

**PENN YAN CENTRAL SCHOOL
DISTRICT**

**COMPREHENSIVE SCHOOL SAFETY
PLAN**

**COMMISSIONER'S REGULATION
155.17**

Summer 2011

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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Penn Yan Central School District Plan was initially developed in April 2001 by a committee as prescribed by S.A.V.E. Legislation. The committee utilized a template from the Genesee Valley BOCES as a guide. The committee decided to divide the items into three areas. Each building (Penn Yan Academy, Penn Yan Middle School and Penn Yan Elementary) took a component to develop. At subsequent committee meetings, each component was presented, critiqued and approved. Committee members who were not in those buildings (Board Members and parents) aligned themselves with a building for this process. In the spring of 2002, the entire district-wide School Safety Team met and reviewed the plan. Revisions were recommended and discussions were guided by the NYS Education Department Compliance Review checklist.

The Penn Yan Central School District supports the SAVE Legislation, and intends to continue facilitation of review and revision of the safety planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section 1: General Considerations and Planning Guidelines

A. Purpose

The Penn Yan Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Penn Yan Central District Board of Education, the Superintendent of Penn Yan 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 Team

The Penn Yan Central School District has appointed 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.

In accordance with the SAVE regulations, the district-wide planning committee, appointed by the Board of Education, consist of the following personnel:

Board of Education Members: Kathy Guenther and Jeff Bray

Administrators: David Hamilton, Dave Pullen, Rebecca Perrault, Warren Kinsey, Howard Dennis, Marcie Ware, Tobin Tansey, Doug Tomandl

Students:

Staff: Melissa Bretz, Phyllis Record, Chuck Roach, Dave Armstrong, Dana Burton, Ann Paige, Lori Spencer, Richie Austin, Rebecca Mitchell, Jody Swan

Parents: Susan Andersen, Sandi Perl

Other: School Resource Officer Jeff Dawes, Penn Yan Police Department, Marge Brinn (Public Health), Chris Warriner (Yates County Emergency Services Coordinator)

A summary of the plan was approved by the board of Education on June 18, 2003. A revised plan was submitted to Board of Education on October 5, 2011.

The plan was submitted to SED on June 18, 2003. The plan was found to be in full compliance on June 30, 2003. A revised plan was sent to SED on October 6, 2011.

The plan was submitted to the Yates County Sheriff's Department, Penn Yan Police Department, New York State Police and the Yates County Office of Emergency Management on June 18, 2003. A revised plan was sent to these agencies on October 6, 2011.

Review of the plan by this committee is done on an annual basis:

* On May 25, 2011 this plan was reviewed by the district wide committee and revisions were submitted to the Board of Education on October 5, 2011 for approval and acceptance. The approved plan with revisions will be immediately forwarded to the Yates County Sheriff's Department, Penn Yan Police Department, State Education Department, NY State Police, and the Yates County Office of Emergency Management.

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.
- The District Plan was developed using the previously described process. One school board member is employed as an investigator for the county sheriff's department. He critiqued the entire plan, as did the parents participating on the committee. The committee approved these changes to the original draft.
- 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. The building principal will notify the district superintendent when an incident occurs.

- 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. Plan review and public comment

- Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was then formally adopted by the Board of Education.
- 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.
- This plan will be reviewed periodically in the spring of each year and will be maintained by the District Wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention and Intervention Strategies

PYE

Parent Resource Center: Offers individual assistance, parenting classes and workshops throughout the year.

TALK (Teachers Actively Listening to Kids): A lunchtime problem-solving group to help 2nd graders solve problems peacefully

Health Club: A before school program that offers socialization opportunities through recreation, and provides support for students 1-5 to learn appropriate social interaction skills and work cooperatively together

Banana Splits: A before school group for 4th and 5th graders of parents who are divorced

Individual and group counseling by school psychologist and youth counselors

Tutoring Program for 3rd, 4th and 5th graders after school to address work habits, responsible homework completion

Reading Incentive every year: School wide initiative to promote reading (usually in the spring)

Big Brothers/Big Sisters Program for 3rd, 4th and 5th Graders: A program for 20 students to be paired with 20 high school students in a mentoring relationship

School Resource Officer: Also provides lessons using Kids and Company curriculum to prevent child abduction and sexual abuse

Responsive Classroom Strategies: Many classrooms K-5 utilize morning meetings to help develop safe classroom communities and teach students skills of empathy, self-control, and conflict resolution

Summer Literacy Camp: for students K-3 to maintain and improve academic skills

Intramural sports: for 4th and 5th graders are offered on a regular basis

Rainbow Room: a preventive, play therapy program for students in Kindergarten and 1st to ease their transition to school, and provide support for emotional development

Ski Club: for 3rd, 4th, and 5th graders

Band, Orchestra and Chorus: (includes participation in All County Festivals, solo competition, concerts)

Friendship Club – Girls club before school for students in the 1st – 5th grades

Sparkles and Stingers- a social skills approach that utilizes consistent language to prevent bullying, and build positive conflict resolution skills

PYMS

Middle School Values posted throughout the building and on announcements daily: Respect, Responsibility, Honesty, Self-Discipline, and Striving for Excellence

Morning Forum/Home Base: School community gathering and celebrations occur at the beginning of each school day. Home base and lunch activities are offered to provide socialization time and opportunities for academic support. 2010-2011 Focus on Bullying/Teasing.

Individual Tutoring: students at risk for failure work individually with teachers throughout the day

Peer Tutoring: students in need of additional academic support are paired with peer tutors in their grade level for support.

Persons in Need of Supervision (PINS) Diversion: This is a program is through the family court system and is designed to help students under the age of 18 with discipline issues in the family, home and or the school.

School Social Worker – provides group, individual counseling and implements preventative strategies

Band, Orchestra and Chorus: (includes participation in All County Festivals, solo competition, adjudication concerts, various performances)

Chess Club/ Lunch / Peer support clubs: these activities and club are after school and lunch programs which support socialization for students through game playing, counseling, and peer interaction.

Class Activities: Honors Evening and Breakfasts, Yearbook Club, Drama Club, Ski Club, Student Council, faculty versus students events such as basketball, dodgeball, etc., annual Talent Show, Dances and Fun and Games Night, roller-skating, intramurals as well as interscholastic sports: Track, Tennis, Softball, Baseball, Lacrosse, Football, Soccer, Cheerleading, Cross-Country, Volleyball, Wrestling, Basketball and recess options.

Video Surveillance System: System of 23 cameras located in key locations

Friendship/Social Skills Groups/ After School Program: Small groups of students supervised by a counselor for social support meet during or after school. Includes connections to the community through youth participation in Community service projects.

Summer Ed Venture: provides summer school programming for qualified special education students K-8

PYA

Natural Helpers: peer selected group of students who are trained by adult advisors to listen, identify resources, and support any student in the school with issues and problems brought to a Natural Helper

Annual Day of Celebration and Service at PYA: this has been held annually for 7 years. All PYA students are involved in a service team of some type to benefit others.

Band, Orchestra and Chorus: (includes participation in All County Festivals, solo competition, adjudication concerts, various performances)

Class Activities: Jazz ensemble, Academy Club, FFA (Future Farmers of America, Future Business Leaders, National Honor Society, Media Club, International Club, Stage and Lighting Crew, Debate Club, Varsity Club, Yearbook Club, Drama Club, Ski Club, Student Council, roller-skating, intramurals, as well as interscholastic sports: Track, Tennis, Softball, Baseball, Lacrosse, Football, Soccer, Cheerleading, Cross-Country, Volleyball, Wrestling, Basketball, Leo Club, Field Band, Full Orchestra, PEP Club, Rotary Interact.

School Programming –Academic Excellence Breakfast (annual awards for distinguished academic achievement in November)

Camp Choices- an off campus retreat for incoming 9th grade students to aid in their transition to high school, proactively address issues such as bullying, drugs/alcohol abuse, and encourage healthy decision-making

School Social Worker – provides group, individual counseling and implements preventative strategies

Healthy Lifestyles Club: provides after school support for students grade 7-12 for socialization support, and to meet and set exercise, personal fitness and eating goals

PRE-K thru 12

HUBBA – Helping Us Build Better Assets: This is a school-community initiative based on research of the 40 developmental assets that promotes positive youth development by creating intergenerational opportunities and empowers youth to join in decision making with adults. It includes community members that represent various sectors (churches, law enforcement, County, etc...). Within the school it also promotes a caring school climate, positive values, and healthy choices in lifestyles.

There is an annual theme established by **HUBBA** to promote positive values and asset building district wide, and to ensure consistency between buildings and in the community regarding the values we are focusing on and discussing! Activities consistent with this theme vary by building according to developmental appropriateness.

Staff Training Regarding Sexual Harassment: All employees of PYCSD participate in regular training by the compliance officer

Lessons in Bullying/Harassment K-12: All classrooms are regularly offered lessons given by the Safety and Sexual Harassment Compliance officer to help identify and prevent bullying and harassment

School Resource Officer: see attached job description (Addendum S)

Conflict Resolution Strategies: utilized by administrators during student discipline interventions for bullying/violence

STRATEGIES FOR IMPROVING COMMUNICATION AMONG STUDENTS AND BETWEEN STUDENTS AND STAFF REGARDING REPORTING BULLYING AND VIOLENCE

- The Leader in Me (7 Habits of Highly Effective People for K-5 Students) PYE
- Internet Safety Seminar (offered to parents and public)
- Natural Helpers
- Child Study Team (Teacher Support Team) referrals and recommendations Pre-K – 12
- RTI (Response to Intervention) Program
- Parent-Teacher Group forums held with community experts on ways to prevent substance abuse, promote positive decision-making in youth
- Middle School Parent Support Group
- Substance Abuse Referrals
- PYE - ways to cope with bullies and resolve conflicts peacefully infused throughout curriculum, use of responsive classroom strategies
- Conflict Resolution Training
- Mental Health referral programs
- Non Violent Crisis Intervention training is offered to all administrators and staff by in-district trainers on a regular basis

- “Understanding the Poverty Framework training” and introduction to “Asset Building” and asset research is provided to professional staff.
- Posting the information on the school website
- Hotline numbers to the anonymous drug hotline in the County (536-5111), Rape and Abuse Crisis Service (1-800-247-7273), and a voice mail box number for anonymous tips (ext. 7500 or 536-0287) will be highlighted in the student agendas, and posted in the Main Offices and bathrooms, other public and highly visible locations
- At the beginning of each new school year, both staff and students will receive an informational review of new and existing safety plan procedures, and code of conduct guidelines.
- Safety documents available to the public will be accessible through the school website.
- A modified “what to do” for safety for parents will be available through the website, parent handbook, and school calendar.

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

The identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

- 1.) Administrators and counselors share pertinent intake information regarding specific students and staff.
- 2.) Selected staff meets systematically with probation officer, juvenile officers and social service staff.
- 3.) Principals meet with staff after an incident to discuss strategy.
- 4.) Orientation packet will be developed by guidance with guidelines for students on people to contact when there is a concern about inappropriate or potentially violent behavior: tell a trusted adult-teacher, principal, parent, community member
- 5.) Specific guidelines for students will also be printed in their agendas, as well as other district publications (parent newsletters, calendars, etc.)
- 6.) Instructions to call the Sheriff’s Office (536-4438) or Penn Yan Police (536-4426) if you are concerned about potentially violent behavior will be included in all publications – and posted in frequented areas: bathrooms, halls, offices, etc.
- 7.) Access to the New York State Sex Offenders registry available at: 1-800-262-3257 or <http://criminaljustice.state.ny.us>

Training, Drills and Exercises

The district will regularly review with staff and students their role in implementing emergency plans. Staff will receive written and verbal communication during in-service training and monthly faculty meetings. Information will be delivered by the district staff who have been trained in collaboration with county emergency services and the State Education Dept. (District Emergency Coordinator, School Resource Officer). Training will include periodic review and discussion of procedures, defibrillator/CPR training offered for staff, and debriefing after tabletop and building drills.

Drill Procedures

At least once every school year, the school district will conduct a test of its emergency plan for sheltering and early dismissal. Beginning in the 2006-2007 school year, these portions of the test will occur on separate days. Parents or guardians shall be notified in writing at least one week prior to such drill. Procedures to be followed are provided to staff that in turn will review with students prior to implementation.

An annual drill will be conducted each year involving one of the Penn Yan Central School buildings. Transportation and communication procedures shall be included in the test. This drill will include response from local emergency services. The affected building will be required to practice its evacuation plan and dismissal of students from another site. Parents will receive notification at least one week prior that an evacuation drill will be occurring during a school day during a specified time period.

Tabletop exercises will be utilized as a way to test components of the emergency response plan. This will occur in each building at least annually. Support from the State Police training program regarding development of tabletop exercises, the School Resource Officer in district and other community agencies will be sought to assist in effective tabletop exercise trainings.

Implementation of School Security

Safety officers or security devices are utilized by the District. Each building has all but one entrance locked during the school day. Signs are posted on the one open entrance directing visitors to go to the main office or reception area to sign in and pick up a visitor's badge, when the visit is finished, the visitor signs out and turns in the badge. The district utilizes a full-time School Resource Officer who is a Police Officer through the Penn Yan Police Department to provide security presence and visibility in all buildings throughout the campus (see job description as addendum). The district is in full compliance with all regulations that require fingerprinting of employees.

All faculty, staff and substitutes wear identification badges. They are to be cognizant of strangers in the building and are to stop visitors who are not wearing a visitor's badge. Administration needs to regularly remind staff to stop and ask people who enter our buildings and do not have a badge if they need assistance and request that visitors sign in at the office. In addition, in each building there is a staff member in clear observation of the single entrance, who serves as a greeter and provider of information to the public. The District provides adequate lighting in all areas and has attempted to reduce the traffic flow on campus. Staff access to buildings during non-school hours is done using keypads and/or the card swipe system.

The Penn Yan Central School District will follow all guidelines set out by the State Education Department for the homeland security alert levels.

Each school building will continue to use a multi-colored, tiered Emergency Response system, similar to the national homeland security advisory system. There are occasions in a school setting, when staff and students can take proactive steps to prevent violence or dangerous situations if communication occurs with appropriate information. Each building safety team will be responsible for discussing how each building will implement and share this information with staff, students, and parents.

Vital Educational Agency Information

St. Michael's School	David Paddock	536-6112
Emmanuel Baptist School	Ronald Woudenberg	536-8278
Mennonite Schools	Earl B. Martin	536-0944
WFL BOCES	Dr. Joseph Marinelli	332-7284
Dundee Central School	Kathy Ring	607-243-5535
Marcus Whitman School	Michael Chirco	585-554-4848 Ext.1802
Geneva City School	Robert Young	781-0400
Prattsburgh	Joseph Rumsey	607-522-3795
Head Start	Karen Brennan	315-536-6856
Keuka Lake School	Deb Coon	315-536-2601
Happiness House	Lynn D'Amico	315-789-6828
Finger Lakes Secondary School	Erin Fairben	585-554-6492
Finger Lakes Elementary School	Erin Fairben	585-526-6155
Midlakes Middle School	Cindy Parker	315-548-6631
Pathways to Learning	Pat Merriam	607-962-6062
Mary Cariola Children's Center	Paul Scott	585-271-0761
GST BOCES	Stenven Kiley	607-654-2309
Rochester School of the Deaf	Paul Holmes	585-336-5854
Crestwood Children's Center	Ken Lewter	585-359-2261

An attendance clerk is responsible for maintaining attendance records for each educational agency located within the district. The Director of Transportation is responsible for transportation needs for these agencies.

The following is a listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, contact names and telephone numbers for building staff.

Penn Yan Academy	305 Court St. Penn Yan, NY 14527	315-536-4408	David Pullen Principal
Penn Yan Middle School	515 Liberty St. Penn Yan, NY 14527	315-536-3366	Rebecca Perrault Principal
Penn Yan Elementary School	Three School Drive Penn Yan, NY 14527	315-536-3346	Marcie Ware Principal
District Office/ Bus Garage	One School Drive Penn Yan, NY 14527	(315) 526-2102	David Hamilton Superintendent
CSE Office	2393 Route 364	315-536-3399	Dick Shaver, Director of Special Education

NON-PUBLIC SCHOOLS WITHIN DISTRICT BOUNDARIES

School Name	Grades	Address	City	State	Zip	# of Students
Emmanuel Baptist Academy	K-12	332 Main St.	Penn Yan	NY	14527	32
St. Michael's	K-5	214 Keuka St.	Penn Yan	NY	14527	67

School						
Benton Mennonite	1-8	Baldwin Rd.	Penn Yan	NY	14527	31
Creekside Mennonite	1-8	3417 Bath Rd.	Penn Yan	NY	14527	9
Chubb Hollow Mennonite	1-8	Briggs & Spicer Rd.	Penn Yan	NY	14527	12
Pine Grove Mennonite	1-8	Sutton Rd.	Penn Yan	NY	14527	20
New Conquest Mennonite	1-8	Hazard Rd.	Penn Yan	NY	14527	27
Sunny Haven Mennonite	1-8	Havens Corners Rd.	Penn Yan	NY	14527	14
Torrey Ridge Mennonite	1-8	1793 Ridge Rd.	Penn Yan	NY	14527	28
Townline Mennonite	1-8	3342 Route 14	Penn Yan	NY	14527	28
Valley View Mennonite	1-8	Petersburg Rd.	Penn Yan	NY	14527	16
West Wood Mennonite	1-8	B-J Townline Rd.	Penn Yan	NY	14527	28
Kashong	1-8		Penn Yan	NY	14527	33
Crossroad	1-8		Penn Yan	NY	14527	22
Milo Center	1-8		Penn Yan	NY	14527	22

B. Early Detection of Potentially Violent Behaviors

Informative materials regarding the early detection of potentially violent behaviors including, but not limited to, the identification of family, community, and environmental factors to members of the school community, as appropriate, by:

- 1.) PYCSD District Newsletter
- 2.) Building Newsletters
- 3.) Teacher Mentors
- 4.) Natural Helpers
- 5.) School Resource Officer
- 6.) Dean of Students
- 7.) Guidance Counselors
- 8.) School Social Workers/School Psychologists
- 9.) Youth Counselors
- 10.) PYCSD Website
- 11.) Code of Conduct
- 12.) Athletic Code of Conduct
- 13.) Staff development training to include food service, transportation, operations and maintenance, and support personnel.
- 14.) Parent-Teacher Group meetings held monthly in each building
- 15.) Newspaper articles, handbooks such as the student agendas and the Code of Conduct
- 16.) Administrative communications.
- 17.) List of identified sex offenders from the Criminal Justice Services website.
http://criminaljustice.state.ny.us/SomsSUBDirectory/search_index.jsp

18.) Review of VADIR reports on a monthly basis.

C. Hazard Identification

The Director of Facilities maintains an inventory of on campus hazards. Off campus hazards are updated through meetings with the County Office of Emergency Management and County Highway Department. The two railroads that operate in our district have also been contacted.

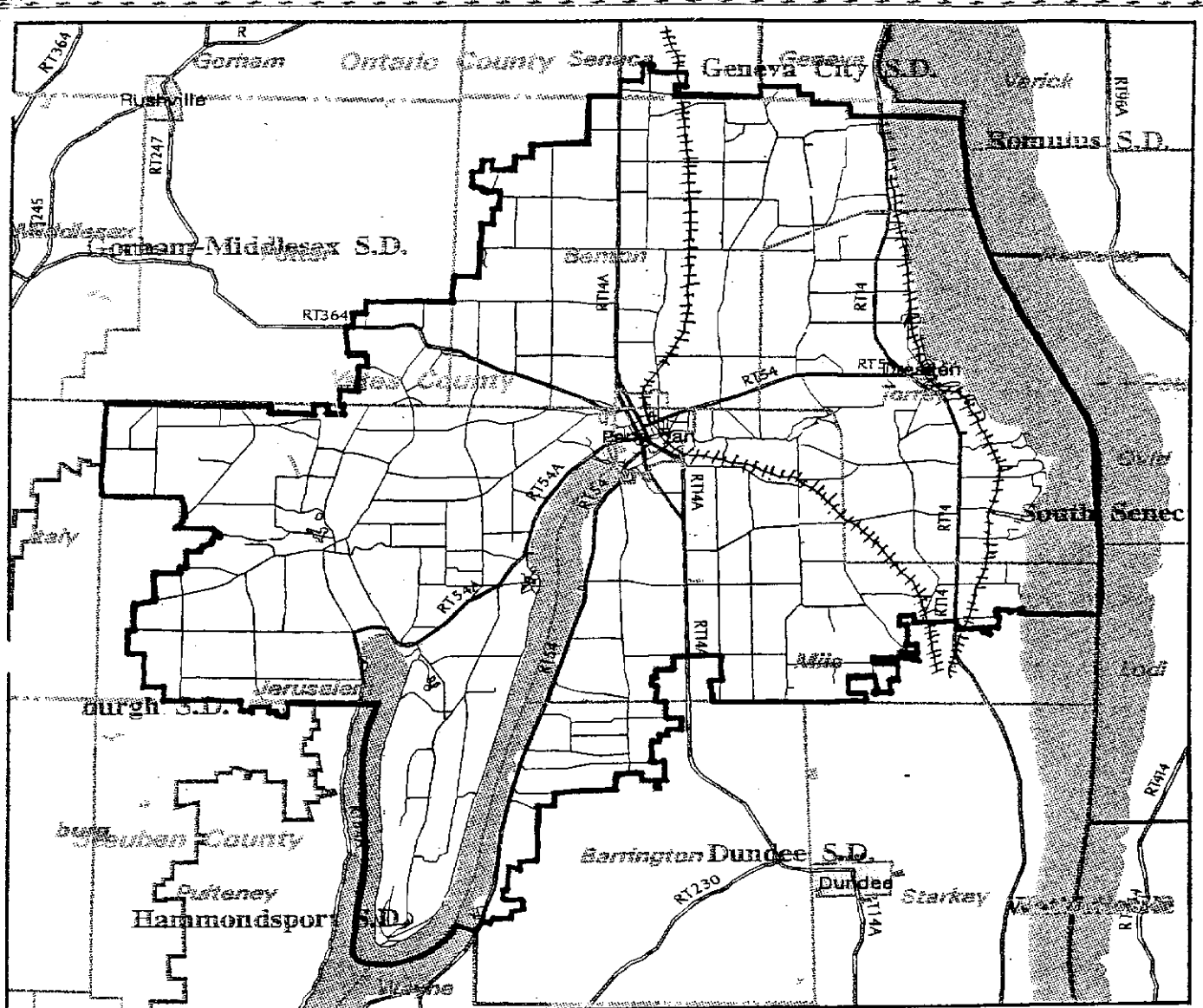
External List: (examples: hazardous railroad location, airports, industrial sites with potential for chemical spills, dams or waterways with flood potential, nuclear power plants, etc.)

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

Potential Problem	Major Concern	Location & Building/ Rooms Affected	Describe Likely Response (evacuate, shelter, go home, etc.)	Specific Procedure (refer to listed page number)
Asbestos Fiber Release	NO			
Athletic Injuries	YES	ALL BUILDINGS	Contact 911	
Bomb Threat	YES	ALL BUILDINGS	Evacuate to other school buildings	34-37
Chemical Spill (Classrooms)	NO	PYMS, PYA, MAINT., TRANSPORTATION	Evacuate to other school buildings	38
Fire	YES	ALL BUILDINGS	Evacuate	39
Flood	NO		Evacuate	
Food Contamination	NO	All BUILDINGS	Call Public Health Director	
Fuel Spill/Leak	YES	BUS GARAGE, BPORT	Evacuate	22
Heating Plant Problem	YES	ALL BUILDINGS	Evacuate	
Natural Gas Leak	YES	ALL BUILDINGS	Evacuate	31
Structural Collapse	NO	ALL BUILDINGS	Evacuate affected areas	
Toxic Vapor Release	NO	ALL BUILDINGS	Evacuate/shelter as appropriate	
Utilities Failure	NO	ALL BUILDINGS	Evacuate	

COMMUNITY SITES

	NAME	STREET ADDRESS	CONTACT PERSON
Airports	Yates County	Old Bath Rd. Penn Yan	Seneca Flights 536-4471
Bridges/Underpasses	Several Deficient	Milo Mills Closed Sid White Rd. Closed Lower Friend Road Closed Fox Mill Bridge Posted (7 tons) 4/11 to be closed	David Hartman 531-3200
Fuel Storage	Suburban Propane Wyman Fuel	Route 14A (next to Horizon Business Park) Rte. 54 & 14 - Dresden	Kelly Morse 789-8441 Don Chambers 536-2378
Hazardous Intersections	Rte. 54 & Rte. 14 Rte. 14A Ferguson Cnrns. Lake & Liberty Sts Rte. 14A & North Ave. Rte. 54A & Italy Hill Rd.		Rod Sechrist 607-324-8525
Hazardous Roadways			Glen Miller YC Emergency Mgmt. 536-3000/536-3033
Industries which handle hazardous materials	Transelco – FERRO Soldiers & Sailors Hosp.		Robert McDowell 227-5354 Scott Hafleigh 531-2111
Potable Water Supply	Penn Yan Municipal	111 Elm Street	Richard Osgood 536-3374 Cell 277-0217
Radiological Industries/Utilities			
Railroads	Finger Lakes Railways Norfolk Southern Corning Secondary	68 Border Road, Geneva NY	Adam Stonehan 781-1234 Norfolk Southern Railway Police Department 800-453-2530
Railroad Crossings	See Attached Map		



Penn Yan School District

- | | | | |
|--|----------------------|--|-----------------|
| | Cities | | Municipal Bds |
| | Villages | | Primary Roads |
| | Water | | Secondary Roads |
| | School District Bdys | | Local Roads |
| | Counties | | Railroads |

Map created by the
 New York State Office
 of Real Property Services
 GIS Unit: Phone (518) 486-7509



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RADIO AND CELL PHONE PROCEDURES DURING AN EMERGENCY

1. Administrators need to have with them the cell phone/radio.
2. The District Emergency Coordinator will be at the command post (CP) with fire, police, EMS, any other command personnel, the school nurse, and a building maintenance person.
3. The District Emergency Coordinator will utilize the cell phone to communicate with the Superintendent, building administrators, transportation and food service.

The District Emergency Coordinator will serve as the school district's command post contact person, and be responsible for communications to and from the district to emergency personnel at the scene. This could be about procedures, the incident and its severity, the actions being taken and requests for information and assistance from others.

4. The maintenance person at the command post has the maintenance radio with him/her for contact with building maintenance staff.

Section III – Response

A. Notification and Activation (Internal and external communications.)

The county dispatch center will notify the district of impending severe weather messages received via NYSPIN. Acts of violence will be communicated by the building principal or designee to the superintendent. When warranted, the superintendent will notify the building principal to take the appropriate action.

EMERGENCY PHONE NUMBERS – OUTSIDE AGENCIES

PY Fire Department	Richard Simpson	911 or 536-3033 (non-emergency)
PY Ambulance	Brian Champlain	911 or 536-7316 (non-emergency)
PY Village Police	Mark Hulse	911 or 536-4426 (non-emergency)
Yates County Sheriff	Ron Spike	911 or 536-4438 (non-emergency)
NY State Police	Sgt. Steve Neuberger	607-243-5772 (non-emergency)
County EMS Coordinator	Chris Warriner	536-5537
County OEM Services	Diane Caves	536-3000 or 536-3033
Yates County Red Cross	Carol Oswald	536-6841
Village Municipal utility	Brent Bodine	536-3374
NYSEG (Gas/Electric)	Robert Pass	800-572-1121/800-572-1131 (607) 347-2148
Poison Control	Strong Mem. Hosp.	800-222-1222
S & S Mem. Hosp.	Frank Korich	315-531-2000
Geneva General Hosp.	Emergency Room	315-787-4000
School Physician	Dr. Mary Driesch	315-536-0077
YC Public Health	Deb Minor	315-536-5160

PROCEDURES FOR INFORMING OTHER EDUCATIONAL AGENCIES OF AN EMERGENCY

1. The Superintendent will evaluate the impact of the emergency on other educational agencies in the district. Alternate school district personnel, if the Superintendent is not available, is the Associate Superintendent for Instruction and Staff Development.
2. If the impact on other educational agencies is evident, the Superintendent or designee will telephone the contact person at each affected educational agency and the BOCES District Superintendent and inform them of the status of the emergency.
3. Police agencies serving the community will be contacted for assistance in communicating information if efforts are unsuccessful.
4. Transportation, sheltering and other types of assistance will be provided to other educational agencies according to already established agreements and availability, or following the directives of the appropriate municipal and county authorities that may become involved in the emergency.
5. Connect Ed (a phone message system whereby the Superintendent can call by phone various groups within the district within 15-20 minutes) may be utilized to notify parents, students, and staff of necessary information regarding the emergency.

PROCEDURES FOR CONTACTING PARENTS REGARDING VIOLENT INCIDENTS

If a violent incident occurs that requires evacuation of the student population during the school day, or dismissal of students other than the regular dismissal time, parents will be notified by the Connect Ed phone system and over the local radio stations – WFLR (FM 95.9), WYLF (AM 850), WVIN, WGVA (AM 1240), WNYR (FM 98.5), WCGR, WISH 95 (95 FM), WXXI TV (channel 21), WHAM 1180 AM/WVOR 100.5 FM, FM WARM 101.3, 98PXY FM, 96.5 FM WCMF, 94.1 FM THE ZONE, WFLN RADIO, CHANNEL 10, WSTM TV CHANNEL 3, WROC TV CHANNEL 8, WTVH/TV 5 (Radio and television station telephone numbers and access codes are kept confidential in the District Office for administrative personnel only.) Information will also be posted on the school website as available.

If a violent incident occurs within a school day, and does not require alternative dismissal arrangements, parents will be notified with the Connect Ed phone system or written letter that is sent home with all students. Procedures for notifying parents regarding individual student involvement in violent incidents will be followed according to the District Code of Conduct.

DESCRIPTION OF INTERNAL AND EXTERNAL COMMUNICATION SYSTEMS

- 1.) Internal: Two-way communication is provided from all building areas and rooms to the main office. Administrators and key support staff have cell phones/Direct Connect within the buildings. All on duty maintenance staff have two-way radios district wide.
- 2.) External: The 911 system directly links all phones to the County Emergency Center. Key administrators have cell phones for external and internal use. Cell phones for

emergency use only are also located in each main facility. Fire alarms for the Penn Yan village schools are connected directly to the 911 systems.

Emergency telephone numbers for agencies are listed on page 12 of the emergency preparedness plan.

CHAIN OF COMMAND CONSISTENT WITH THE NATIONAL INCIDENT COMMAND SYSTEM

The school district will follow the chain of command procedures adhered to by The [National Incident Management System](#) (NIMS) This system provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. The procedures and other resources can be view at <http://www.fema.gov/emergency/nims/>. This system is used in accordance with the other emergency services in the United States.

PROCEDURES FOR COORDINATING THE PLAN WITH COUNTY AND STATEWIDE PLANS

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.

PROCEDURES FOR MEDICAL ASSISTANCE AND TRANSPORTATION ARRANGEMENTS IN RESPONSE TO A "SERIOUS VIOLENT INCIDENT"

Medical Assistance:

- 1.) All school buildings have a nurse on duty during regular instructional hours.
- 2.) The 911 systems are used to secure additional needed assistance.
- 3.) Building Administration may request students and staff to remain in classrooms.

Transportation Arrangements:

If the situation requires immediate evacuation of the building, students and all building occupants would be housed at designated sites. The Safety Coordinator and Building and District Administrators have the designated site list. This list is confidential.

Emergency Notification to parents in response to a "serious violent incident":

At the beginning of each year, parents provide the school with emergency phone numbers where they can be reached during school hours. Parents are directed to listen to designated radio stations for emergency information, such as early dismissal, pick up areas and debriefing areas if necessary.

COMMAND POSTS

During an emergency, the district will maintain a Command Post at the ***DISTRICT OFFICE***. In the event that this site is evacuated, the alternate Command Post will be a ***SCHOOL VEHICLE***, equipped with a "GO KIT" that will be activated to set up the district command post at an alternate location (TBD).

Each building has an interior and exterior command post. In the event that a building is evacuated to another site, a Command Post is to be established at the new site as soon as possible. The building emergency coordinator will be stationed at the exterior Command Post along with other critical building personnel as predetermined by the building emergency coordinator. All attendance reports and communications will be received at this Command Post. The following items deemed critical to timely and effective emergency response, shall be available as noted to each command post:

<u>DESCRIPTION</u>	<u>BLDG. LOCATION</u>
1. AC/DC radio with weather bureau reception	District Office, Main Offices
2. Portable Radios - School bus frequency	District Office
3. Telephones (land lines)	District Office, Main Offices
4. First Aid Kits	Main Offices
5. Portable Generator	District Maintenance
6. Flashlights	District Office, Main Offices
7. Binoculars	District Office, Main Offices
8. Copy of Emergency Plan	District Office, Main Offices
9. Hazard Communication Manual	District Office
10. MSDS Information	District Office
11. Building Maps/District Maps	District Office, Main Offices
12. Staff Emergency Information	Nurses, District Office
13. Office Supplies	District Office, Main Offices
14. Staff Directory/ Student Directory Information	District Office, Main Offices
15. Access to Schoolmaster	District Office, Main Offices

The district Emergency Coordinator will be identified with a blue vest labeled "PY SCHOOL EMERGENCY COORD" and will wear a blue hard hat labeled "SAFETY OFFICER". District administration will wear orange vests labeled "PY SCHOOLS" and each school building's maintenance department has a green vest that will identify them.

B. Situational Responses

ELECTRICAL OUTAGE

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams. The Superintendent of schools and the Emergency Coordinator will notify other agencies according to the building safety plans

Any individual observing a potential problem is to report the nature of the problem to the nearest office. An attempt to determine the duration of the outage will be made. An emergency exists when the duration of the outage will endanger the welfare of the building occupants.

Emergency lighting is provided to ensure safe passage in the event of evacuation when the outage occurs. All buildings have a supply of flashlights and batteries to be used during a power failure. These are maintained in each office. No flammables such as candles or Bunsen burners should be used for lighting.

A portable generator is available at District Maintenance. Remember that generators must be run outside as they produce carbon monoxide.

PROCEDURE TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

FUEL SPILL

CALL LIST

The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Any person locating a fuel spill will contact 911 for assistance and then the Director of Facilities for assistance, then follow the call list as specified.

District personnel will use absorbents as a first response to contain the spill.

The County Emergency Management Office will be notified and the District will follow the agency's directions.

ASSAULT ON STUDENT/STAFF

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Remember: If you have to handle any injury, do so with extreme care, always using gloves.

PROCEDURE TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

Remember: When in doubt concerning the seriousness of an offense, call the police. The striking of any student/staff should be considered a criminal offense.

WEAPON SUSPECTED ON STUDENT

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Weapons include firearms, knives, bombs, explosives, firecrackers or other devices that are potentially life threatening. Remember that weapons are easily concealed, cheap, and readily available and may be seemingly benign.

Possession of a weapon on school property is a crime and is best handled by law enforcement personnel. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.

All weapon related information (rumor) should be treated as accurate. DO NOT put anyone in harm's way.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

MISSING STUDENT/KIDNAPPING/HOSTAGE SITUATION

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Kidnapping or abduction from school is not a frequent problem, but instances of a parent with no custodial rights taking a child without the permission of the custodial parent are not uncommon.

Rapid notification of the parent and law enforcement agencies is essential when a child is missing. Do not spend inordinate amounts of time searching before calling the police.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

SEVERE WEATHER

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Notification of impending severe weather may be received from Yates County Emergency Management Office, American Red Cross or BOCES. All are to be considered reliable weather information sources. Upon notification, the district Command Post will be activated.

In the event of a severe thunderstorm/lightning, all outdoor activities, including athletic practices and contests, will cease and students and staff are to return to the buildings.

Tornadoes do occur in New York State and although most damage is caused by violent winds, most injuries and deaths result from flying debris and glass.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

EARTHQUAKE

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Although the chance of an earthquake of serious magnitude occurring in this part of New York State is small, immediate action is necessary, should one occur. Earthquakes do not give obvious warning before striking. Earthquakes often occur as a series. Be prepared that the initial tremor may be followed by more tremors.

This type of disaster is usually area wide. Each principal must be prepared to take responsibility for disaster management at the building level.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

CIVIL UNREST

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Although the social causes for civil unrest are probably justified in the minds of the perpetrators, the larger concern is for the safety of the general population.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

BUS ACCIDENT

CALL LIST

Director of Transportation	Phyllis Record	536-2622
Superintendent of Schools	David Hamilton	536-3373
Asst. Supt. For Business	Doug Tomandl	536-3373
Emergency Coordinator	Warren Kinsey	536-3346
Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

In the event of an accident/incident or mechanical failure in which a school bus is involved, the driver is required to know and observe emergency procedures and should apply good common sense to the situation.

Any accident/incident shall be reported immediately to the Director of Transportation. The driver shall file reports in accordance with DOT, State and District policy. Appropriate accident reporting shall be followed in consultation with the school nurse.

Do not move the bus from the place of the accident/incident; or, if needed, stop the bus as far as possible out of the driving lane or on the shoulder of the road.

Remain at the scene.

Secure the accident/incident/breakdown scene. Use emergency triangles if necessary. Activate four-way hazard lights. Place warning devices in accordance with DOT regulations.

Shut off the bus and leave the key in the 'on position' so that radio contact may be maintained.

Contact the Director of Transportation immediately.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

NATURAL GAS LEAK (KNOWN OR SUSPECTED)

CALL LIST

NYSEG		800-572-1121
Superintendent of Schools	David Hamilton	536- 3373
Emergency Coordinator	Warren Kinsey	536-3346
Director of Facilities	Chuck Roach	536-3373
Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

NYSEG is to be called in **ALL** cases where there is a known or suspected gas leak. The Building Principal will be notified immediately and will evacuate the building.

If gas is smelled: Do not spend inordinate amounts of time trying to locate the leak. Leave this to the professionals. The chemical used in natural gas fatigues the human nose in a short time. NYSEG will use chemical 'sniffer' equipment for this purpose.

DO NOT use light switches, fire alarms, cell phones or intercom system. Use of runners may be needed to evacuate the building.

Building safety plans will address notification of faculty and students through specific people designated as runners, and zones in which they need to communicate information.

**** If an explosion has already occurred due to gas combusting, the PA system may be utilized to notify staff and students to begin emergency evacuation.**

INTRUDER ON PREMISES

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

An intruder is a person who has entered the building and is considered dangerous, i.e., is carrying a weapon, yelling, out of control, or seems to be looking for someone.

The Principal will investigate and determine actions to follow. The Principal will notify building occupants of this emergency. DO NOT attempt to go through the building to assess the situation. Wait for police.

An intruder with a weapon has broken the law. The police will be notified even if the intruder leaves. Prevention is the key to these emergencies. Staff should be aware at all times.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

BOMB THREAT

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

The most common type of device is a pipe bomb with a motion detector or anti-disturbance detonator. Radio waves, two-way radios, intercom systems, cell phones and pagers can also detonate bombs. School personnel are **NOT** authorized to determine if a threat is real.

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

Any threat of a bomb must be considered a sudden emergency. There is no time to worry about inclement weather or to debate the authenticity of the threat.

The following should be notified:

PY Fire Department	Richard Simpson	911 or 536-3033 (non-emergency)
PY Ambulance	Brian Champlain	911 or 536-7316 (non-emergency)
PY Village Police	Mark Hulse	911 or 536-4426 (non-emergency)
Yates County Sheriff	Ron Spike	911 or 536-4438 (non-emergency)
NY State Police	Sgt. Steve Neuberger	911 or 607-243-5772 (non-emergency)
S & S Memorial Hosp.	Frank Korich	315-531-2000
Emergency Control Center		911
Superintendent of Schools	David Hamilton	315-536-3371
Emergency Coordinator	Warren Kinsey	536-3346
School Resource Officer	Jeff Dawes	536-4408

Assistant to Superintendent or designee will notify: Building administration, board, and other districts (if necessary). As soon as facts are known, the Superintendent or designee will do a Connect Ed call to parents.

BOMB THREAT VIA ELECTRONIC MAIL

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

BOMB THREAT DURING REGENTS OR STATE EXAMINATIONS

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

MAIL BOMBS

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

Mail bombs have been employed for the purposes of revenge, extortion and terrorism and have been contained in letters, books and parcels. Many times the sender is unknown or the return address is missing, there may be unusual restricted endorsements (such as 'personal' or 'private'), the address may be prepared in such a way as to insure anonymity of sender (homemade labels, cut and pasted lettering), there may be protruding wire, foil or strings.

A package or piece of mail should be considered dangerous if it makes a buzzing, ticking or sloshing sound. If you suspect a dangerous piece of mail DO NOT OPEN IT. Move people away from the mail and call the police.

HAZARDOUS MATERIAL ACCIDENT (CHEMICAL/TOXIC SPILL)

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

All information regarding the incident will be reported to the Building Principal, who will notify the school Nurse.

The Building Principal will assess the situation. Emergency Control Center will be called and information on the condition and type of hazardous material, if known will be given.

In the event that a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container, and if substance is known or potentially poisonous call the Poison Control Center.

OFF-SITE CHEMICAL/TOXIC SPILL

The school district will be notified by Yates County Emergency Management that an emergency exists. All district personnel will follow the directions of the Yates County Emergency Services Coordinator.

The Superintendent will notify the appropriate staff of the emergency and direct the actions to be taken.

Schools may be used as shelter sites for the public.

FIRE

CALL LIST

Building Principal Elementary 536-3346
 Middle School 536-3366
 PY Academy 536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

EPIDEMIC

The problem needs to be identified and brought to the attention of the school nurse, school doctor, building administrator, district superintendent and public health officials. The public health officials and the school doctor will provide recommendations for the school to follow. The district superintendent will provide information to the media of what the present actions of the districts are.

2011 - 2012 School (K12) Guidance: NOVEL H1N1 INFLUENZA FLU VIRUS

New York State Department of Health, Division of Epidemiology

- The primary means to reduce the spread of flu in schools continues to focus on early identification of ill students and staff that should be excluded from school and all school-related activities when ill, and to encourage good hand hygiene and respiratory etiquette.
- The recommended exclusion period has changed for most situations. People with influenza-like illness (ILI) should stay home for at least 24 hours after they are free of fever (100° F [37.8° C]), or signs of a fever without the use of fever-reducing medicines. This is a change in exclusion guidance from May 12, 2009, which recommended that people with ILI stay home until at least 7 days after the onset of symptoms and fever-free for the past 24 hours. Longer exclusion periods may be appropriate in some situations.
- Decisions related to measures taken in response to novel H1N1 flu virus remain at the discretion of local education and health officials, taking into account the specific needs of the community and the impact of school absenteeism and staffing shortages.
- Schools are strongly urged to closely monitor ILI activity and work with their local health departments to report absenteeism and/or school dismissal on a daily basis.
- Reactive school dismissal is not recommended unless absenteeism of students or staff makes it impossible to maintain a normal functioning or safe environment.
- The selective dismissal of some schools with high numbers of high-risk students or staff may be considered.
- The CDC or NYSDOH may recommend pre-emptive school dismissals in the future, based on changes in virulence, severity, and impact.

The Penn Yan Elementary School has been deemed a Point of Distribution (POD) in the case of Village, County or State wide emergency

The following web sites offer additional guidance on responding to 2010 H1N1 Influenza.

New York State Department of Health:

www.health.state.ny.us/diseases/communicable/influenza/h1n1/

New York State Education Department

<http://usny.nysed.gov/swine-flu-info.html>

New York State School Health Services Center

www.schoolhealthservices.org

U.S. Centers for Disease Control and Prevention

www.flu.gov

For additional assistance, please contact 518-486-6090 and refer to H1N1.

Identification of district resources which may be available for use during an emergency, including the list of personnel and other resources.

Trained staff willing to assist in an emergency.

(List staff names and specific skills such as medical training, heavy equipment training, CDL license, hazardous material training, etc.)

Name	Location	First Aid	CPR	Other	AED
District Coaches	All Buildings	X	X		X
District Bus Drivers	Buses/Garage	X	X	CDL	X
District Nurses	All Buildings	X	X		X
John Kriese	PYA			CDL	X
Carmen Moss	Bus Driver	X	X	EMT	X
Physical Education Staff	All Buildings	X	X		X

Heavy Equipment Training None
 Hazardous Material Training None

Heavy Equipment Inventory

- 1979 Ford Tractor (gas)
- Ford Dump 1 ton 2009
- 1993 GMC Sander
- 1998 New Holland Diesel 2120 Tractor
- 1996 John Deere Diesel Tractor
- 2007 Ford Pick-Up
- 2008 Ford Pick-up
- 2010 John Deere 3320 Diesel Tractor

Response to Acts of Violence: Implied or Direct

All district employees have received the required two hour SAVE Schools Against Violence in Education Training. All employees will report threats of violence following procedures in Section VII of the Code of Conduct.

Acts of Violence

All staff are required to notify the building administrator or designee of any violent incidence. The building administrator will determine the seriousness of the situation. The building administrator will consider whether to activate the Code Orange "Schedule Z" and the Building Response Team. Law enforcement will be contacted if the situation warrants.

Law Enforcement Agency

Telephone Number

School Resource Officer
 Penn Yan Village Police

Jeff Dawes

536-4408
 911

Yates County Sheriff 911
 New York State Police 911

Law enforcement will work with the building principal to ensure the safety of all students and staff.

If a crime scene is involved, the building administrator will make every effort to restrict access to the crime scene area in order to preserve evidence. Upon arrival of law enforcement officials, then will take over this responsibility with the full support of the building administrator or designee.

The district Code of Conduct sections VII, IX, X, XIV will be utilized by building administrators or their designees to respond and bring to a conclusion all acts of violence.

**Situational Responses
 Decision Maker Designations**

<u>DESIGNATION</u>	<u>NAME</u>	<u>BUILDING</u>	<u>PHONE NO.</u>	<u>EXT.</u>
Emergency Coord.	Warren Kinsey	PYES	536-3346	3160
Alt. Emergency Coord.	Chuck Roach	DO	536-9575	2110
PYE Emergency Coord.	Marcie Ware	PYE	536-3346	3058
PYMS Emergency Coord.	Rebecca Perrault	PYMS	536-3366	5002
PYMS Alt. Emergency Coord.	Brian Hobart	PYMS	536-3366	5328
PYA Emergency Coord.	David Pullen	PYA	536-4408	4004
PYA Emergency Coord.	Tobin Tansey	PYA	536-4408	4001
Coordinator of Support- Other School Districts	Dr. Joseph Marinelli	BOCES	332-7400	
Superintendent	David Hamilton	DO	536-3371	2102
Associate Superintendent For Instruction and Staff Development	Howard Dennis	DO	536-8538	2302
Assistant Superintendent For Business	Doug Tomandl	DO	536-3373	2104

Situational Responses

PROCEDURES TO PROVIDE TRANSPORTATION, IF NECESSARY

When transportation is needed to move student and/or staff due to an emergency situation, the superintendent or a building principal will notify the Director of Transportation. The Director of Transportation will begin calling drivers who live closest to the bus garage to come in to drive buses to respond to the situation.

Procedures to Notify Media

PUBLIC INFORMATION OFFICER

In the event of a disaster, the Superintendent of Schools and those so designated by the Superintendent will be the only individuals authorized to communicate with the media. Parents and guardians will be notified via the media of any situation that requires a school building to be evacuated or otherwise closed.

The Superintendent of Schools or his/her designee shall be the Public Information Officer. Only the Superintendent of Schools or his/her designee can grant public access to the disaster scene. The Superintendent or his/her designee may set up a staging area at another location to handle the media and public, to alleviate traffic problems around the scene.

Debriefing Procedures

After an emergency situation has ended, a debriefing will be held at the earliest opportunity. School officials involved as well as community emergency response representatives will attend. Discussions shall include:

- 1.) Description of the incident
- 2.) Cause of the incident
- 3.) Building response team actions
- 4.) Other district personnel actions
- 5.) Community emergency response (if needed)
- 6.) Outcome of the incident
- 7.) Building Post Incident Response Team Actions (if needed)
- 8.) Discussion of procedures to improve problems that may have occurred

Arrangements for Obtaining Emergency Assistance From Local Government

The building principal or designee will call 911 in the event of an emergency. Fire alarms for the Penn Yan Village schools and District Office are linked directly to the 911 Dispatch Center.

Procedures for obtaining advice and assistance from local government officials

The superintendent or designee will contact the Emergency Services Coordinator Glenn Miller, 536-3033. The County Emergency Services Coordinator is the outside agency to contact to implement the chain of command to access more intense support as necessary – mutual aid, state of emergency, etc.

District Resources Available for Use in an Emergency

RESOURCES	CENTRAL OFFICE	HIGH SCHOOL	MIDDLE SCHOOL	ELEM SCHOOL	OTHER BLDGS
Telephone System	Yes	Yes	Yes	Yes	Bus Garage, CSE Office
Zoned Fire Alarm System	Yes	Yes	Yes	Yes	No
Radio Station	No	No	No	No	No
Public Address System	No	Yes	Yes	Yes	
Transportation System	No	Yes	Yes	Yes	
Potable Water	No	No	No	No	No

Fire Extinguishers	Yes	Yes	Yes	Yes	
Electric Generators	No	Yes	Yes	Yes	Maintenance
Water Supply – Fire	No	Yes	Yes	Yes	Yes
Food Storage	No	Yes	Yes	Yes	
Eye Wash Device	No	Yes	Yes	Yes	
First Aid Equipment	Yes	Yes	Yes	Yes	
Blankets, Cots	No	No	No	No	No
Gasoline Fuel Storage	No	No	No	No	Maintenance
Heating Fuel Storage	No	No	No	No	
Flashlights, Batteries	No	Yes	Yes	Yes	Maintenance
Maps	Yes	Yes	Yes	Yes	Bus Garage
Bull Horns	No	Yes	No	No	No
Building Floor Plans	Yes	Yes	Yes	Yes	Yes
AED's	2 nd bay transportation garage door	Visitor sign-in front entrance	Bottom of handicapped ramp near main entrance	Main lobby west side, 1 st floor outside room 18	Scoreboard shed: upper fields Press Box: football field
Video Surveillance System		X	X	X	

PROCEDURES TO COORDINATE THE USE OF SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES

The superintendent or designee will make available school district resources to organizations which have formal agreements with the school district.

APPROVAL

<u>ORGANIZATION</u>	<u>CONTACT PERSON</u>	<u>FACILITY USE REQUEST</u>	<u>DATE</u>
Long Point Salvation Army Camp	Michelle Bamford	Buses	6/13/97
Army Reserve Center	Kyle McFall	Buildings/grounds/equipment	8/19/97
S&S Memorial Hospital	Frank Korich	Buildings/equipment/supplies/cafeterias	9/21/92
Red Cross	Carol Oswald	Buildings/cafeterias/equipment/supplies	5/06
Dundee Central School	Kathy Ring	Buildings/buses/cafeterias/Supplies	12/2/96
WFL BOCES	Joseph Marinelli	Buses/Buildings	11/29/99
YC Public Health Department (POD)	Marge Brinn	PYE and Grounds	Revised 7/09

The superintendent or designee will make available district resources requested by community emergency response organizations.

2011- 2012 Current District Fleet

Bus #	Year	Chassis	Body	Capacity	Wheelchair	Diesel/Gas	Auto/manual
208	2000	GMC	B/bird	45+3	yes	Diesel	Auto
216	2002	INTER	B/bird	65	no	Diesel	Auto
217	2002	INTER	B/bird	65	no	Diesel	Auto
218	2002	INTER	B/bird	29	no	Diesel	Auto
220	2003	INTER	B/bird	65	no	Diesel	Auto
221	2003	INTER	B/bird	65	no	Diesel	Auto
222	2003	INTER	B/bird	65	no	Diesel	Auto
223	2003	INTER	B/bird	65	no	Diesel	Auto
224	2004	INTER	B/bird	65	no	Diesel	Auto
225	2004	INTER	B/bird	65	no	Diesel	Auto
226	2004	INTER	B/bird	65	no	Diesel	Auto
227	2004	INTER	B/bird	30	no	Diesel	Auto
228	2004	Chev	Corbeil	15	yes	Diesel	Auto
229	2005	Vision	B/bird	65	no	Diesel	Auto
230	2005	Vision	B/bird	65	no	Diesel	Auto
231	2005	Vision	B/bird	65	no	Diesel	Auto
232	2005	Vision	B/bird	48	no	Diesel	Auto
233	2006	Vision	B/bird	62	no	Diesel	Auto
234	2006	Vision	B/bird	62	no	Diesel	Auto
235	2006	Vision	B/bird	62	no	Diesel	Auto
236	2006	Vision	B/bird	45+3	yes	Diesel	Auto
237	2007	Vision	B/bird	65	no	Diesel	Auto
238	2007	Vision	B/bird	65	no	Diesel	Auto
239	2007	Vision	B/bird	65	no	Diesel	Auto
240	2007	Vision	B/bird	65	no	Diesel	Auto
241	2007	Vision	B/bird	65	no	Diesel	Auto
242	2008	Vision	B/bird	65	no	Diesle	Auto
243	2008	Vision	B/bird	65	no	Diesel	Auto
244	2008	Vision	B/bird	65	no	Diesel	Auto
245	2008	Vision	B/bird	43	no	Diesel	Auto
246	2009	Vision	B/bird	65	no	Diesel	Auto
247	2009	Vision	B/bird	65	no	Diesel	Auto
248	2009	Vision	B/bird	65	no	Diesel	Auto
249	2009	Vision	B/bird	65	no	Diesel	Auto
250	2010	Vision	B/bird	30	yes	Diesel	Auto
251	2008	Vision	B/bird	65	no	Diesel	Auto
252	2010	Vision	B/bird	65	no	Propane	Auto
253	2011	Vision	B/bird	65	no	Propane	Auto
254	2011	Vision	B/bird	65	no	Propane	Auto
255	2011	Vision	B/bird	65	no	Propane	Auto
256	2011	Vision	B/bird	65	no	Propane	Auto

257	2011	Vision	Bbird	36	no	Diesel	Auto
PY 9	1996	Jeep	4dr SD	6	no	Gas	Auto
PY 12	2002	Ford	Sub. mail	8	no	Gas	Auto
PY 14	2002	Dodge	van	6	no	gas	Auto
Py 15	2003	Chrys	Van	6	no	gas	Auto
PY 16	2004	Dodge	Sub	8	no	gas	Auto
PY 17	2005	Dodge	Sub	8	no	gas	Auto
PY 18	2008	Dodge	Sub	7	no	gas	Auto

FUEL INVENTORY

Diesel fuel tank – 8000 gal., Bus Garage
Propane Fuel Tank – 8000 gal. Bus Garage

Cafeteria Capacities/Inventory Summary

LOCATION	NORMAL DAILY FEEDING CAPACITY	AVERAGE FOOD SUPPLY IN STORAGE	RESERVE COLD STORAGE CAPACITY	
			FRZ	REFRIG.
PYE	700	2 weeks	yes	yes
PYMS	360	2 week	Yes	limited
PYA	425	2 week	limited	yes

FACILITY INVENTORY – STORAGE SPACES

Building	SQ. Feet	HDCP FLR	ACCS.	Shelter Capacity	# Staff	# Students	Street Location
Wood Drying Bldg	480	1		N/A			305 Court St. Penn Yan
Academy Storage	240	1		N/A			305 Court St. Penn Yan
Athletic Field Storage	1500	1		N/A			305 Court St. Penn Yan
Athletic Field Storage	132	1		N/A			305 Court St. Penn Yan

FACILITY INVENTORY – OCCUPIED SPACES

Building	SQ. Feet	HDCP FLR	ACCS.	Shelter Capacity	# Staff	# Students	Street Location
Penn Yan Elementary (12 classrooms @ 1200 sq. ft. ea)	900 ea. 11,660 2830 6,225	2	Yes	38 Classrooms 1 Gymnasium 1 Gymnasium 1 Cafeteria	125	835	3 School Drive Penn Yan
Penn Yan Middle School	770 ea. 7680 5670 7680	3	Yes	39 Classrooms 1 Gymnasium 1 Cafeteria 1 Auditorium	75	545	515 Liberty St. Penn Yan
Penn Yan Academy	750 ea.	2	Yes	41 Classrooms	100	650	305 Court St.

	8230 3000 1508			1 Gymnasium 1 Cafeteria 1 Stage			Penn Yan
Bus Garage/District Office	8903	2	1 st Floor		69		1 School Drive Penn Yan

Situational Responses Protective Action Options

School Cancellation Procedures

Director of Transportation checks road conditions and weather forecasts and calls Superintendent of Schools

Superintendent of Schools or designee makes decision based on following options:

1. Close School; no staff report (except snow removal crew)
2. One Hour Delay – Staff report at regular times

Early Dismissal Procedures

1. Two Hour Delay; No BOCES – Staff report at regular times
2. Close Early – all after school and building activities are cancelled

The district makes the effort to serve lunch before dismissal, whenever possible.
Emergencies may cause time change in the noted schedule:

PYMS Dismissal Time	12:00 noon
PYA Dismissal Time	12:15 p.m.
PYE Dismissal Time	1:30 p.m.

3. Close Secondary Early (to increase turn around time and keep PYE close to regular dismissal)

PYMS Dismissal Time	1:45 p.m.
PYA Dismissal Time	2:00 p.m.

EVACUATION PLAN

Building Principal Activates Building Emergency Response Team

The Evacuation Plan requires that students and staff leave the buildings and go somewhere else, either on or off school grounds. The assembly locations following a building evacuation will depend on the nature of the emergency. Teachers will supervise the students that they are working with at the time and should take attendance and grade books with them, guidance staff should take homeroom lists and appropriate staff should take current absentee lists. All teachers will supervise the students outside.

Group leaders, in the case of after-school programs, will take their group rosters with them and stay with their groups. They are to check attendance as soon as they are safely outside and away from the buildings.

Everyone should wait outside the building for an all-clear signal from the incident commander before returning to the building.

Though most emergencies or suspected emergencies will be of a nature such that students can safely remain on campus, arrangements must be made for moving students off-site.

Special needs students must be considered during the evacuation. Individuals confined to wheelchairs or who are unable to utilize normal exit procedures should be escorted to designated areas:

On evacuation orders, students and staff will follow fire drill procedures and evacuate to the designated area until the emergency is over.

In the event of inclement or cold weather or building re-entry is not permitted, the schools will go to locations designated in the building safety plans.

RETURN TO HOME PLAN

Building Principal Activates Building Emergency Response Team

The Return to Home Plan should be implemented when it is imperative to return students to their homes and families as quickly as possible. An example of a condition that might require this plan to be implemented would be an impending blizzard that would make it extremely hazardous to transport students home at their normal time.

In the event it is necessary for the Superintendent of Schools to close school for the day for inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations, and through Connect Ed. When school is closed, all related activities, including athletic events and student activities, shall be suspended for that day and evening, unless specifically and individually re-authorized by the Superintendent or designee.

Special student needs must also be addressed and planned for in advance.

1. The school administrators will be notified; administration will notify staff in their area of responsibility.
2. The media will be called and the public will be informed of the decision.
3. Schools will be dismissed with dismissal time arranged to parallel the arrival of buses. No staff member may leave his/her assignment unless authorized to do so by the Building Principal.
4. Students can be released at school to the custody of their parent/guardian or another designated adult who has been approved previously.

SHELTERING PLAN

Building Principal Activates Building Emergency Response Team

The Sheltering Plan will be implemented when it is safer for students to remain in the building than it would be for them to be sent outside or transported home. An example of a situation calling for the Sheltering Plan would be dangerous winds such as a tornado. It may also be necessary to shelter students when the normal routes of travel have become impassable. If sheltering is necessary and related to a response to terrorism, please refer to Terrorism Response protocol on pages 56-61.

The District Public Information Officer will handle all public communication. Parents and guardians will be notified via local radio stations that students will remain at school until such time as their safe transport can be insured.

1. Available support staff will help answer phone calls and operate the switchboard. All calls are to be received through the main offices and student usage of phones will not be permitted.
2. No students are to be excused unless they are approved to leave through the main offices. Students will only be dismissed to the custody of their parent or guardian or another previously designated adult.
3. All parents, guardians and designees must sign their children out at the main offices.
4. Middle and high school schedules will run as normal until the end of the regular school day, at which time students will return back to 1st period where announcements will be given.
5. Custodians and/or their designees will secure the buildings by locking all outside doors and they shall station themselves at the doors to assure that no students leave. All arrivals and departures will take place through the main office doors.
6. Attendance will be taken and the names of any students unaccounted for will be given directly to the main offices.
7. In the event of an extended stay, the cafeterias will set up feeding accommodations, under the direction of the Director of Food Services. Entertainment /activities for students will be established and announcements will give directions and times. When an activity is completed, students will return to their homerooms or 1st period. Homeroom /1st period teachers are to keep an accurate accounting of which students went to each activity and which students returned. Teachers who do not have homerooms will supervise these designated areas.
8. Older siblings in the elementary school will go to a younger sibling's area.
9. The PY Elementary School will designate common areas.
10. In the event that sleeping arrangements are needed, procedures can be located in the building safety plan.

(*Note: Where there are not equal numbers of male/female teachers on a team, supervision will be found through the main office)
11. Physical education teachers will supervise in the shower and locker rooms, as necessary.
12. The main office will call students by bus number/route or if a parent has come to pick them up.
13. Support services including counselors, psychologists, nurses and arrangements for sibling contact will be made available through the main offices.
14. All staff members will remain at school until all students are dismissed. All staff members will be dismissed at once. If arrangements for their own children must be made during the period of shelter, they may do so through the main office.

In the event of an impending storm situation of high winds or tornado, upon announcement classes will proceed to designated areas that are referenced in the building's safety plan. Classroom teachers are responsible to get students to the respective areas with all other teachers going to the areas they would go to if they were in their regularly assigned classroom and help supervise. Office personnel will proceed to the nearest secure hall.

TERRORISM RESPONSE FOR SCHOOLS

CALL LIST

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Introduction:

According to the Federal Emergency Management Agency (FEMA), weapons of mass destruction likely to be employed by terrorists fall into four basic categories: *Chemical, Biological, Nuclear and Conventional*. The following explains what can be done to protect students and staff should such attacks occur while school is in session.

Biological, Chemical and Radiological weapons can be released into the general population with or without warning. In some cases, the first indication that something has happened will likely be noted by the teachers and the school nurse. Once an illness is suspected or identified, the appropriate local authorities and medical professionals must be notified immediately.

The Penn Yan School District will follow the guidelines set forth by the New York State Department of Education regarding Federal Alert Levels and actions to be taken and the Regional Application of the New York Homeland Security System for Schools in the Wayne-Finger Lakes BOCES area [note: this is currently under development]

How do you know when you should contact your local medical authorities?
Some questions to ask yourself are:

PROCEDURES TO FOLLOW ARE LOCATED IN BUILDING SAFETY PLANS

Section IV: Recovery

A. District Support for Buildings

Building Emergency Response teams and building post-incident response teams will be supported by district resources when requested. The Superintendent or designee, Emergency Coordinator, Director of Physical Plant, and the Director of Transportation will be available as resources.

B. Disaster Mental Health Services

Each building has a post-incident response team. If this team requests additional support, the County Mental Health Office will be notified. If further assistance is needed, the Yates County Chapter of the American Red Cross will be contacted to supply mental health personnel.

POST-INCIDENT RESPONSE TEAMS

At the appropriate time following a disaster, the Command Post personnel will determine what role the mental health system could play in the response to the incident. Timely crisis intervention and stress management for staff and students can help prevent stress related problems later.

Any staff member who receives information of a 'critical/crises' nature should report this information directly to the Building Principal, which will implement the crises intervention plan. Faculty will be notified by phone (if after school hours) or announcement during school hours. All media contact should be directed to the Public Information Officer.

PERSONS TO BE NOTIFIED:

Building Principal	Elementary	536-3346
	Middle School	536-3366
	PY Academy	536-4408

Building Principal activates Building Emergency Response Teams and nurse. The Superintendent of schools and the Emergency Coordinator will notify other personnel and agencies according to the building safety plans

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, contact names and telephone numbers for building staff

Penn Yan Academy	305 Court St. Penn Yan, NY 14527	315-536-4408	David Pullen, Principal
Penn Yan Middle School	515 Liberty St. Penn Yan, NY 14527	315-536-3366	Becky Perrault, Principal
Penn Yan Elementary School	Three School Drive Penn Yan, NY 14527	315-536-3346	Marcie Ware, Principal
District Office/ Bus Garage	One School Drive Penn Yan, NY 14527	315-536-3371	David Hamilton, Superintendent

Building: Penn Yan Academy

School Population: 615

Number of Staff: 95

Transportation Needs: 11 at 66/bus
Wheelchair lift

Special Transportation Needs: 1 Wheelchair lift

Telephone Numbers:

Principal: David Pullen
Business Phone: 536-4408

Asst. Principal: Tobin Tansey
Business Phone: 536-7748

Other Key Personnel: Chuck Roach
Business Phone: 536-9575

Building: Penn Yan Elementary

School Population: 746

Number of Staff: 180

Transportation Needs: 16 at 66/bus

Special Transportation Needs: 1 Wheelchair lift

Telephone Numbers:

Principal: Marcie Ware
Business Phone: 536-3346

Asst. Principal: Warren Kinsey
Business Phone: 536-3346

Other Key Personnel: Dave Armstrong/Chuck Roach
Business Phone: 536-3346/536-9575

Building: Penn Yan Middle School

School Population: 434

Number of Staff: 86

Transportation Needs: 9 at 66/bus

Special Transportation Needs: 0

Telephone Numbers:

Principal: Becky Perrault
Business Phone: 536-3366

Other Key Personnel: Richie Austin /Chuck Roach
Business Phone: 536-3366/536-9575

Description of General Duties of School Resource Officer

- Provide prevention curriculum, instruction or training to students (e.g. social skills training).
- Assist in behavioral programming/ behavioral modification for students.
- Monitor attendance of students with high rates of absenteeism; work collaboratively with school truancy personnel, making home visits as necessary to determine the reason for excessive absenteeism.
- Act as an advisor for student involvement in resolving student conduct problems (e.g. dispute or conflict resolution or mediation, student court).
- Serve as a mentor to selected high risk youth to assist students in making alternative choices and develop problem-solving skills in an effort to break the cycle of violence.
- Provide training, supervision or technical assistance in classroom management for teacher.
- Assist the school faculty in developing a comprehensive school safety plan.
- Review, revise, or monitor school wide discipline practices and procedures.
- Encourage community and parent involvement in school violence prevention programs or efforts, and;
- Participate in recreational enrichment or leisure activities with students.

These general duties involving crime prevention-reduction programs are also designed to foster an atmosphere of respect and understanding between law enforcement, school personnel, and students.

GOALS

- To reduce incidents of violence and insubordination at all levels of the student population;
- To prevent the escalation of non-violent crimes into violent crimes;
- To reduce incidents of truancy at all levels of the student population;
- To promote the deployment of the School Resource Officer to work in and around the school district;
- To develop a comprehensive school safety plan that will improve the safety and security of the school.

OBJECTIVE

- To work with school truancy staff to provide daily monitoring of students with high rates of absenteeism.
- To work collaboratively with school personnel, parents and community members one time per month or on an as-needed basis to combat truancy.
- To provide prevention education for students and/or faculty 60 times per year to reduce drug/alcohol abuse, and develop problem solving and conflict resolution skills.
- To investigate 100% of crimes committed in and around school grounds, and work with school administration, students and parents to solve non-violent incidents without the intervention of the criminal justice system.
- To provide daily supportive, consistent, and visible on-school community policing presence.
- To encourage consistent communication among students, parents, and school faculty by holding daily office hours for students and meeting with parents on an as-needed basis.
- To participate in approximately 20% of recreational enrichment or leisure activities with students.
- To initiate a minimum of four special presentations per year involving other law enforcement personnel and/or agencies, and,
- To provide law, safety and security informational services on a consistent basis to improve the safety of school facilities.

OUTCOMES

Continued outcomes to be achieved during the 2011 -2012 school year

- To reduce truancy rates among students by 30%.
- To reduce incidents of violence in and around the schools by 35%.
- To reduce incidents of alcohol/drug abuse among the student population by 25%.
- To reduce the need for formal intervention by the Village of Penn Yan Police Department and the criminal justice system by 35%.
- To reduce non-violent incidents by 30%.
- To increase respect and understanding between law enforcement and students by 35%.
- Increase community or parental involvement in school violence prevention programs and efforts by 25%.