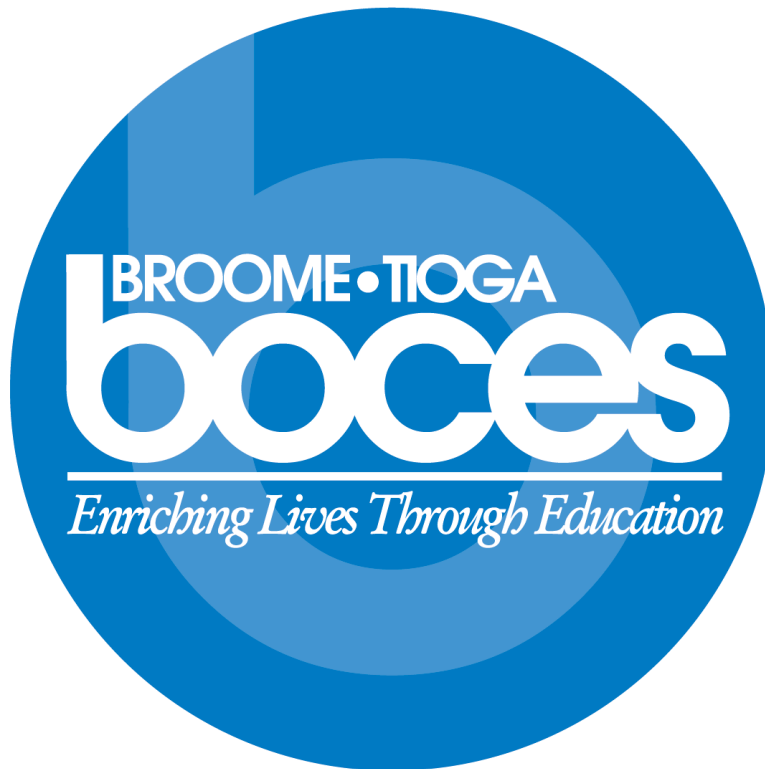


BROOME-TIOGA BOCES



DISTRICT-WIDE SCHOOL SAFETY PLAN 2024-2025

**In accordance with the Regulations of the Commissioner of
Education Section 155.17**

Updated June 2024

BROOME-TIOGA BOCES DISTRICT-WIDE SCHOOL SAFETY PLAN

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BROOME-TIOGA BOCES DISTRICT-WIDE SCHOOL SAFETY PLAN

OVERVIEW

Broome-Tioga BOCES, in support of Safe Schools Against Violence in Education legislation and Commissioner's Regulation 155.17(c)(1), submits the following District-Wide School Safety Plan. Specific district-wide and building-level emergency plans, including evacuation plans, are confidential and not subject to disclosure under Article 6 of the Public Law, Freedom of Information Law, or any other provision of law in accordance with Education Law Section 2801-a.

Referenced resources:

Commissioner's Regulation 155.17 -

https://www.p12.nysed.gov/facplan/Laws_Regs/8NYCRR155.htm#_155_17_Schl_Safety_Plans

Education Law 408-b - <https://www.nysed.gov/facilities-planning/state-education-law-408-b-guidance#:~:text=Question%3A%20What%20is%20the%20purpose,fire%20or%20law%20enforcement%20purposes>.

SECTION I: GENERAL CONSIDERATIONS/PLANNING GUIDELINES

PURPOSE

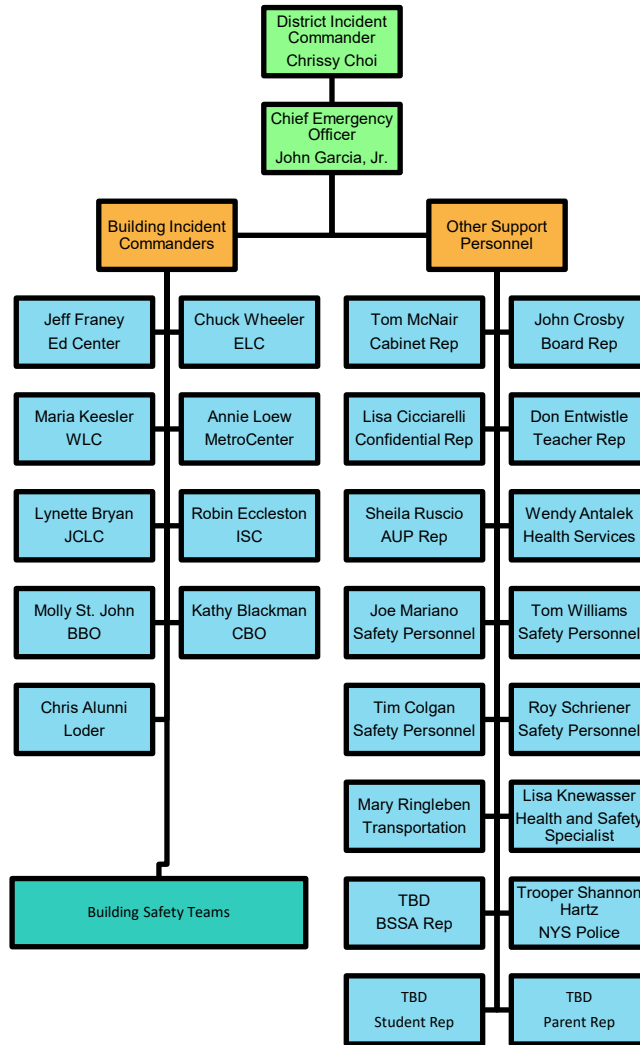
At the direction of the Broome-Tioga BOCES Board of Education, the District-Wide School Safety Team was charged with the development and maintenance of the District-Wide School Safety Plan. The District-Wide School Safety Team consists of representatives from the Board of Education, teachers, administrators, support staff, school nurses, school resource officers, emergency response personnel, a parent (TBD), and a student (TBD).

CONCEPT OF OPERATIONS

The District-Wide School Safety Plan is directly linked to the Building-Level Emergency Response Plans for each building. Protocols reflected in this District-Wide School Safety Plan guide the development and implementation of individual Building-Level Emergency Response Plans. There are instances where staff members may serve on the District-Wide School Safety Team and the Building-Level Emergency Response Plan teams to assist in this process.

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual building will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Broome-Tioga BOCES District Superintendent or their designee will be notified, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.
- Submit and certify to the Commissioner that all staff received annual training on the emergency response plan, including violence prevention and components on mental health by September 15. New employees will receive the training within 30 days of hire.

The diagram shown below provides a visual depiction of the structure of the District-Wide School Safety Team, including the incorporation of the Building-Level Emergency Response Plan teams.



Chief Emergency Officer

The Operations and Maintenance Director is designated as the Chief Emergency Officer. This required role is critical to the BOCES district-wide school safety plan to mitigate the effects of school crises and promote effective school-community communication and coordinator of efforts during such crises. The Chief Emergency Officer is responsible for:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
- Ensure staff understanding of the district-wide school safety plan;
- Ensure the completion and yearly update of building-level emergency response plans for each facility and school building;

- Assist in the selection of security related technology and development of procedures for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- Ensure the completion and yearly update of building-level emergency response plans by the date designated by the commissioner.

Name: John Garcia, Jr.

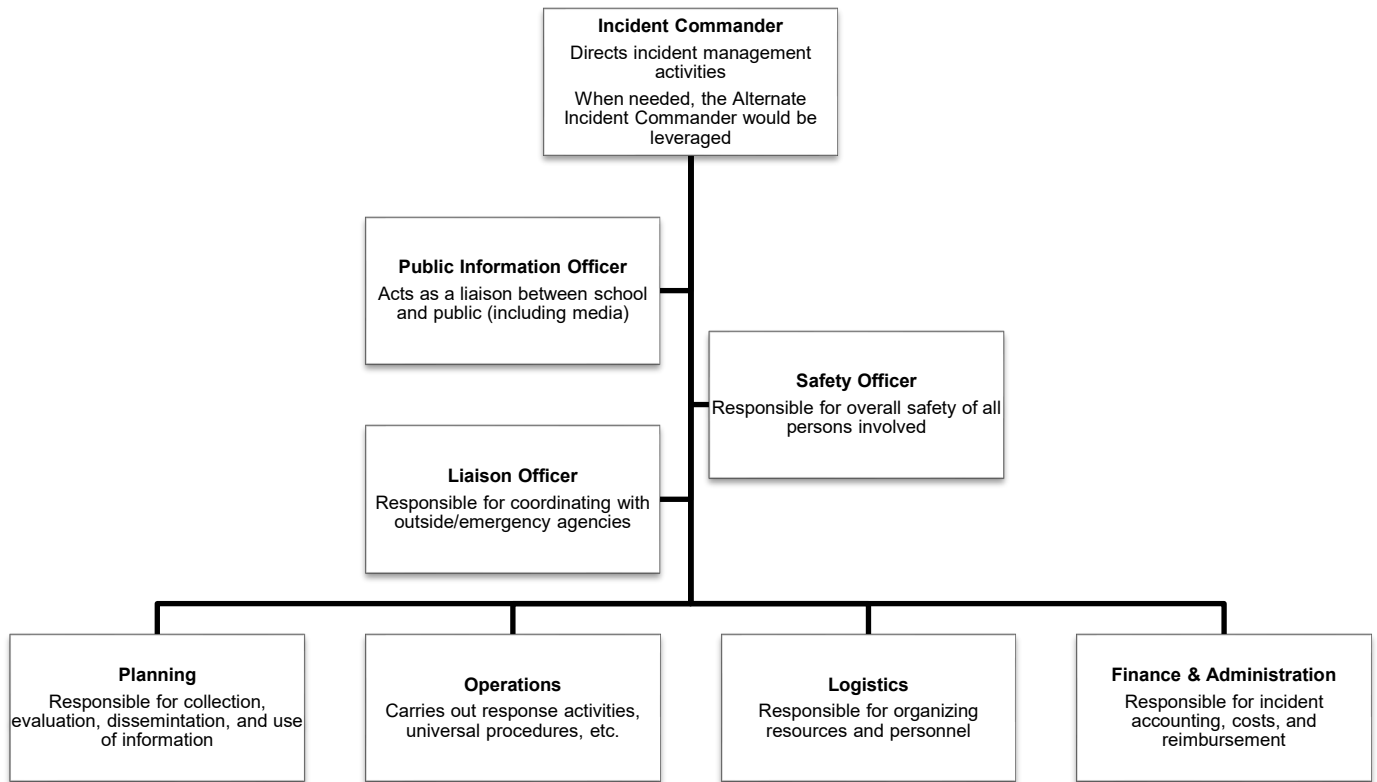
Email: jgarcia@btbooces.org

Phone: 607-763-3369

District-Wide Incident Command

Role	Name/Title
Incident Commander	Chrissy Choi, Executive Operations Officer
Alternate Incident Commander	Tom McNair, Assistant Superintendent for Instruction John Garcia, Jr., Operations and Maintenance Director
Planning	John Garcia, Jr., Operations and Maintenance Director *Pat Patterson, Operations and Maintenance Team *Bill Kitchin, Operations and Maintenance Team
Operations	John Garcia, Jr., Operations and Maintenance Director Annie Hudock, Senior School Lunch Director
Logistics	John Garcia, Jr., Operations and Maintenance Director Lisa Knewasser, Health and Safety Specialist Building Incident Commanders Jennifer Weston, Administrator for the Managed Technology Service Jim Traffas, IT Associate Coordinator
Finance & Administration	Chrissy Choi, Executive Operations Officer Molly St. John, Manager for Budget and Finance Jamie Thorne,
Public Information	Rebecca Stone, Superintendent Christina Kunzman, Manager of Communications, Public Relations, & Print Services Michelle Hans, Executive Assistant
Safety Officer	Joe Mariano, School Resource Officer Tom Williams, School Resource Officer Roy Schriener, School Resource Officer Tim Colgan, School Resource Officer
Agency Liaison	John Garcia, Jr., Operations and Maintenance Director
Log/Scribe	Lisa Ciccirelli, Executive Assistant

*alternate if the primary person is not available



Incident Commander Role

Directs the incident management activities using strategic guidance provided by the Superintendent or their designee.

Responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization and determine strategies to implement protocols (adapt as needed)
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants
- Coordinate media relations and information dissemination with the Superintendent/Principal/Incident Commander
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contract for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all significant activities

Planning Role

Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities and duties include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map), assist with ongoing planning efforts, and maintain incident log
- Document all activities

Logistics Role

Supports the incident commander by securing and providing needed personnel, equipment, facilities, resources and services required for incident resolution. Coordinates personnel, assembling and developing volunteer teams and facilitates communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities and duties include:

- Establish and oversee communications and activities during an incident (two-way radio, written updates, etc.) and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident and monitor inventory of supplies and equipment
- Document all activities

Finance and Administration Role

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement and recovering school records following an incident.

Responsibilities and duties include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph and videotape damage to property
- Develop a system to monitor and track expenses
- Account for financial losses in accordance with district policy and secure all records

BROOME-TIOGA BOCES DISTRICT-WIDE SCHOOL SAFETY TEAM

Members of the Broome-Tioga BOCES District-Wide School Safety Team include (updated July 2024):

Safety Team Member Name	Role
Bill Powell	Board of Education Member
Tom McNair	Assistant Superintendent for Instruction Instructional Programs
Kathy Blackman	Controller Central Business Office
Molly St. John	Manager for Budget and Finance BOCES Business Office
Robin Eccleston	Director of Human Resources BOCES Administration
John Garcia, Jr.	Operations and Maintenance Director Operations and Maintenance

Chris Alunni	Manager of Technical Support Services South Central RIC
Andrew Nordstrom*	Personnel Assistant Human Resources
Jamie Scribner	Principal Account Clerk and BSSA President Central Business Office
Joe Mariano	School Resource Officer Instructional Programs
Lorraine Blazey	Program Assistant Operations and Maintenance
Melissa Woodruff	Supervisor Instructional Programs
Jeff Franey	Principal Instructional Programs
Chuck Wheeler	Executive Principal Instructional Programs
Maria Keesler	Principal Instructional Programs
Lynette Bryan	Supervisor Instructional Programs
Donald Entwistle	Teacher and BOCES Teachers Association President Instructional Programs
Lisa Knewasser	Health and Safety Specialist Health and Safety Department
Wendy Antalek	Supervisor of Health Careers Instructional Programs
Sandy Cragle*	Administrative Assistant Central Business Office
Lisa Ciccirelli	Executive Assistant BOCES Administration
Christine Choi	Executive Operations Officer BOCES Administration
Mary Ringleben	Transportation Coordinator Operations and Maintenance
Anne Loew	Teacher Instructional Programs
Sheila Ruscio	Teacher Aide Instructional Programs
Jim Traffas	IT Associate Coordinator South Central RIC

Jennifer Weston	Administrator for Managed Technology Service South Central RIC
Stephen Jensen	Public Information Specialist Communications and Public Relations
Tom Williams	School Resource Officer Instructional Programs
Tim Colgan	School Resource Officer Instructional Programs
Roy Schriener	School Resource Officer Instructional Programs
Trooper Shannon Hartz	New York State Police
TBD	Parent Representative
TBD	Student Representative

*denotes a secondary contact for the building or stakeholder representation

Note: membership will be updated throughout the year as needed

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner’s Regulation 155.17

- The Chief Emergency Officer and the District-Wide School Safety Team members will review the plan periodically during the year and it will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before July 1 of each year.
- Members of the District-Wide School Safety Team reviewed the 2024-2025 District-Wide Safety School Safety Plan at each meeting held during the 2023-24 school year.
- The 30-day public comment period on the updated plan will be from July 2, 2024, to August 3, 2024. A public hearing will be held on August 21, 2024, during a duly convened Board of Education meeting. The Board of Education plans to adopt the District-Wide School Safety Plan on August 21, 2024, after a review of any comments.
- This plan will be reviewed and maintained on an annual basis. The Board of Education shall update and adopt this plan on or before September 1 of each year by the District-Wide School Safety Team. A copy of the District-Wide School Safety Plan is available on the Broome-Tioga BOCES website at <https://www.btboces.org/BOCESImportantDocuments.aspx>.
- 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 Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption, or by October 1 each year. Building-Level Emergency Response Plans will be supplied to local and State Police within 30 days of adoption.

SECTION II: RISK REDUCTION/PREVENTION & INTERVENTION

PREVENTION/INTERVENTION STRATEGIES

Staff continues to develop strategies for improving communication among students and between students and staff and reporting of potentially violent incidents. The program initiatives for prevention/intervention strategies are located in Appendix 3.

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

The BOCES procedures for reporting school violence are located in the Code of Conduct. Students at the BOCES school buildings review the Code of Conduct and have the students sign it. The Johnson City Learning Center has adult students and they are required to sign the Adult Education Handbook and Code of Conduct at orientation.

Information is also shared with staff in all buildings. Presently, the following strategies and tools are used to share information with staff:

- Building Safety Teams share information at staff meetings.
- All teachers have a folder with pertinent safety information and this is reviewed at the start of the school year.
- Safety information is posted on walls in every classroom and building.
- Parents are notified by school personnel (administrators/social workers/school counselors) when appropriate.
- Information is periodically posted to the Broome-Tioga BOCES website.
- All staff use their safety trainings to evaluate and monitor students. Trained professionals are available for students who are struggling.
- Teachers review safety information with students.
- Provide annual training for all staff on the building-level emergency response plan, including violence prevention and components on mental health by September 15. New employees will receive the training within 30 days of hire.

BOCES conducts the required as well as additional drills and exercises noted in Appendix 4. After drills, a debriefing takes place by the Building-Level Emergency Response Team and/or the District-Wide School Safety Team and changes are implemented, if needed.

The annual multi-hazard school safety drills and exercises are planned in coordination with the local and county emergency responders and preparedness officials (also located in Appendix 4).

The BOCES conducts annual training for staff and students in school safety issues. Training is coordinated by the building principals or designated building contacts, and may consist of classroom activities, general assemblies, tabletop exercises, drills, or other appropriate actions to increase the awareness and preparedness of staff and students.

BOCES continues to explore programs and develop collaborative agreements with state and local law enforcement officials designed to ensure that School Resource Officers and other security personnel are adequately trained, including training to de-escalate potentially violent situations. The School Resource Officers work with students in recognizing possible violent situations and the need to report them. The BOCES School Resource Officer program's goals and objectives are outlined in the agreement found in Appendix 6 and they receive appropriate training arranged by the Broome County District Attorney's Office in compliance with Commissioner's Regulation 155.17.

Implementation of School Security

All staff are expected to immediately report to their respective principal/director/manager/supervisor any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

The following security measures are taken in the Broome-Tioga BOCES buildings:

- Single point of entry
- Signs are posted indicating all visitors must report to the main office to sign in and receive a visitor badge
 - Each school building has an assigned person to monitor visitor and non-district staff to sign in and out at the main entry door/welcome center. Each visitor and non-district staff is provided a visitor badge for the duration of the time spent in the Broome-Tioga BOCES building
 - Visitor badges not returned at the end of the day are accounted for by the sign in personnel and the visitor is contacted for the badge
 - Visitors are monitored via CCTV, and questioned about their purpose at the building and then buzzed into the building by the person monitoring the entry point
- Contractors have badges with an effective date and expiration date
- Substitutes receive a paper badge when they arrive and sign in at the main office before going to their classroom. Long-term substitutes receive a picture ID badge
- All building entrances except the main entrance are locked after the beginning of the school day
- In areas such as the loading dock, surveillance devices are monitored by main office clerical staff to allow entry
- Knox Lock Boxes are located in select buildings
- Lighting and cameras
 - Lighting has been provided around the perimeter of all school buildings and other BOCES buildings
 - There are security cameras at each building inside and outside to monitor activity in parking lots as well as inside the buildings
- Search dogs are used as needed
- School Resource Officers (two at Leslie F. Distin Education Center, one at West Learning Center and one at East Learning Center)
- Other School Safety Personnel (Leslie F. Distin Education Center, East Learning Center, West Learning Center)
 - Greeters/Main Office Secretaries
 - Provides oversight and security at the main entrance
 - Checks visitors in and assigns visitor badges
 - Checks with building employee that a visitor is there to see them
 - Checks badges are returned and visitors have signed out
 - Monitors
 - Provide supervision on the playground, at lunch periods and study halls
 - Maintains order in classrooms and hallways
 - Oversees orderly passing of students between classes, in gym, cafeteria, locker rooms, and school premises before and after school
 - Assist students in safely crossing streets and intersections
 - May render first aid and/or accompany student to the nurse
- Broome-Tioga BOCES staff badge entry (includes photo)
- Code of Conduct
- Cybersecurity plan

SECTION III: RESPONSE

NOTIFICATION AND ACTIVATION (INTERNAL & EXTERNAL COMMUNICATION)

BOCES recognizes that appropriate response to emergencies varies greatly depending on the actual

threat or act, as well as the magnitude of such emergency. In *most* cases, the Building-Level Emergency Response Plans detail the appropriate response to such emergencies.

The following forms of communication are used:

- Telephone/cell phone
- Fax
- Local media
- Red banner on the top of the BOCES website
- Electronic text program

Upon receiving notice of an emergency in which the health and safety of students and staff is at risk, the District-Wide Incident Commander shall implement the Plan.

Depending on the nature and severity of an emergency or disaster, all schools, offices, and educational agencies within the BOCES will be notified, informed, and updated on the situation via one or more of the following:

- Telephone call
- Fax
- Email
- Written notice

Maintaining Certain Information About Each Educational Agency Located in the School District

- Each Building-Level Emergency Response Plan will include the following information for schools and daycares within the BOCES:
 - School population
 - Number of staff
 - Transportation needs
 - Business and home telephone numbers of key official of each such educational agency
- The Building-Level School Safety Teams will ensure this information is current and accurate
- Vital Educational Agency Information and Building Contact Information are available in the Building-Level Emergency Response Plans

System for Informing All Educational Agencies Within a School District of a Disaster

BOCES will notify any appropriate educational agencies within its boundaries, as well as adjacent to its boundaries, in the case of a disaster that would affect any of these agencies. The District Incident Commander will determine the extent of notification and delegate its delivery. The agencies to be contacted are listed in the Building-Level Emergency Plans.

Policies and Procedures for Responding to Implied, or Direct Threats of Violence or Acts of Violence by Students, Teachers, Other School Personnel, and Visitors to a BOCES School or Building

- BOCES has enacted policies and procedures dealing with violence. These policies and procedures address the safety of the school community, as well as the range of discipline of those making the threat or committing the act of violence.

Policies and Procedures for Contacting Appropriate Law Enforcement Officials in the Event of a Violent Incident

- Law enforcement officials will be contacted by the Incident Commander as noted in the Building-Level Emergency Response Plan, and will be requested based on the “closest response agency” to ensure that the response to the incident is as rapid as possible.

Policies and Procedures to Contact Parents, Guardians, or Persons in Parental Relation to the Students in the Event of a Violent Incident, Early Dismissal, or Suicide

- BOCES will contact appropriate parents, guardians, or persons in parental relation via media release, telephone, or other appropriate means in the event of an emergency situation or a violent incident that causes the BOCES to dismiss the students early.
- BOCES administration or local police will contact parents, guardians, or persons in parental relation to the student by appropriate means in the event of a student suicide.

Media Communications

- The Superintendent or their designee shall issue all public communications, prepare news releases, and brief the media as appropriate. **No BOCES staff member will provide information to the media during or after an emergency unless specifically authorized to do so.** (Policy 2120 – Emergency Information Spokesperson)

TYPES OF EMERGENCIES AND RESPONSES

BOCES has identified the following response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-Level Emergency Response Plans include identification of specific procedures for each action depending on the emergency.

Emergencies include, but are not limited to:

Threats of Violence	Lockdown: Hostage/Kidnap/Unauthorized Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Severe Weather/Thunderstorm/Tornadoes	Hazardous Material (toxic)
Civil Disturbance	Biological Hazard/Epidemic/Pandemic
School Bus Accident	Radiological
Gas Leak (external/internal)	Explosion/Fire
Cybersecurity Incident	Structural Failure
Aircraft Crash	Automated External Defibrillator (AED)
Others as determined by the Building-Level School Safety Team	

Hazard Identification

BOCES has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and Law Enforcement agencies.

Responses to Acts of Violence: Implied or Direct Threats

The following types of procedure(s) are used by BOCES:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform Building Principal or Building Incident Commander/Immediate Supervisor of implied or direct threat
- Determine level of threat with Superintendent/Designee
- Contact appropriate law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team
- The BOCES may also provide training and professional development to assist personnel, such as training in de-escalation or identification of early warning signs of potentially violent behavior

Acts of Violence

- The following procedures and policies are used for responding to acts of violence by students, teachers, other school personnel and visitors to the school:
 - If the situation warrants, isolate the immediate area and evacuate if appropriate
 - Inform Building Principal/Building Incident Commander/Immediate Supervisor/Superintendent
 - Determine level of threat with Superintendent/Designee
 - If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency
 - Monitor situation, adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

BOCES has determined appropriate responses to emergencies. The following protocols are in place:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Law Enforcement

BOCES has made arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies. The following are the types of arrangements used by BOCES:

- Any employee in the event of an emergency can contact dispatch point or 911 center for fire or EMS response
- Emergency responders will obtain access to locked buildings and grounds during emergencies via school issued key access cards or force as necessary

Procedures for Obtaining Advice and Assistance from Local Government Officials

The procedures for obtaining advice and assistance from local governments during countywide emergencies include the following:

- Superintendent/Designee in an emergency will contact the Broome County Executive, Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance
- When necessary the chief elected official may deem it necessary to invoke article 2-B, issuing a disaster declaration. Under such instances, the BOCES will comply with all directives in response to the immediate disaster
- BOCES has identified resources for emergency from the following agencies:
 - Red Cross
 - Fire Department
 - Police Department
 - Private industry
 - Private individuals
 - Religious organizations
 - School physician
 - Other
- Staff from BOCES have attended, and will continue to attend seminars and workshops concerning school safety

District Resources Available for Use in an Emergency

- Building-Level Emergency Response Plans include resources specific to the building which may include: student/staff information, transportation needs, relevant personnel contact information, AEDs, fire extinguishers, etc.
- The Broome-Tioga BOCES owned buses and other vehicles are available for use in an emergency to transport students, staff, and visitors. In the event BOCES does not have enough vehicles, neighboring districts will be contacted for assistance

Crisis Response Assistance

Crisis response for incidents requiring the assistance of counselors will use in-house psychologists, counselors, and social workers to assist.

Procedures to Coordinate the Use of BOCES-Wide Resources and Manpower During Emergencies

- During an emergency, all BOCES resources shall be available for use at the direction of the District Incident Commander or their designee
- The building principal/building incident commander will determine what is needed and will work with the staff member of the Building-level Emergency Response Team, charged with the responsibility of Operations
- Together, they will advise the District Incident Commander of their needs
- The District Incident Commander/designee has the necessary authority to permit the use of all district-owned resources and the allocation of financial resources if necessary. This includes staff, vehicles, facilities, etc.
- The Superintendent or their designee has the authority to also allocate the necessary resources including financial resources

Protective Action Options

The BOCES has plans for taking the following actions in response to an emergency where appropriate: early dismissal, school cancellation or delay, evacuation, or sheltering (internal or external).

Early Dismissal

- The appropriate BOCES District Official will make a determination regarding an early dismissal
- The appropriate BOCES District Official will contact the Transportation Supervisor to arrange transportation
- The appropriate BOCES District Official will contact local media, post notification on the BOCES website, and have an auto notification call sent out with information of the early dismissal
- The appropriate BOCES District Official will set up an information center so that parents may make inquiries regarding the situation
- The appropriate BOCES District Official will retain appropriate district personnel until all students have returned home

School Cancellation or Delay

- The appropriate BOCES District Official will monitor any situation that may warrant a school cancellation or delay
- The appropriate BOCES District Official will make a determination regarding a school delay or cancellation
- The appropriate BOCES District Official will contact local media, post notification on the

BOCES website, and have an auto notification call sent out with information of the school delay or cancellation

Due to the various instructional programs offered at BOCES, the following closing/delay procedures were developed to assist staff.

LEARNING CENTERS

- If **Broome-Tioga BOCES is closed** (per announcement via radio, BOCES website and/or television) all BOCES Centers are closed (AUP/BTA staff does not report to work). The designated BOCES Learning Centers include: East Learning Center, Johnson City Learning Center, Leslie F. Distin Center, West Learning Center, and New Visions/MetroCenter
- An overall **BOCES delay is highly unlikely**. In the event of such an occurrence, BTA and AUP staff will also be on a delay.

DISTRICT & ADT

- If the **school district of an operating site is closed**, the Instructional Program is also closed. AUP and BTA staff does not report. Otherwise, it remains open and staff report. District-based classes follow the policy of the school district in which they are housed.
- If the event of an **unscheduled early dismissal of classes**, all **ADT** staff members will contact their immediate supervisor as soon as an unscheduled closing is announced for further direction. In case the supervisor is not available, contact the Assistant Superintendent of Instruction.
- If a **school district of a district-based classroom delay** is announced, the district-based BOCES staff/students located within the classrooms of that school are on a delay. Each supervisor will implement a contingency plan for students who may arrive before official school start time for district-based classes/operating site.

ADULT PROGRAMS

- If **Broome-Tioga BOCES is closed** (per announcement via radio and/or television) all **BOCES Adult Programs are closed** (BTA staff does not report to work). The designated BOCES Adult Centers are: Broome County Workforce NY, Johnson City Learning Center, UE Administration Building, and Leslie F. Distin Education Center. This includes evening adult job training and literacy programs.
- An overall **BOCES delay is highly unlikely**. In the event of such an occurrence, BTA staff will also be on a delay.

Evacuation (before, during, and after school hours, including security during evacuation and evacuation routes)

- Determine the level of the threat
- Contact the Transportation Supervisor to arrange transportation
- Clear all evacuation routes and sites prior to evacuation
- Evacuate all staff and students to prearranged evacuation sites
- Account for all student and staff population and report any missing staff or students to the Building Principal/Building Incident Commander
- Make a determination regarding early dismissal
- If determination was made to dismiss early, contact local media to inform parents of the early dismissal through an auto notification phone call
- Ensure adult supervision or continued school supervision/security
- Set up an information center for parent inquiries regarding the situation

- Retain appropriate district personnel until all students have returned home

Sheltering Sites (internal and external)

- Determine the level of the threat
- Determine location of sheltering depending on the nature of the incident
- Account for all students and staff and report any missing staff or students to the Building Principal/Building Incident Commander or designee
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- Retain appropriate district personnel until all students have been returned home

Stay at Home/Remote Learning

- Please refer to the emergency remote learning plan (Appendix 11)

SAFETY PRECAUTIONS REGARDING BUILDING AND SITE ACCESS

Crime Scene Security

In the event of an incident/crime on BOCES property, the building shall utilize the following procedure(s) for securing and restricting access to the scene in order to preserve the evidence from being disturbed or destroyed:

- The initial crime scene security is charged with the Building Principal/Building Incident Commander or designee until relieved by law enforcement officials
- No items shall be moved, cleaned, or altered without prior approval from the appropriate Law Enforcement Agency
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons

CODE OF CONDUCT

BOCES has policies and procedures dealing with and responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. Procedures are located in the Code of Conduct which is located on the Broome-Tioga BOCES website at <https://www.btboces.org/BOCESImportantDocuments.aspx>.

SECTION IV: RECOVERY

DISTRICT SUPPORT FOR BUILDINGS

The District Incident Commander or designee is at the scene of an emergency to support the Building-Level Emergency Response Teams. The BOCES supports the buildings with emergency equipment, personnel, transportation, and other necessities as noted in Appendix 5.

DISASTER MENTAL HEALTH SERVICES

The BOCES school counselors, school psychologists, and social workers work with the teams in each building. The BOCES will contact local, county, and state level mental health agencies, as needed.

APPENDIX 1
Broome-Tioga BOCES Sites

Site	Primary Contact
BOCES Business Office 201 Washington Street Endicott, NY 13760	Molly St. John Manager for Budget and Finance
Central Business Office 100 Marshall Road Endicott, NY 13760	Kathy Blackman Controller
Document Services, Food Services, and South Central RIC 1 N. Loder Avenue Endicott, NY 13760	Chris Alunni Manager of Technical Support Services
East Learning Center 164 Hawley Street Binghamton, NY 13901	Chuck Wheeler Executive Principal
Instructional Support Center 435 Glenwood Road Binghamton, NY 13905	Robin Eccleston Director of Human Resources
Johnson City Learning Center 500-502 Main Street Johnson City, NY 13790	Lynette Bryan Supervisor
Leslie F. Distin Education Center 435 Glenwood Road Binghamton, NY 13905	Tom McNair Assistant Superintendent for Instruction
New Visions/MetroCenter 49 Court Street Binghamton, NY 13901	Anne Loew Teacher and Building Incident Commander
West Learning Center 471 Pennsylvania Avenue Apalachin, NY 13732	Maria Keesler Principal

**APPENDIX 2
Identified Hazards**

Weather Hazards

Hazard	Chance for Occurrence
Extreme Heat above 95 degrees F – difficulty keeping people cool	Usually July through September with potential for occurrence other times throughout the year
Flooding due to Hurricanes	Medium
Winter Storms/Blizzards	Medium
Thunderstorms	Medium
Tornadoes	Low
Brush Fires	Low
Hurricane Winds	Low
Earthquakes	Low
Droughts	Rare

Hazards Specific to BOCES Sites

Site	Hazards Identified
BOCES Business Office 201 Washington Street Endicott, NY 13760	Route 17C/Main Street Gulf Gas Station Route 17 Susquehanna River Endicott Water and Light Departments Huron Campus
Central Business Office 100 Marshall Road Endicott, NY 13760	Route 17C Railroad Endicott Water Treatment Facility Susquehanna River Tri-Cities Airport
Document Services, Food Services, and South Central RIC 1 N. Loder Avenue Endicott, NY 13760	Surrounding Neighborhood Route 26 Huron Waste Treatment Facility Railroad Agway
East Learning Center 164 Hawley Street Binghamton, NY 13901	Route 363 Route 11 Local Gas Stations Columbus Park Surrounding Streets Railroad Yard
Instructional Support Center 435 Glenwood Road Binghamton, NY 13905	Project Adventure Trail Gas Tank Surrounding woods, fields, cliff Flight pattern of Greater Binghamton Regional Airport Marshland Routes 17 (86) and 81
Johnson City Learning Center 500-502 Main Street Johnson City, NY 13790	Binghamton Johnson City Joint Water Treatment Facility Railroad

	Route 17 Route 17C Local creek Route 201
Leslie F. Distin Education Center 435 Glenwood Road Binghamton, NY 13905	Project Adventure Trail Gas Tank Surrounding woods, fields, cliff Flight pattern of Greater Binghamton Regional Airport Marshland Routes 17 (86) and 81
New Visions/MetroCenter 49 Court Street Binghamton, NY 13901	Court Street Surrounding Streets Chenango and Susquehanna Rivers Route 363 Route 11 MLK Park State Street Parking Ramp
West Learning Center 471 Pennsylvania Avenue Apalachin, NY 13732	Apalachin Elementary School (Cafeteria) Propane Tank Route 434 Creek Wooded area Route 17 Owego Water Treatment Facility

APPENDIX 3

Current Prevention/Intervention Strategies

Presently, the following programs are being conducted in our school buildings:

- Nonviolent Conflict Resolution Training
- Peer Mediation Programs
- Youth Courts
- Extended Day and Other School Safety Programs
- Establishing anonymous reporting mechanisms of school violence
- Creating a forum or designating a mentor for students concerned with bullying or violence

To prevent violent and/or disruptive behavior at the Leslie Distin Educational Center, East Learning Center, and West Learning Center locations, the following programs are being conducted:

- 2nd Step
- Mental Health First-Aid
- Zones of Regulation
- Executive Functioning
- Restorative Justice
- Responsive Classroom
- Mindfulness
- Life Space Crisis Intervention (LSCI)
- PBIS
- Non-Violent Crisis Intervention (NCI)
- Applied Physical Training (APT)

APPENDIX 4

Current Training Drills/Exercises

Training:

- Right to Know
- Hazardous Communication
- Personal Protective Equipment (PPE)
- AHERA annual recertification
- Evacuation procedures
- Sheltering procedures
- Food Service Staff Training

Attendance documentation for training sessions is recorded by the division that administers the training.

The BOCES continues to test components of the emergency response plan annually:

Drills/Exercises

- School cancellation
- Early dismissal drill
- Evacuation to another site
- Sheltering sites (internal and external)
- Hold in Place (drill to retain students)
- Lockdown drills
- Evacuation drills (fire)
- Shelter in Place (severe weather drill)
- Tabletop exercises

The BOCES is aware of and has planned for how all buildings will comply with mandated drill requirements, as described below:

- Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day (Education Law §807.1)
- Eight evacuation drills and four lockdown drills each year, eight of the required drills by December 31 each school year (Education Law §807.1)
- Four of the required drills must be through use of the identified secondary means of egress (Education Law §807.1)
- Drills will be conducted at different times of the school day (Education Law §807.1)
- Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly (Education Law §807.1)
- The school board will ensure that information about drills be provided in the teacher's manual or handbook (Education Law §807.2)
- In addition to the required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year that is no more than 15 minutes before the normal dismissal time. Procedures must include
 - Notifying parents and guardians at least one week prior to the drill; and
 - Testing the usefulness of the communications and transportation system during emergencies (Commissioner's Regulations §155.17(h))
- Two additional evacuation drills must be conducted during summer school (July 1 – August 30)

**APPENDIX 5
District Resources**

Description	Quantity
Pickup Trucks	5
Dump Truck	0
Cube Truck	2
Wrecker	0
School Buses	1
Snow Plows	5
Front Loader/Backhoe	0
Forks for Loader Bucket	0
Chain Saws	2
Genie Lifts	1
Scissors Lift	1
RTV	1
Fire Extinguishers	A very large quantity

**APPENDIX 6
SRO Agreement**

Original agreement: [Broome County District Attorney - Resource Officers - Broome Tioga Boces CA 2932 fully executed 08 09 2023.pdf](#)

Agreement extension: [Broome County District Attorney - Resource Officers - Broome Tioga Boces CA 2932 Perminent Resolution 168 fully executed 05 10 2024.pdf](#)

**APPENDIX 7
School Cooperation Agreement**

Agreement: [school cooperation agreement.pdf](#)

Note: this agreement will updated during the 24-25 school year

**APPENDIX 8
Agreement to Permit the Use of a Facility as an Emergency Shelter
American National Red Cross Agreement
Broome Developmental Disabilities State Operations Office**

Red Cross Agreement: [red cross.pdf](#)

Broome Development Disabilities State Operations Office Agreement: [broome development.pdf](#)

Note: these agreements will updated during the 24-25 school year

APPENDIX 9

Public Employer Health Emergency Plan – Public Emergencies – Communicable Diseases

Detailed Plan:

<https://www.btboces.org/Downloads/BOCES%20Continuation%20of%20Operations%20Plan22.pdf>

Note: this plan will be reviewed and updated during the 24-25 school year

APPENDIX 10

Cybersecurity Incident Response Plan

Purpose:

Broome-Tioga BOCES is a trusted public education provider to K-12 and adult students and education service provider to component school districts. Broome-Tioga BOCES stores information related to students, staff, and internal business operations, as well as manages and maintains technical infrastructure required to house and maintain this information. Additionally, a division within Broome-Tioga BOCES, known as the South Central Regional Information Center (SCRIC), houses information on behalf of the component school districts they serve, which includes Broome-Tioga BOCES. There are instances when the SCRIC or Broome-Tioga BOCES contracts with vendors of digital services and products to manage and maintain this data and infrastructure.

This Cybersecurity Incident Response Plan outlines the procedures Broome-Tioga BOCES uses to detect and respond to unauthorized access or disclosure of private information from systems utilized, housed, maintained or serviced by Broome-Tioga BOCES, SCRIC, and/or third-party vendors. More specifically, the plan defines the roles and responsibilities of various Broome-Tioga BOCES and SCRIC staff with respect to the identification, isolation, and repair of data security breaches, outlines the timing, direction, and general content of communications among affected stakeholders, and defines the different documents that will be required during various steps of the incident response.

Broome-Tioga BOCES also implements practices designed to proactively reduce the risk of unauthorized access or disclosure, such as training staff with respect to legal compliance requirements, following appropriate physical security and environmental controls for technical infrastructure, and deploying digital security measures such as firewalls, malware detection, and numerous other industry standard systems.

In the event of a cybersecurity incident, Broome-Tioga BOCES staff have been trained to expeditiously deal with the matter. Broome-Tioga BOCES staff are trained on a yearly basis to recognize anomalies in the systems they regularly utilize, and to report any such anomalies as soon as possible to the Incident Response Manager so the Incident Response Team can be mobilized. Throughout the year the Incident Response Manager and members of the Incident Response Team are kept up-to-date on the latest security threats and trained in modern techniques of incident remediation.

The availability and protection of the information resources managed by the systems we maintain is of paramount importance to our BOCES and will always be a core value of our organization.

INCIDENT RESPONSE TEAM

Role	Name
Incident Response Manager	Chrissy Choi, Executive Operations Officer
Technical Contacts	Jennifer Weston, Administrator for Managed Technology Services
	Jim Traffas, Associate Coordinator for Managed Services
Legal Counsel	Coughlin and Gerhardt, LLP, School Attorney
Communications	Christina Kunzman, Manager of Communications, Public Relations, and Print Services

INCIDENT MANAGEMENT PRINCIPLES CONFIDENTIALITY

Investigation

During a cybersecurity incident investigation, the Incident Response Manager (IRM) or members of the team will be gathering information from multiple computer systems and/or conducting interviews with key personnel based on the scope of the incident in question. All information gathered or discovered during a cybersecurity incident will be strictly confidential throughout the investigative process. Members of the Cybersecurity Incident Response Team are trained in information security and data privacy best practices. At the conclusion of the investigative process, the IRM will brief the District Administration on the relevant details of the incident and the investigation.

Affected Stakeholders

In the event the incident involves the unauthorized access or disclosure of confidential student or staff information, Broome-Tioga BOCES will communicate information relevant to the incident as well as any additional requested information to which they have a right (e.g., specific student records, staff records, etc.). Broome-Tioga BOCES does reserve the right to withhold certain information at the discretion of the IRM if that information may jeopardize current or future investigations, or pose a security risk to Broome-Tioga BOCES or other entities.

In the event the incident involves information of a non-BOCES stakeholder group, such as a neighboring district or vendor partner, BOCES will take appropriate steps to notify those entities as efficiently as possible.

APPENDIX 11 Emergency Remote Instruction Plan

Detailed Plan: [emergency remote instruction plan.pdf](#)

Note: this plan will be reviewed and updated during the 24-25 school year

BUILDING-LEVEL EMERGENCY PLAN SYNOPSIS

2024-2025

The Broome-Tioga BOCES Building-Level Emergency Response Plans (ERPs) use the emergency plan format proscribed by New York State. The content, organization, and terminology provided in the New York State Guide to Emergency Response Planning (2015) aligns with the Federal Emergency Management Agency's "Guide for Developing High-Quality School Emergency Operations Plans (2013)." The organization of ERP supports two key practices being adopted in New York State First, the ERP provides standardized language that is consistent with current national emergency response protocols. Secondly, consistent formatting aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- The Basic Plan
- Functional Annexes
- Threat/Hazard Specific Annexes
- Appendices

The ERP standardizes language and provides a structured framework. Individualized policies and procedures have been developed locally based on each building's unique circumstances and resources. Tools to manage an emergency must include response procedures that are developed through threat assessments, safety audits, planning and training before an incident occurs. The Emergency Response Plan provides for the development of annexes to meet each building's unique circumstances.

Functional Annexes focus on critical operational functions and the courses of action developed to carry them out. In New York State, to ensure consistency, buildings use standardized definitions and suggested best practice of the following Functional Annexes:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Lockout
- Lockdown

These five Functional Annexes provide a common foundation for response to all emergencies and should not be modified. The intent is to create an environment where school staff, and emergency responders recognize the language and procedures provided no matter where they are in the State.

Actions and best practices are outlined in the Threat/Hazard Annexes section, detail what to do in the event of various emergencies. Appropriate floor plans for each building and current information about building response team members, staff with special needs and any other information critical to each building are provided. Appropriate staff are identified and trained to fill specific roles related to incident command and appropriate response teams. Appropriate training and drilling is required to ensure that all district personnel, and building personnel understand the plan and their roles and responsibilities.