2023 and 30 day public review/comment period that runs from July 10 to August 10, 2023.

Section II: Crisis Intervention

- A. **Hazardous Sites:** The sites listed below were identified by the planning team in consultation with participating school personnel and outside agency representatives:

External List: (examples: hazardous railroad location, industrial sites with potential for chemical spills, dams or waterways with flood potential, nuclear power plants, etc.)

- Route 21 intersections
- Ginna
- Water Plant
- Cold Storage
- Downtown disaster (fire, gas leak, explosion)
- Student leaving premises
- Local farms- hazardous materials
- Parking Lots
- Fuel Storage

Internal List: (examples: chemical storage locations, boiler rooms, etc.)

- School buildings/bus garage
- School Kitchens
- Labs/Shops
- Boiler Rooms
- Custodial Areas
- Janitorial Closets
- Nurses' Offices
- Art Rooms

B. Plans for taking the following actions in response to an emergency where appropriate:

B.1 GINNA Evacuation

B.1.a Plan/Procedures

Evacuation, as the ultimate response option to a radiological emergency at the Ginna Nuclear Power Facility, requires special considerations, detailed planning and a well-coordinated effort by the Wayne County Emergency Preparedness Organization. To be successful, the organization must function efficiently in conjunction with a well-informed and cooperative public. The organization must establish and maintain credibility to receive public cooperation, and must adequately train team members and educate the public.

This evacuation plan provides general guidance and necessary information that must precede and guide the evacuation process. Agency functions that implement and coordinate a total or partial evacuation of the Emergency Planning Zone (EPZ) are further detailed in the Procedures Section of the Wayne County Evacuation Plan for each agency or individual. These agencies or individuals must also develop standard operating procedures (SOPs) that will guide assigned emergency workers in the performance of their duties.

A. Planning Assumptions for Evacuations

1. A release of radioactive gas, steam or material may occur that will place the public in the downwind hazard area (66½ degree sector) plus the immediate two (2) mile radius around the site (keyhole concept) at risk.
2. The warning that precedes the arrival of the plume over the affected area will provide sufficient time to effectively evacuate.
3. If the warning time is not sufficient, other interim options (e.g. sheltering) will be ordered until the time that evacuation can be carried out with minimum risk to the population.
4. The Response Team has been fully activated and is either present at a duty station or is on stand-by.

B. Planning Factors and Considerations

The Emergency Planning Zone (EPZ) for evacuation is the ten (10) mile radius around the Ginna Nuclear Power Plant. The EPZ includes portions of Wayne and Monroe Counties; the EPZ also extends north over Lake Ontario.

C. Emergency Levels

Three classes of Emergency Action Levels have been established by the Nuclear Regulatory Commission (NRC) and incorporated into all Radiological Emergency Preparedness planning. Each class requires a different degree of response actions by the state, counties and RG&E. The three classes are:

1. Unusual Event – an event, which indicates a potential degradation of the level of safety of the plant.
2. Alert – an event in progress, which involves an actual or potential substantial degradation of the level of safety of the plant. Problems leading to an alert ordinarily would not cause a release of radioactivity although the release of small quantities is possible.
3. Site Area Emergency – events have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Releases of radioactivity are

possible or may already be occurring.

D. Course of Action

If an emergency required you to take protective action, there are three courses of action you can be instructed to take:

Sheltering, Evacuation or School Closed.

1. Sheltering

Sheltering means staying inside a structure such as your home or place of business and limiting ways outside air can enter the structure. If a release of radioactivity to the air is expected to pass quickly, sheltering would provide the most effective means of protection. This means that students would remain in their individual schools.

2. Evacuation Emergency plans have been designed to provide time to leave the area if it were necessary to evacuate. It is important to understand that there should be time for an orderly evacuation. In the case of an evacuation, all Marion students and staff would be evacuated to the Newark Middle School. This is the site where all Marion residents will be evacuated. Superintendent will call the school's coordinator in Newark when the buses are first called and when the last bus leaves Marion. If buses are out on-runs, all buses and students will be returned to the district to begin the evacuation process.

3. School Closed

General Guidelines for Schools

1. If schools within the ten-mile EPZ are in session (this includes special sessions, night classes or recreational activities), they will be closed by order of the Chairman, County Board of Supervisors. This will normally occur when an Alert message is received. The prognosis for escalation, time available, evacuation time required, time of day/night and weather conditions are all factors in the decision- making process. When sufficient time is available, routine plans and procedures to close schools can be utilized. The current situation and the time available will determine what action will be taken to best protect the student population. There are three responses – school closed, sheltering place or evacuation.
2. The following guidelines will be followed if students are to be evacuated:
 - a. Procedures to delay opening, when notification is received at the CWP during off hours (5 p.m. to 5 a.m.).
 - b. Schools in session will be closed (use school plan) by order of the Chairman, County Board of Supervisors. Once empty, the schools will be secured by school personnel, who will then follow the instructions given.
 - c. School personnel will accompany students to the reception/Congregate Care/Personnel Monitoring Center. They will remain with students until all have been reunited with family members. School personnel which have families living in the EPZ will evacuate with the students; their families will leave the EPZ on Public Evacuation Bus Runs with the general public. Evacuation efforts will be supervised by the School's Coordinator and will confer with the Superintendent of Highways.
 - d. All students and school personnel will be registered.
 - e. All students will be evacuated by bus. The personal vehicles of school personnel will be evacuated at the direction and control of the School District Superintendent

or his/her designee.

- f. Students who attend schools located within the EPZ, but live outside the EPZ and have their own cars, will be evacuated by bus to the pre- designated Reception Center in Newark. All BOCES students would be evacuated by bus to the pre-designated Reception Center.
- g. BOCES (Williamson) students (Occupational Center) and BOCES Special Education Center students will be evacuated to the Newark High School by buses provided by the Sodus Central School.
- h. In order to account for all children and insure effective control, all parents will be directed to pick up children at the Reception Center rather than at the school.
- i. Those schools within the ten-mile EPZ which lack the resources to transport their total student population in one coordinated move will be furnished additional transportation resources on a priority basis by the County Response Organization. Requirements, including replacement for vehicles lost for maintenance, will be furnished to the Director of Transportation and updated as necessary.
- j. When notification is received of an emergency at Ginna, Superintendents of schools outside the ten-mile EPZ will be requested to place bus fleets and bus drivers on stand-by to help evacuate another school/nursery school/day care center or to run public evacuation routes in the EPZ. If these schools are in session, it may be necessary to hold students at the school until further instructions are received. When this happens, the information will be broadcast to the students, parents over the Emergency Broadcast System.
- k. Radio contact will be maintained with all school buses. Whenever possible, evacuation buses will be escorted by law enforcement vehicles to assure communication capability.
- l. Emergency services and assistance will be requested from the County Response Team as required. This includes emergency route clearance, tow trucks, fuel, emergency medical services escort and others. Superintendents and school personnel at host school: (Reception/Congregate Care/Personnel Monitoring Centers) will be prepared to assist the County Response Organization in the reception, registration, control of evacuees and operation of facilities. The County Commissioner of Social Services will coordinate Reception activities. All school districts have agreements with Wayne County to provide assistance in an emergency. Memoranda of Understanding (MOU) for Congregation Care will be executed by the Director, Wayne County Chapter and American Red Cross with School District Superintendents.
- m. If Potassium Iodide is to be distributed, the recommendation will come from the Wayne County Office of Emergency Management (see Policy on Potassium Iodide in Appendix 2).
- n. The custodians will lock and secure the building and control traffic in the driveway areas. When everyone has been emptied, the alarm will be set. o. Teachers should keep attendance materials, grade books and other necessary information with them to take attendance in homeroom, on the bus and at the reception area.
- p. Cafeteria workers should close down the cafeteria, secure the area and report to the foyer/or main office.
- q. After all students have been dismissed, all staff will join the designated bus to travel to the reception area.
- r. The school nurse should bring all student medication, including Potassium Iodide medication and attendance sheets with her.

B.1.b EVACUATION PLAN FOR MARION STUDENTS

Simultaneous evacuation of our school buildings requires a totally different plan than early dismissal or emergency closings. All buses involved in this will be utilized to full legal capacity—that is, **forty-nine (49) students and eight (8) adults per bus**, three (3) in a seat. Small buses will have (24) students per bus.

Our present fleet consists of:

Type of Bus	No. of Buses	Seating Capacity	Standing Capacity	Total Legal Capacity
Full-size	12	66	0	792
H/C - Bus	1	15/ 2 WC	0	15
H/C - Bus	1	24/ 2 WC	0	24
H/C - Bus	1	36/ 2 WC	0	36
H/C – Bus	1	56/ 2 WC	0	56
Small Bus	3	24	0	72
Small Bus	1	34	0	34
Small Bus	4	30	0	120
TOTALS	24			1149

BUS LINE UP

ELEMENTARY (325 Students) (60 Adults)				7 Large Buses	7 Drivers
56	***	50	***		
1	***	2	***		7 Large @ 49 students
62	***	59	***		And 8 adults
53	***				Totals - 399

HIGH SCHOOL (310 Students) (55 Adults)				7 Large Buses	7 Drivers
3	***	61	***		Capacities
68	***	47	***		7 Large Buses @ 49 students
69	***	31	***		And 8 adults
					Totals - 399

Spare Buses	
W/C Bus: 17, 18, 54, &61	

Drivers will not be assigned to a particular bus. Once they arrive at the bus garage, they will take any available bus and go to the assigned building

Non-Radiological Emergencies

For non-radiological emergencies, the site of evacuation will depend upon location of emergency. Emergency coordinator would decide location to evacuate school personnel and students (e.g., Williamson CSD to North, Wayne CSD to the West).

Radiological Evacuation

At the high school, the Building Administrator will maintain a list of students attending BOCES classes. It is safe to assume that at least forty (40) students would be at the BOCES Center and would consequently be transported by Williamson buses rather than included in our group. This would help us meet our needs at the high school based on the above figures.

As soon as all buses are loaded, they will head for the Reception Center at the Newark Middle School.

Ginna Evacuation

The entire student body and staff from Marion Jr. Sr. High School and Marion Elementary School will be evacuated to the Reception Center, Newark-Middle School.

This will involve using 12, 60-passenger buses, plus one small bus.

1. Drivers going to High School Building need to pick up Emergency Worker Exposure Packet from Transportation Office.
2. The first ten drivers will be sent to the High School Building. All ten will be sent out in a group to eliminate possible problems at loading zone. The last nine buses will wait for all remaining staff from building. The tenth bus will be a small bus which will be used in back of High School Building for special need student and cafeteria workers.
3. The last six drivers will be sent, in a group, to the Elementary School along with five buses from Lyons.
4. Mechanics will have at least 1/2 tank of fuel in each bus, then line buses up in parking lot. As drivers arrive, you will take buses as lined up, not necessarily "your bus".

One large bus will be left for breakdown---pre-existing, or forth-coming problems.

This plan is based upon present building population and number of vehicles. More specific plans that have been developed by Building Principals for their individual school buildings.

B.1.c INSTRUCTIONS FOR DISTRIBUTING POTASSIUM IODINE (KI) TO STUDENTS

Elementary level

1. The nurse will prepare a package containing KI tablets, cups, permanent marker and class list for each class. The class list will also contain students who are not to receive KI (as per the student's Opt-out forms on file in the Health office). Opt-

Out will be written in red next to that student's name on the list. Juice boxes or water will be supplied for each homeroom and stored in a safe location in your classroom. (Students may swallow or chew the tablet.)

2. The KI distribution team will be called to the Conference Room by the administrator in the building. The administrator will review procedure. The team will deliver the packages to each homeroom that they have been assigned.
3. Homeroom teachers will distribute and assist students in taking the medication. The teacher should place an "X" next to the student's name on the class list and on his/her right hand. An Opt-Out student should receive an "O" on their right hand. If a student, for any reason, refuses to take the KI tablet, continue on to ensure everyone else has received the tablet and then return to the student who is refusing. If there is a medical reason or student may not be able to swallow, have the KI distribution team member bring the student to the Health Office. If the student continues to refuse, the Health Office will call the student's parents.
4. If you have a MESH student in your classroom, that student will be listed on your class list and should receive KI if not listed as an Opt-Out. MESH students in special areas should report to the Health Office to receive their KI.
5. Once the tablets have been distributed and the class list has been returned to the Health Office by the KI distribution team member, you will follow regular building evacuation procedures.
6. During practice drills, the KI team person will bring you a class list and washable color marker in your package. **NO** KI tablets, cups or water/juice will be needed for a drill. Please send your class list back (along with the packet and marker) with the KI team person who brought you your packet, with checkmarks made and use the marker on the student's hand as indicated.
7. **Remember all students should return to their assigned homeroom.**

(Please note: The Wayne County Health Department will notify the district if the KI tablets should be distributed. The directive to evacuate does not necessarily mean that the KI tablets should be administered.)

Jr-Sr High School Level

1. The nurse will prepare the packet containing KI tablets, permanent marker, instructions and class list for the different forum teachers designated to various grades. The class list will also contain students who are not to receive KI (noted as 'OPT-OUT') as per the student's Opt-Out form on file in the Health Office. OPT-OUT will be clearly marked next to the student's name on the Forum list.
2. Water and cups will be delivered to Forum by the custodial staff. This water is stored and rotated in the wash room in the rear of the kitchen near the back door. A runner will bring the cups and water to the Forum teachers for distribution.

3. The KI distribution team will be called to the Health Office and will deliver the packets to each Forum teacher that they have been assigned to. A runner is also responsible for delivering packets to the various office groups.
4. When instructed by the school principal/superintendent, forum teachers will distribute and assist students in taking medication. The teacher should place an 'X' on the student's right hand and mark a check next to the student's name on the list.
5. An Opt-Out student should have an 'O' marked on his/her right hand. If a student for any reason refuses to take the KI tablet, staff will write 'refused' next to his/her name on the list. Place the list and marker back in the packet.
6. Once the tablets have been distributed, the runner will return to take the class list and marker back to the Health Office. On the list, the students marked to return to the Health Office will go with the runner.
7. Follow regular building evacuation procedures per administrative instructions.

B.2. Responses to Specific Emergencies

General Emergency Response Actions

Shelter In Place

This focuses on the courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Hold In Place

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Evacuation

This focuses on the courses of action that the school will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites, required per [8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#).

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Lockout

This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Lockdown

This describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger. A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy.

Crime Scene Management

This outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in [8 NYCRR Section 155.17 \(e\)\(2\)\(viii\)](#).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as

possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

Communications

This includes communication and coordination during emergencies and disasters (both internal communication and communication with external stakeholders, required under [8 NYCRR Section 155.17 \(e\)\(2\) \(iv\)](#), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation ([8 NYCRR Section 155.17 \(e\)\(2\)\(i\)](#)).

Medical and Mental Health Emergency

This describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. [8 NYCRR Section 155.17 \(e\)\(2\)\(vi\)](#) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

Accounting for All Persons

This focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

Reunification

The Reunification function details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

Continuity of Operations Plan (COOP)

This annex describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

Active Shooter

The purpose of this function is to ensure that there are procedures in place to protect students/staff and school property in the event of an active shooter on school grounds or in the school building.

Bomb Threat

The purpose of this annex is to ensure that there are procedures in place to protect students/staff and school property in the event of a bomb threat.

Evacuation For Students With Disabilities

The Building Principal should determine who will assist students, faculty members, and visitors with disabilities in the case of an emergency evacuation. Classroom Teachers, 1:1 Student Aides, School Health Personnel, Evacuation Assistants and the Building Secretaries should learn how to safely assist and evacuate people with disabilities during an emergency.

- Each school updates its evacuation information yearly and as needed throughout the school year for each of its students and faculty members. The evacuation plans are kept on file at the District Office and distributed to each school building.
- Students with handicapping conditions who will require specific assistance during an emergency evacuation will be identified each school year through the C.S.E. office, School Nurse or parents.
- The school district requests that faculty members who feel they may need special assistance during an emergency evacuation to self-identify so arrangements can be made in advance to meet their needs.
- The Building Principal should prepare a personal evacuation plan for individuals requiring special assistance during an evacuation.
- Written plans outlining procedures for evacuating persons with handicapping conditions are kept in the emergency evacuation folders in each classroom.

All personnel involved in safely assisting people with handicapping conditions will be required to practice the evacuation plan twelve times yearly. During these drills it will be important to verify that individuals with handicapping conditions are capable of successfully leaving the building, unassisted, via emergency routes or with their assigned assistant. During lockdown situations, clearance and release should only be affected by law enforcement personnel.

B.3 Severe Weather

Sequential Response Actions:

1. Escort students to safe areas and close all blinds.
2. Monitor all National Weather Service severe thunderstorm and tornado watch or warning on Weather Alert Radio or local radio stations.
3. Notify the Building Administrator or Administrator covering the building who will contact the Superintendent or his/her designee (ES-ext. 2158, HS-ext. 3100, DO-ext. 1200).
4. Curtail all outside activities. Bring students indoors immediately.
5. The Building Administrator will notify the Superintendent or designee on Emergency Management Team who will assign weather spotters to specific locations.
6. If a tornado or high winds are threatening, take shelter in the hallways at the lowest floors in the facility possible, away from windows and out of large rooms such as cafeterias and gymnasiums.
7. Continue to monitor outside weather conditions, radio and local radio stations. When “warning” is rescinded or “all clear” is given, organize to resume normal activities if there is no damage to school property.
8. Take note of any observed damage to school buildings or nearby structures, including utility poles, etc. Report such damage and/or potential danger to Emergency Management Team immediately.

C. Identification of School Personnel

C1. AED/First Aid Trained

The following employees completed acceptable first-aid training or are licensed providers for Health Care:

STAFF/COACHES

Buckles, MacKenzie	Hollebrandt, Theresa	Pfeiffer, Paul
Campbell, Dan	Emma Voorhees	Silco, Morgan
Delyser, Jared	Krocke, Terry	Weis, Eliza
Delyser, Lori	Metcalf, Mark	
DeYoung, Laura	Penders, Lauren	

C2. District Contacts

DISTRICT Phone: 315-926-2300

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Richard Walker, Director of Finance & Operations	rwalker@marioncs.org
Nikki Miller, Assistant Superintendent – Instruction	nmiller@marioncs.org
David Wise, Director of Technology & Innovative Programs	dwise@marioncs.org
James Long, Director of Facilities	jlong@marioncs.org
Warren Bushart, Interim Director of Food Services	wbushart@marioncs.org

JR-SR HIGH SCHOOL Phone: 315-926-4228

Shane Dehn, Principal	sdehn@marioncs.org
Open, K-12 Asst. Principal	braes@marioncs.org
Lori DeLyser, Athletic Director	ldelyser@marioncs.org
Lauren Penders, School Nurse	lpenders@marioncs.org
Lori Ellsworth, Cook Manager	lellsworth@marioncs.org

ELEMENTARY SCHOOL Phone: 315-926-4256

Casey Steiner, Principal	csteiner@marioncs.org
Open, K-12 Asst. Principal	
Jared DeLyser, PE Teacher	jdelyser@marioncs.org
Eliza Weis, School Nurse	eweis@marioncs.org
Barbara Taylor, Cook Manager	btaylor@marioncs.org

TRANSPORTATION**Phone: 315-926-2436**

Shelene Hayes, Interim Director of Transportation	slochner@marioncs.org
Tony Collie, Interim Head Bus Driver	tcollie@marioncs.org

OUTSIDE AGENCIES Contact 911

State Police	585-398-4129
Sheriff Department	315-946-9711
Marion Fire Department	315-926-4341
Marion Highway Department	315-926-4201
Marion Town Clerk's Office	315-926-4271

Section III: Crisis Management

Notification of parents is essential in any emergency. In any case where the emergency plan has been implemented parents should be notified via SchoolMessenger call, text, or email the day of the event. In the case of an early dismissal the parents of students in grades **UPK-12** should be notified by phone whenever possible. It is therefore essential that all homerooms teachers have student information available on a to-go basis. In the case of an evacuation, this information should be taken out of the building by the homeroom teacher.

Section IV: Prevention and Intervention Strategies

A. Policies and Procedures related to school building security

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

All school personnel are obligated to enforce the school policies related to school safety and violence, Policy 3412.

Both education buildings in the District are equipped with security cameras and building access control systems.

The District monitors the cameras during regular school hours.

Outside of school hours, cameras tape continuously. These tapes can be reviewed as needed.

B. Policies and Procedures for the Dissemination of Informative Materials

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

1. The identification of family, community and environmental factors to school personnel, parents and others in parental relation to students of the school district or BOE, students and other persons deemed appropriate to receive such information.
2. Building Administrators and counselors share pertinent intake information regarding specific students with school personnel.
3. Principals (or designee) meet with school personnel after an incident to discuss strategy.
4. Policy 8202, Regulation 8202R and Procedure 8202P as they relate to Suicide and Other At-Risk Behavior: Awareness, Intervention and Postvention.
5. Threat assessment conducted when needed.

C. Policies and Procedures for Annual Multi-Hazard School Training

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

The Building Administrator will annually review with school personnel and students, their role in implementing the emergency plan.

D. Procedures for the Review and Conduct of Drills and Other Exercises

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

1. As the initial plan is developed and annually as the plan is updated, the chairperson of the planning committee will submit a draft of the plan to each affected county emergency management coordinator for review to insure compatibility with the county plan and statewide plan.
2. In addition, the Superintendent will conduct at least one test of the emergency response procedures or a table top exercise annually. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.
1. Student input sheets are available in each building so that students can report any threatening behavior.
2. Parents are notified annually that they can call any building administrator with concerns on potential issues of violence during business hours. The District Office number is available during non-business hours (589-9661) to report such issues.
3. Parents are also notified via US mail of the early warning signs regarding violence and drug use. This is through monthly building level newsletters.
4. Specialized parent nights may be held during the school year to address violence, drug or alcohol use/abuse.

Section V: Pandemic Protocols

A. Essential personnel for a state-ordered reduction of in-person workforce

The state-ordered reduction of in-person workforce assumes that teachers are teaching remotely, the only students attending programs are high needs students and those that cannot receive instruction remotely. The district would use its management rights to maintain the appropriate level of staffing to do what is in the best interest of the district operationally and fiscally. The reduction of staff would primarily impact the CSEA.

The district would use past practice and the programs available to help navigate and operate during a pandemic. The district may look to use such state programs as the Shared Work Plan to reduce district expenditures, but maintain its workforce. Furloughing and layoffs may also be used depending on the conditions of the pandemic.

Minimal Essential Staff

- One Cleaner, groundskeeper, and one Custodian on a rotational schedule to keep the buildings and facilities cleaned and maintained
- All teachers would be teaching remotely
- Bus drivers would be used for potential meal deliveries and for out of district runs for special education programs if in operation
- Food service staff would be needed one or two days a week to provide meals
- Building administration and clerical would be limited to one or two days a week and on a rotational basis.

B. Protocols for non-essential employees to work remotely.

Instruction would be done synchronously and asynchronously through zoom, schoology, seesaw, google classroom, student chromebooks, teacher laptops utilizing home internet connections and district provided hotspots as needed. Office personnel would be able to work remotely by accessing software through remote apps, cell phones, and email.

C. Protocols to prevent overcrowding on public transportation systems and at worksites.

This does not apply to the Marion CSD. Marion CSD is a very small rural district that does not have or use public transportation and worksite personnel are very few in numbers.

D. Procurement of PPE

The Director of Facilities will work closely with the Director of Finance and Operations to ensure that adequate PPE is available. All department leaders and building leaders will communicate their PPE needs to the Director of Facilities. The Director of facilities will maintain a stock room for PPE. PPE items will need to be purchased in advance and when available to avoid a shortage.

E. Protocols followed for exposure to communicable disease that is subject to the public health emergency.

A Public Health Emergency Coordinator will be hired to help maintain all safety and health protocols if students are in attendance. Any employee suspected of contamination will follow the Public Health protocols implemented by the DOH which may include but may not be limited to testing and quarantining. Proper cleaning protocols will be followed to clean any suspected contaminated areas. All state and federal protocols will be followed

including any laws regarding sick leave or health information privacy.

F. Protocol for documenting hours and work location for employees and outside visitors such as contractors.

Hourly employees are required to fill out timesheets documenting their work hours and location. All staff are required to complete a digital form when in attendance at work confirming that they do not exhibit any symptoms or have been exposed to anyone that has been tested positive for the health emergency. Cleaning protocols require documentation of time, location, and the person sanitizing. School cameras may also be used to help contact trace. Outside visitors are required to follow all protocols for health and safety for the health emergency. Outside visitors are also required to sign in with date, time, and purpose as well as answer health emergency questions to ensure they are not exhibiting symptoms.

G. Emergency housing

The Marion CSD does not feel that this applies to them. The Marion CSD is a very small rural district with less than 700 students. The vast majority of the staff live within a 30-minute commute of the district.