BROOME-TIOGA BOCES

DISTRICT-WIDE SCHOOL SAFETY PLAN
2026-2027

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

Updated June 2026

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 (SAVE) 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.nysed.gov/student-support-services/8-crr-ny-15517-school-safety-plans
Education Law 408-b - https://www.nysed.gov/facilities-planning/state-education-law-408-b-guidance

SECTION 1: GENERAL CONSIDERATIONS AND PLAN DEVELOPMENT

PURPOSE

At the direction of the Broome-Tioga BOCES Board of Education, the District-Wide School Safety Team is 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, and a parent.

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 Building-Level Emergency Response Team.
- Upon the activation of the Building-Level Emergency Response Team, the Broome-Tioga BOCES District Superintendent or their designee will be notified, and 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.
- Local emergency officials play an important role in managing response actions in emergency situations. Assistance from these officials is obtained by:
    - Asking for their input in the planning process, including membership on the district-wide and, when possible, building teams.
    - Include them in the training of staff and students.
    - Use their expertise and experience in the conduct of all drills, including tabletop exercises.
- Submit and certify to the Commissioner that all staff receive 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.

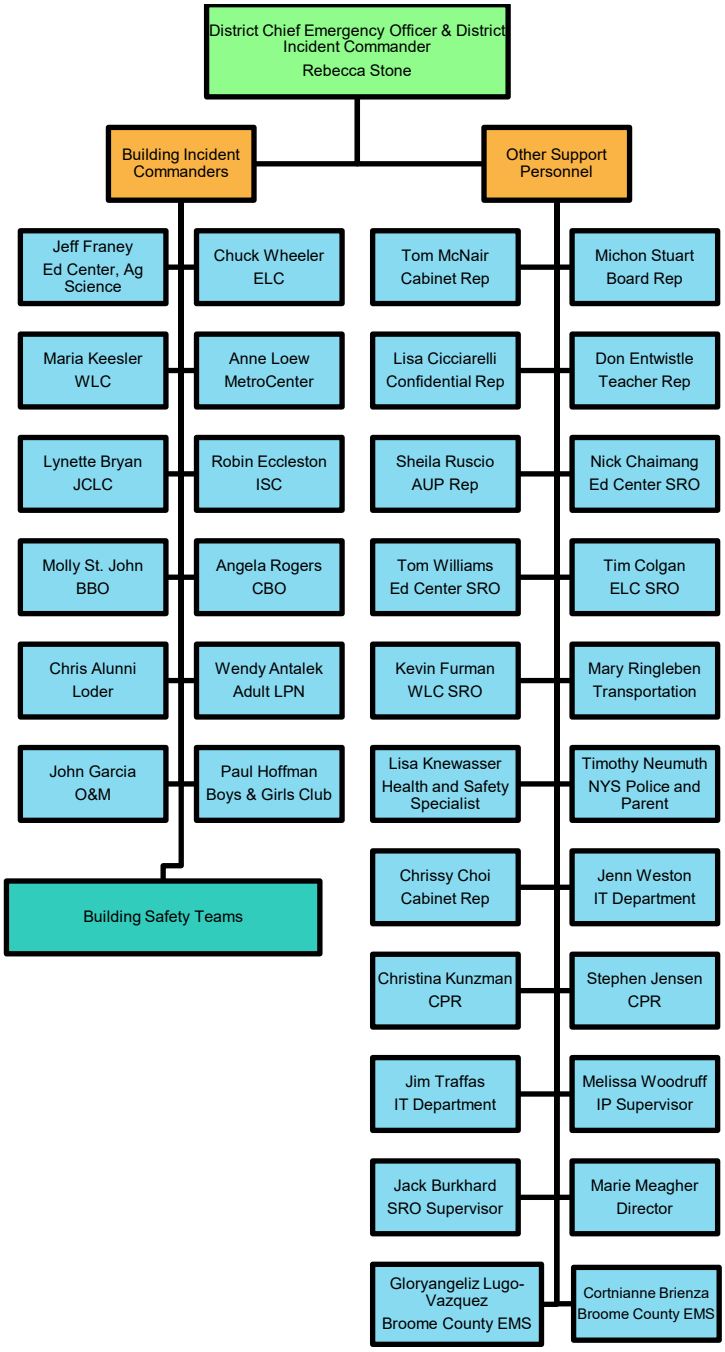
PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulation 155.17

- The District Chief Emergency Officer and the District-Wide School Safety Team members will review the plan 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 District-Wide Safety School Safety Plan during the 2025-2026 school year and provided updates which are incorporated into the 2026-2027 plan.
- The 30-day public comment period on the updated plan will be from July 2, 2026, to August 2, 2026. A public hearing will be held on August 26, 2026, during a duly convened Board of Education meeting. The Board of Education plans to adopt the District-Wide School Safety Plan on August 26, 2026, 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. 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.

DISTRICT-WIDE SCHOOL SAFETY TEAM VISUAL

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.



District Chief Emergency Officer

The District Superintendent is designated as the District 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 District Chief Emergency Officer is responsible for:

- Coordination of 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 plans;
- Ensure the conduct of required evacuation and lockdown drills in a trauma-informed, developmentally, and age-appropriate manner 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: Rebecca Stone, District Superintendent
Email: rstone@btboces.org
Phone: 607-766-3802

BROOME-TIOGA BOCES DISTRICT-WIDE SCHOOL SAFETY TEAM PRIMARY AND SECONDARY MEMBERS

Members of the Broome-Tioga BOCES District-Wide School Safety Team include (updated June 2026):

Safety Team Member Name	Role
Michon Stuart	Board of Education Member
Rebecca Stone	District Superintendent
Tom McNair	Assistant Superintendent for Instruction Instructional Programs
Angela Rogers	Director of Business Operations Central Business Office
Sandy Cragle*	Administrative Support Central Business Office
Molly St. John	Manager for Budget and Finance BOCES Business Office
Jamie Thorne*	Business Operations Manager BOCES Business Office
Robin Eccleston	Director of Human Resources BOCES Administration
Andrew Nordstrom*	Personnel Assistant Human Resources
John Garcia, Jr.	Operations and Maintenance Director Operations and Maintenance
Lisa Knewasser	Health and Safety Specialist and BSSA Member BOCES Health and Safety Department Operations and Maintenance
Jeff Franey	Principal Instructional Programs (Ed Center) Animal Science, BTTC, and Ed Center
Ilene Monico*	Principal Instructional Programs (Ed Center) Animal Science, BTTC, and Ed Center
Rebecca Falank*	Principal Instructional Programs (Ed Center) Animal Science, BTTC, and Ed Center
Chuck Wheeler	Executive Principal Instructional Programs (ELC)
Tim Colgan*	School Resource Officer Instructional Programs (ELC)
Paul Hoffman	Principal Instructional Programs (Boys and Girls Club)
Chuck Wheeler*	Executive Principal Instructional Programs (Boys and Girls Club)

Maria Keesler	Principal Instructional Programs (WLC)
Heidi Cardone*	Assistant Principal Instructional Programs (WLC)
Wendy Antalek	Supervisor of Health Careers Instructional Programs (Adult LPN)
Matt Sheehan*	Director (CTE and Adult Education) Instructional Programs (Adult LPN)
Chris Alunni	Manager of Technical Support Services South Central RIC (Loder)
Chris White*	Manager of Employee Experience/Document Services Document Services (Loder)
Lynette Bryan	Supervisor Instructional Programs (JCLC)
Cindy Roach*	Administrative Support Instructional Programs (JCLC)
Anne Loew	Teacher Instructional Programs (MetroCenter)
Jeff Franey*	Principal Instructional Programs (MetroCenter)
Melissa Woodruff	Supervisor Instructional Programs Lead Crisis Response Team
Tammy Eaves*	Assistant Director Instructional Programs Lead Crisis Response Team
Marie Meagher	Director (Special Education) Instructional Programs
Nick Chaimang	School Resource Officer Instructional Programs (Ed Center)
Tom Williams	School Resource Officer Instructional Programs (Ed Center)
Kevin Furman	School Resource Officer Instructional Programs (WLC)
Timothy Neumuth	New York State Police Parent
Cortnianne Brienza	Broome County Emergency Management Services
Gloryangeliz Lugo-Vazquez	Broome County Emergency Management Services
Jack Burkhard	Broome County Sheriff's Department SRO Supervisor

Don Entwistle	Teacher Rep and BTA President Instructional Programs
Sheila Ruscio	Teacher Aide and AUP Member Instructional Programs
Mary Ringleben	Transportation Coordinator and BSSA Member Operations and Maintenance
Jennifer Weston	Administrator for Managed Technology Service South Central RIC
Stephen Jensen	Public Information Specialist and BSSA Member Communications and Public Relations
Christina Kunzman	Manager for Communications, Public Relations, and Print Services
Lisa Cicciarelli	Executive Assistant BOCES Administration
Chrissy Choi	Executive Operations Officer BOCES Administration

*denotes a secondary contact for the building

SECTION 2: GENERAL EMERGENCY RESPONSE PLANNING

IDENTIFICATION OF BOCES SITES AND POTENTIAL EMERGENCIES/HAZARDS

BOCES has established procedures for the identification of potential sites and the internal and/or external emergencies/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.

Appendix 1 lists all BOCES sites/locations and Appendix 2 lists all the identified emergencies/hazards, including the chance for occurrence and emergencies/hazards specific to each BOCES site/location. Also included in Appendix 2 is a Building Safety Audit Checklist (separate forms for instructional and non-instructional buildings) that are recommended to be completed annually by each building incident commander (may be included in the Building-Level Emergency Response Plans).

Emergencies/Hazards include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosion/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Medical Emergencies	Fire
Structural Damage	Building System Failure
Others as determined by the Building-Level School Safety Team	

RESPONSE PROTOCOLS

BOCES has determined appropriate response protocols to threats, acts of violence, and emergencies.

The following protocols are in place:

- Identification of decision makers
- Identify and evaluate the threat
- Share information with the decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents, if necessary
- Procedures to notify media, if necessary
- Debriefing procedures

ACTIONS IN RESPONSE TO AN EMERGENCY

BOCES has identified the following general response actions to emergency situations:

- School cancellation or delay
- Early dismissal
- Stay at home/remote learning
- Hold/Hold-in-Place
- Secure Lockout
- Lockdown
- Evacuate/Evacuation
- Shelter/Shelter-in-Place

The Building-Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

SCHOOL CANCELLATION OR DELAY

In the event it is necessary to close school, announcement thereof shall be made over local radio stations and other communications media as per BOCES Policy 2130 – Closing of Schools.

While schools are in session, in the event of an emergency or an act of nature, the District Superintendent or their designee may choose to close one or more buildings in the BOCES. The District Superintendent or their designee shall place the safety of students and staff as the primary consideration of closing any building.

The District Superintendent or their designee is also empowered to close BOCES offices and other non-student-related services at their discretion when conditions warrant the closing.

Staff attendance will be governed by contract and/or emergency response to the situation by the District Superintendent or their designee.

- 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 cancellation or delay
- 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 cancellation or delay

EARLY DISMISSAL

In the event of an imminent emergency, the early dismissal procedures will be implemented. This could

occur at any time of the day and the notification will be from the District Superintendent or their designee.

- 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 send an auto notification call with information of the early dismissal
- When needed, 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

NOTE: BOCES has a specific Early Dismissal Plan in place for each building.

STAY AT HOME/REMOTE LEARNING
When needed, the option to provide remote learning is available. More information regarding the remote learning plan can be found in Appendix 3.

NYS EMERGENCY RESPONSE TERMS (STANDARD RESPONSE PROTOCOL)
BOCES has adopted the following NYS emergency response terms. These five actions work together as situations evolve and information is gathered.

HOLD/HOLD-IN-PLACE
There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

Students and staff are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced. Students and staff in common areas, like the cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room. Students and staff outside of the building should remain outside unless the administration directs otherwise.

It is suggested that prior to closing the classroom door, teachers should sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.

The **public address** for Hold is: “Hold in your room or area. Clear the Halls.” and is repeated twice each time the public address is called. There may be a need to add directives for students who are not in a classroom, at lunch, or some other location where they should remain until the Hold is lifted.

“Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls.”

An example of a medical emergency message would be:
“Students and staff, please Hold in the cafeteria or your room. We’re attending to a medical situation near the office.”

A Hold Action can be **released** by Public Address. When it’s been resolved:
“Students and staff, the Hold is released. All clear. Thank you for your assistance in making this Hold work smoothly.”

When needed, messaging to parents/guardians after a Hold Action has been used in the school is sent after the Hold is cleared. If the Hold goes on for an extended period of time or it is happening close to release time, notification may be sent.

Sample messaging may include:

- **Current Hold during the school day**
  Email Subject Line: Safety Notification – Hold Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME has been placed in Hold due to STATE THE REASON FOR THE HOLD.

  As a precaution, students and staff are asked to remain in their classrooms to keep the hallways empty. Classroom learning will continue throughout the Hold, but students will not be able to change classes.

  The safety and well-being of your child is our top priority. We will continue to monitor the situation and update you further as soon as we have more information.

  Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING

  *What is a Hold Action? The Hold Action is used when the hallways in the school need to remain clear. Classroom learning will still take place as normal during a Hold, but students may not be able to change classes until after the Hold has been lifted.

- **Current Hold at the end of the day**
  Email Subject Line: Safety Notification – Hold Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME has been placed in Hold due to STATE THE REASON FOR THE HOLD.

  As a precaution, students and staff are asked to remain in their classrooms in order to keep the hallways empty.

  Student dismissal may be delayed for a short time until the situation has been resolved. You will be notified when students are dismissed. Thank you for your understanding.

  The safety and well-being of your child is our top priority. We will continue to monitor the situation and update you further as soon as we have more information.

  Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING

  *What is a Hold Action? The Hold Action is used when the hallways in the school need to remain clear. Classroom learning will still take place as normal during a Hold, but students may not be able to change classes until after the Hold has been lifted.

  Text Message
  BUILDING NAME has been placed in Hold as a precaution. This situation may impact student dismissal. Please check your email for more information.

  Phone Call
  Parents/Guardians, BUILDING NAME has been placed in Hold due to STATE REASON FOR THE HOLD. As a precaution, we have placed the building in Hold to keep the halls empty. Student dismissal may be delayed for a short time. Please be patient. We will continue to

monitor the situation and update you further as soon as we have more information.

- **Notification that a Hold occurred during the day**
  Email Subject Line: Safety Notification – Hold Ended at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME was placed in Hold from START TIME to END TIME due to STATE REASON FOR THE HOLD.

  As a precaution, students and staff were asked to remain in their classrooms in order to keep the hallways empty. Classroom learning continued throughout the Hold, and all school operations have returned to normal.

  The safety and well-being of your child is our top priority. We will continue to keep you informed about important concerns at our school.

  *What is a Hold Action? The Hold Action is used when the hallways in the school need to remain clear. Classroom learning will still take place as normal during a Hold, but students may not be able to change classes until after the Hold has been lifted.

NOTE: BOCES has a specific Hold/Hold-in-Place Plan in place for each building.

SECURE LOCKOUT
The Secure Lockout action is called when there is a threat or hazard outside of the building. Whether it's due to violence or criminal activity in the immediate neighborhood, Secure Lockout uses the security of the physical facility to act as protection. The Secure Lockout is typically reported by local emergency dispatch to the school. It may also be reported by students or staff if a threat is directly observed outside of the building.

The Secure Lockout Action demands bringing people into a secure building and locking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building, and, if possible, continue inside the building.

There may be occasions when students expect to be able to leave the building – end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

As the situation evolves there may be more information available to guide decision making. This may allow for transitioning from Secure Lockout (no one in or out) to controlled release (parent/guardian asked to pick-up students rather than walk home and buses run as normal with increased monitoring on the bus area) or monitored entry (entrances attended to by security or law enforcement and anyone entering are closely monitored and students and staff outside may be escorted).

The **public address** for Secure Lockout is: "Secure Lockout! Get Inside. Lock outside doors" and is repeated twice each time the public address is performed.

"Secure Lockout! Get Inside, Lock outside doors.
Secure Lockout! Get Inside, Lock outside doors."

"Students and staff, the building is currently in the Secure Lockout Action due to INSERT CAUSE HERE in the neighborhood. No one is allowed in or out of the building at this time. Stay inside and

continue with your day."

A Secure Lockout Action can be **released** by public address.

"The Secure Lockout is released. All Clear.
The Secure Lockout is released. All Clear."

"Students and staff, the Secure Lockout is released. All clear.
Thank you for your assistance with making this Secure Lockout work smoothly."

When needed, messaging to parents/guardians may be sent.

Sample messaging may include:

- **Current Secure Lockout Action during the school day**
  Email Subject Line: Safety Notification – Secure Lockout Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME has been notified of STATE THE ACTIVITY OCCURRING OUTSIDE OF THE BUILDING. As a precaution, we have placed the building in Secure Lockout. During the Secure Lockout Action, all doors are locked and no one can leave or enter the building. MODIFY THE MESSAGE FOR MONITORED ENTRY OR CONTROLLED RELEASE

  Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING

  *What is the Secure Lockout Action? The Secure Lockout Action is called when there is a threat or hazard outside of the building. Secure Lockout uses the security of the physical facility to act as protection. During Secure Lockout, all students and staff are brought into the secure building and all exterior doors are locked. Classes are able to continue uninterrupted inside the building.

- **Current Secure Lockout Action at the end of the day**
  Email Subject Line: Safety Notification – Secure Lockout Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME has been notified of STATE THE ACTIVITY OCCURRING OUTSIDE OF THE BUILDING. As a precaution, we have placed the building in Secure Lockout. During the Secure Lockout Action, all doors are locked and no one can leave or enter the building. MODIFY THE MESSAGE FOR MONITORED ENTRY OR CONTROLLED RELEASE

  Students may not be able to leave until the situation is resolved, and dismissal may be delayed for a short time. Please be patient.

  Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING

  *What is the Secure Lockout Action? The Secure Lockout Action is called when there is a threat or hazard outside of the building. Secure Lockout uses the security of the physical facility to act as protection. During Secure Lockout, all students and staff are brought into the secure building and all exterior doors are locked. Classes are able to continue uninterrupted inside the building.

Text Message
BUILDING NAME is currently in Secure Lockout as a precaution. This situation has the potential to affect student dismissal. Please check your email for more information.

Phone Call
Parents/Guardians, BUILDING NAME has been notified of STATE THE ACTIVITY OCCURING OUTSIDE OF THE BUILDING. As a precaution, we have placed the building in Secure Lockout. Students may not be able to leave until the situation is resolved, and dismissal may be delayed for a short time. Please be patient. Please check your email for more information.

- **Notification that the building was in Secure Lockout Action**
  Email Subject Line: Safety Notification – Secure Lockout Ended at BUILDING NAME

  Dear Parent or Guardian,

  Today BUILDING NAME was notified of STATE THE ACTIVITY OCCURRING OUTSIDE OF THE BUILDING. As a precaution, we placed the building in Secure Lockout. The Secure Lockout status lasted STATE THE LENGTH OF TIME IN SECURE LOCKOUT. All operations have now returned to normal.

  *What is the Secure Lockout Action? The Secure Lockout Action is called when there is a threat or hazard outside of the building. Secure Lockout uses the security of the physical facility to act as protection. During Secure Lockout, all students and staff are brought into the secure building and all exterior doors are locked. Classes are able to continue uninterrupted inside the building.

NOTE: BOCES has a specific Secure Lockout Plan in place for each building which includes how information is communicated to stakeholders.

LOCKDOWN
Lockdown is called when there is a threat or hazard inside the building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and building security actions to protect students and staff from the threat. A Lockdown should be immediately initiated by any student or staff member. Initiating a Lockdown may happen through various methods, or a combination of methods, such as word of mouth, phone, radio systems, or intercom. The initiation of a Lockdown includes immediate notification of building leadership and law enforcement agencies.

The Lockdown Action advises making rooms look unoccupied by locking individual doors, offices, and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights, and having occupants maintain silence.

Exterior doors are locked during the school day and should remain locked during a Lockdown Action. The Building-Level Emergency Response Plans detail the plan for allowing local first responders to gain access during a Lockdown.

Students and staff who are outside of classrooms when a Lockdown is announced should try to get into the closest available classroom, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should get out of sight or even evacuate themselves away from the building or area.

The **public address** for Lockdown is: “Lockdown! Locks, Lights, Out of Sight!” and is repeated twice each time the public address is performed.

“Lockdown! Locks, Lights, Out of Sight!
Lockdown! Locks, Lights, Out of Sight!”

A Secure Lockout Action can be **released** by public address.

“The Secure Lockout is released. All Clear.
The Secure Lockout is released. All Clear.”

“Students and staff, the Secure Lockout is released. All clear.
Thank you for your assistance with making this Secure Lockout work smoothly.”

When needed, messaging to parents/guardians may be sent.

Sample messaging may include:

- **Current Lockdown Action**
  Email Subject Line: Safety Notification – Lockdown Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME is currently in Lockdown due to STATE THE FACTS YOU KNOW ABOUT THE SITUATION.

  The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

  At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed.

  Watch for updates here LINK TO THE PLATFORM YOU’LL BE UPDATING

  *What is a Lockdown? Lockdown is called when there is a threat or hazard inside the building. The Lockdown Action advises making rooms look unoccupied by locking individual classroom doors, offices, and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights, and having occupants maintain silence.

  If students are unable to get behind a locked door, they are trained to self-evacuate.

  If your child contacts you to let you know that they safely self-evacuated, please contact the district at 607-763-3300 to notify us your child is safe.

  Text Message
  BUILDING NAME is currently in Lockdown. Check your email or voicemail for more information, Please stay where you are and remain available at this time. Check here LINK TO SOCIAL MEDIA/WEBSITE for updates.

  Phone Call
  Parents/Guardians, BUILDING NAME is currently in Lockdown due to STATE THE FACTS YOU KNOW ABOUT THE SITUATION. At this time, we ask that parents/guardians stay where

they are and remain available to receive updates and instructions as needed. Check our LINK TO SOCIAL MEDIA/WEBSITE for ongoing updates.

- **Lifted Lockdown**
  Email Subject Line: Safety Notification – Lockdown Ended at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME was placed in Lockdown from START TIME OF LOCKDOWN to END TIME OF LOCKDOWN due to STATE THE INCIDENT THAT OCCURRED.

  Thank you for your patience while we worked with first responders to respond to the situation.

  The safety and well-being of your child is our top priority.

  *What is a Lockdown? Lockdown is called when there is a threat or hazard inside the building. The Lockdown Action advises making rooms look unoccupied by locking individual classroom doors, offices, and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights, and having occupants maintain silence.

  If students are unable to get behind a locked door, they are trained to self-evacuate.

  If your child contacts you to let you know that they safely self-evacuated, please contact the district at 607-763-3300 to notify us your child is safe.

  Text Message
  The Lockdown at BUILDING NAME has been lifted. Please check your email or voicemail for more information.

  Phone Call
  Parents/Guardians, the Lockdown at BUILDING NAME has been lifted. The school was in Lockdown from STATE LOCKDOWN START TIME to STATE LOCKDOWN END TIME due to STATE THE INCIDENT THAT OCCURRED. Thank you for your patience while we worked with first responders to respond to the situation.

NOTE: BOCES has a specific Lockdown Plan in place for each building which includes how information is communicated to stakeholders.

EVACUATE/EVACUATION
In certain emergency situations it is necessary to evacuate. Evacuation means there is a need to move people from one location to another for safety reasons. The Evacuate Action demands students and staff move in an orderly fashion to a safe area (onsite or offsite).

An onsite evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal.

An offsite evacuation may be necessary when it is no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them.

If there has been a violent event at the school, an offsite evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be able to bring their personal items with them.

In the rare situations where law enforcement is clearing out classrooms and escorting students and staff out of the classroom and through the building after a Lockdown, there may not be a public address notifying students and staff that this is happening. As officers enter the classroom, students and staff need to understand that officers may be loud, direct, and commanding. Students and staff need to make sure to keep their hands visible and empty.

When Evacuate/Evacuation is needed, the following may be considered:

- 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 parents/guardians of the early dismissal through an auto notification phone call; contact the media as needed
- Ensure adult supervision or continued school supervision/security
- Set up an information center for parent/guardian inquiries regarding the situation as needed
- Retain appropriate district personnel until all students have returned home

The **public address** for Evacuate/Evacuation is: “Evacuate! To a Location!” and is repeated twice each time the public address is performed. For instance, “Evacuate! To the Flag Pole.”

“Evacuate! To a location.
Evacuate! To a location.”

When needed, messaging to parents/guardians may be sent.

Sample messaging may include:

- **Evacuation with a return to school anticipated**
  Email Subject Line: Safety Notification – BUILDING NAME Has Been Evacuated

  Dear Parent or Guardian,

  BUILDING NAME was Evacuated at STATE EVACUATION TIME due to STATE REASON FOR EVACUATION.

  The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

  The STATE THE REASON FOR EVACUATION is expected to be resolved with students returning to class. Dismissal will be at the regular time today. Watch for updates here LINK TO THE PLATFORM YOU’LL BE UPDATING

  *What is Evacuate Action? Evacuate is called when there is a need to move people from one location to another. During an evacuation, students and staff are asked to move from one

location to another in an orderly fashion.

Text Message
BUILDING NAME has been Evacuated due to STATE REASON FOR EVACUATION. Please check your email and voicemail for details and information.

Phone Call
Parents/Guardians, BUILDING NAME has been Evacuated due to STATE REASON FOR EVACUATION. Please check your email for details and information.

- **Evacuation with early dismissal planned**
  Email Subject Line: Safety Notification – BUILDING NAME Has Been Evacuated

  Dear Parent or Guardian,

  BUILDING NAME was Evacuated at STATE EVACUATION TIME due to STATE REASON FOR EVACUATION. Because of REASON, there will be an early dismissal at STATE THE TIME.

  The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders. Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING.

  *What is Evacuate Action? Evacuate is called when there is a need to move people from one location to another. During an evacuation, students and staff are asked to move from one location to another in an orderly fashion.

  Text Message
  BUILDING has been Evacuated due to STATE REASON FOR EVACUATION and students will be dismissed early at STATE THE TIME. Please check your email and voicemail for details.

  Phone Call
  Parents/Guardians, BUILDING NAME has been Evacuated due to STATE REASON FOR EVACUATION and students will be dismissed early at STATE THE TIME. Please check your email for details and information.

- **Evacuation to an offsite location**
  Email Subject Line: Safety Notification – BUILDING NAME Has Been Evacuated

  Dear Parent or Guardian,

  BUILDING NAME was Evacuated at STATE EVACUATION TIME due to STATE REASON FOR EVACUATION. Because of REASON, there will be an early dismissal at STATE THE TIME.

  The safety and well-being of your child is our top priority. We are actively responding to the situation and collaborating with emergency responders.

  At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed.

  You will receive communications as soon as we have additional details and information on when and where to pick your child up. Please bring your ID and your patience when you are picking

up your child.

Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING.

*What is Evacuate Action? Evacuate is called when there is a need to move people from one location to another. During an evacuation, students and staff are asked to move from one location to another in an orderly fashion.

Text Message
BUILDING has been Evacuated due to STATE REASON FOR EVACUATION which renders the building unsafe at this time. Students can be picked up at LIST ALTERNATE LOCATION after TIME. Please check your email and voicemail for details. Please bring your ID and your patience when you are picking up your child.

Phone Call
Parents/Guardians, BUILDING NAME was Evacuated at STATE EVACUATION TIME due to STATE REASON FOR EVACUATION. At this time, we ask that parents stay where they are and remain available to receive updates and instructions as needed. We will update you with further communications as soon as we have additional details and information on when and where to pick your child up. Please check your email for details and information.

NOTE: The district has a specific Evacuate/Evacuation Plan in place for each building which includes evacuation locations onsite and offsite.

SHELTER/SHELTER-IN-PLACE
Shelter is called when specific protection actions are needed based on a threat or hazard. Training includes response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.

Using the Shelter Protocol and stating the hazard allows for an understanding of the threat and the associated protective actions. Most often, the Shelter Protocol is utilized for tornadoes and other severe weather, in which case it would include the Shelter location for students and staff, and what protective posture or action they should take.

Sheltering for a hazardous materials spill or release is very different. In the case of a hazmat situation, students and staff would be directed to close their windows, shut down their heating and air conditioning units and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. Listening to specific directives is critical to successful emergency response.

The sheltering location depends on the nature of the incident. It will also influence the safety strategy to use which may include:

- Evacuate to a Shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

The **public address** for Shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

“Shelter! For a hazard. Using safety strategy.
Shelter! For a hazard. Using a safety strategy.”

For a tornado, an example would be:
“Shelter for a tornado. Go to the tornado shelter.
Shelter for a tornado. Go to the tornado shelter.”

After the danger has passed:
“Students and staff, the Shelter is released. All clear. Thank you for your assistance and patience during the Shelter.”

When needed, messaging to parents/guardians may be sent.

Sample messaging may include:

- **Shelter (Current)**
  Email Subject Line: Safety Notification – Shelter Currently Activated at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME is currently Sheltering due to STATE REASON FOR SHELTER.

  The safety and well-being of your child is our top priority. We are actively monitoring the situation.

  Watch for updates here LINK TO THE PLATFORM YOU’LL BE UPDATING

  *What is Shelter? Shelter is called when specific protective actions are needed based on a threat or hazard. Sheltering requires that all students and staff follow response directives based on the threat or hazard.

  Text Message
  BUILDING NAME is currently Sheltering due to STATE REASON FOR SHELTER. Please check your email and voicemail for more information.

  Phone Call
  Parents/Guardians, BUILDING NAME is currently Sheltering due to STATE REASON FOR SHELTER. The safety and well-being of your child is our top priority. Please check your email for more information. We are actively monitoring the situation and will send updates as necessary.

- **Shelter (Past)**
  Email Subject Line: Safety Notification – Shelter Ended at BUILDING NAME

  Dear Parent or Guardian,

  BUILDING NAME used the Shelter Action from STATE TIME OF SHELTER to END TIME OF SHELTER due to STATE REASON FOR SHELTER. All operations have now returned to normal.

  The safety and well-being of your child is our top priority. We will continue to keep you informed about important concerns at our building.

Watch for updates here LINK TO THE PLATFORM YOU'LL BE UPDATING

*What is Shelter? Shelter is called when specific protective actions are needed based on a threat or hazard. Sheltering requires that all students and staff follow response directives based on the threat or hazard.

Text Message
The Shelter at BUILDING NAME has been lifted. All school operations have now returned to normal.

Please check your email and voicemail for more information.

Phone Call
BUILDING NAME used the Shelter Action from STATE TIME OF SHELTER to END TIME OF SHELTER due to STATE REASON FOR SHELTER. All school operations have now returned to normal.

NOTE: The district has a specific Shelter/Shelter-in-Place Plan in place for each building.

REUNIFICATION AFTER AN EMERGENCY
There may be emergencies that result in initiating reunification. Initiating a reunification can be the result of anything unusual at the building that renders it unsafe to stay in, or something in the area such as power or phone outage, weather event, hazmat incident, bomb threats, criminal activity in the area, or active violence in the building.

In some cases, it may be only partial student population reunification. For instance, criminal activity in the area might result in reunifying students who walk to and from school.

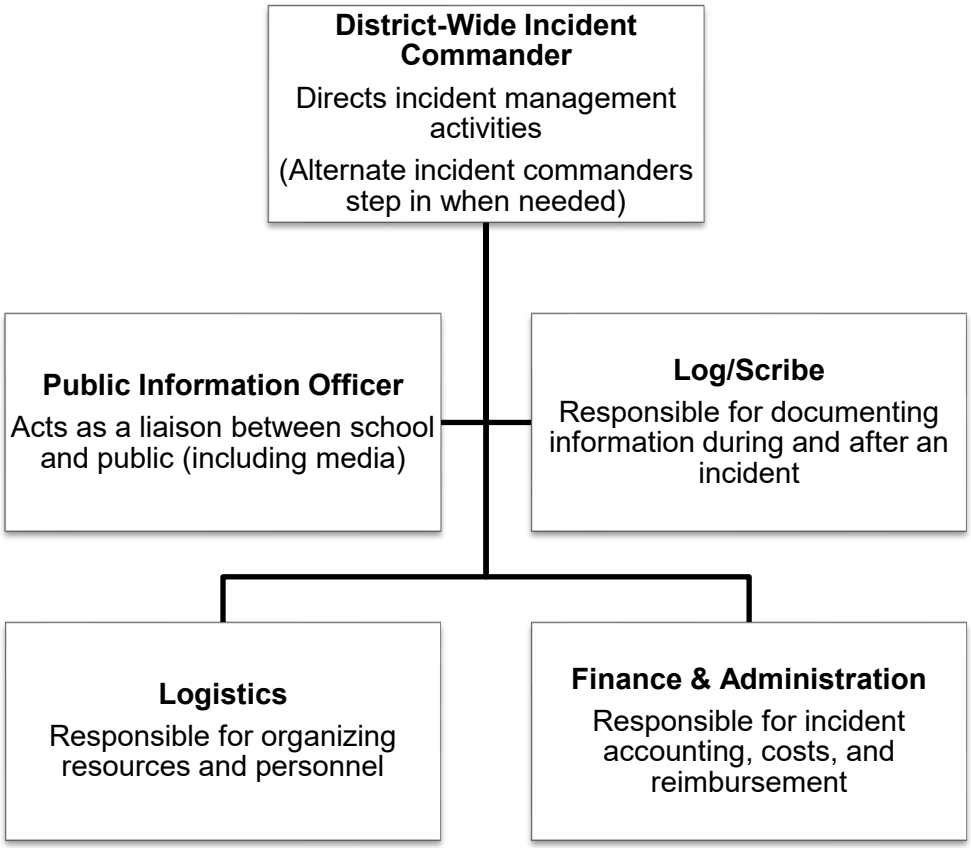
Below is the Standard Reunification Method (not all items listed below may be implemented for reunification depending on the situation):

- Establish and maintain an up-to-date contact list of parents/guardians and contact information each school year of adults that are able to reunify with each child in case of the Standard Reunification Method being initiated
- Ensure emergency remote access to parent/guardian contact information
- Establish a parent/guardian check-in location
- Deliver students to an assembly area or a transportation area beyond the field of vision of parents/guardians
- Conduct accountability, or attendance, of who is at the assembly area (student and staff)
- Once students are on-site, notify parents/guardians of the location
- "Greeters" hand parents/guardians a Reunification Card, and help them understand the process
- The parent/guardian completes the card and brings it to the check-in area. The procedure allows parents/guardians to self-sort during check-in, streamlining the process
- Parent/Guardian identification is verified. The card is split at the perforation, and the parent/guardian receives the bottom portion
- Parent/Guardian brings that to an area outside the student assembly area and hands it to a "Reunifier"
- The "Reunifier" recovers a student from the assembly area and delivers them to the parent/guardian
- Controlled lines of sight allow for an orderly flow, and issues can be handled with less drama

and anxiety
- Medical, notification or investigative contingencies are anticipated
- Pedestrian “flows” are created so lines don’t cross
- In the end, successful reunification is about managing the student and parent/guardian experience

DISTRICT-WIDE INCIDENT COMMAND

When needed, the District-Wide Incident Command System shown below will be utilized:



Role	Responsibilities	Name/Title	Contact Info
District-Wide Incident Commander *Directs the incident management activities using strategic guidance.*	• Directs district-wide incident for students and staff • Establishes immediate priorities for staff and students • Works directly with the Emergency Incident Commander (First Responders) • Communicates directly with the component school district superintendents • Communicates with the BT BOCES Board of Education • Provides onsite support for emergency evacuation site coordination	Rebecca Stone, District Superintendent	rstone@btboces.org

Alternate District-Wide Incident Commander	• When requested, establishes immediate priorities for staff and students • When requested, assist in the collection and evaluation of information about an incident as it develops, assist with ongoing planning efforts, and maintain an incident log • When requested, communicate with the BT BOCES Board of Education • When requested, provide onsite support for emergency evacuation site coordination • Document all activities • Communicates updates directly to the Operations and Maintenance Director and Senior Food Services Director • Communicates with non-instructional building incident commanders	Chrissy Choi, Executive Operations Officer	cchoi@btboces.org
	• When requested, communicate with component school district superintendents and other school district roles (i.e., principals, transportation, etc.) • When requested, communicate with the Emergency Incident Commander (First Responders) • When requested, assist in the collection and evaluation of information about an incident as it develops, assist with ongoing planning efforts, and maintain an incident log • Document all activities	Tom McNair, Assistant Superintendent for Instruction	tmcnair@btboces.org

	• Communicates with instructional building incident commanders		
Logistics *Arranges for resources and needed services to support the incident (resources can include personnel, equipment, teams, supplies and facilities)*	• When requested, establish and oversee communications and activities during an incident (two-way radio, written updates, switchboard, security guards, etc.) • When requested, make arrangements for limiting traffic on campus • When requested, make arrangements for cleaning up spills • When requested, work directly with the Emergency Incident Commander (First Responders) • When requested, gets the offsite evacuation site ready to intake staff, students, and parents • Document all activities	John Garcia, Jr., Operations and Maintenance Director *Pat Patterson Senior Maintenance Mechanic	jgarcia@btboces.org ppatters@btboces.org
		Robin Eccleston, Human Resources Director	recclest@btboces.org
Communications *Acts as a liaison between school and public (including media).*	• Liaison between district and public (including media) • Works to coordinate information to be released	Christina Kunzman, Manager for Communications, Public Relations, and Print Services	ckunzman@btboces.org
		*Jimmie Buyck Assistant Manager of Digital Content	jbuyck@btboces.org

Finance & Administration *Responsible for incident accounting, costs, and reimbursement*	• 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	Molly St. John, Manager for Budget and Finance	mstjohn@btboces.org
		Jamie Thorne, BOCES Business Office Operations Manager	jthorne@btboces.org
Log/Scribe *Responsible for documenting of activities during and after an incident*	• Documents conversations and actions • When requested, reaches out to stakeholders • Schedules post incident review meetings and documents celebrations, opportunities, and next steps	Wendy O'Neil, Executive Secretary	woneill@btboces.org
		*Lisa Cicciarelli, Executive Assistant	lcicciar@btboces.org

*denotes secondary contact

BUILDING-LEVEL INCIDENT COMMAND

In building-level emergencies, the incident commander identified in the Building-Level Emergency Response Plan will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to make such decisions as may be necessary in keeping with the response actions as identified in the Building-Level Emergency Response Plan.

DISTRICT RESOURCES AND PERSONNEL AVAILABLE FOR USE DURING AN EMERGENCY

BOCES has committed to making the full inventory of its resources available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plans as deemed appropriate by the Building Incident Command Team.

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.

Additional district-wide resources are listed in Appendix 4, the School Cooperation Agreement in Appendix 5, and offsite Emergency Shelter locations are in Appendix 6.

PROCEDURES TO COORDINATE THE USE OF BOCES RESOURCES DURING EMERGENCIES
BOCES uses the Incident Command System model for emergency actions.
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 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 District Superintendent or their designee has the authority to also allocate the necessary resources including financial resources

SECTION 3: RESPONDING TO THREATS, ACTS OF VIOLENCE, CYBER EVENTS OR INCIDENTS, OR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

BOCES has enacted policies and procedures to deal with violence. These policies and procedures address the safety of the BOCES community as well as the range of discipline of those making the threat or committing the act of violence are listed below.

These BOCES policies and procedures include, but are not limited to the following:

- Code of Conduct (https://www.btboces.org/BOCESImportantDocuments.aspx)
- Student Handbook
- Employee Handbook
- Crisis Response Support Team
- Data Security and Privacy Policy (Policy 3313)*
- Workplace Violence Prevention Policy (Policy 4452)*
- Anti-Discrimination Policy (Policy 4555)*
- Corporal Punishment (Policy 6211)*
- Dignity for All Students Act (DASA) (Policy 6241)*
- Diversity, Equity and Inclusion (Policy 6244)*

*BOE policies are accessible via BoardDocs: https://go.boarddocs.com/ny/btboces/Board.nsf/Public

BOCES encourages students, staff, and parents/guardians to report information about a threat of violence immediately. Reports can be made to any staff member, law enforcement, or anonymously on the district website (Report a Concern About Bullying: https://www.btboces.org/BOCESImportantDocuments.aspx).

Online and/or paper forms are available for:

- Discrimination complaint (Discrimination Complaint Form: https://www.btboces.org/Staff.aspx)
- Sexual harassment (Sexual Harassment Form: https://www.btboces.org/Staff.aspx)
- Workplace violence (Workplace Violence Report Form: https://www.btboces.org/Staff.aspx)
- Cybersecurity event or incident – refer to RESPONSES TO A CYBER EVENT OR INCIDENT section

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

The following procedures are used by BOCES:

- Use of the DASA reporting form Report a Concern About Bullying: https://www.btboces.org/BOCESImportantDocuments.aspx)
- Use of the Threat Assessment and Response Protocol, if necessary (included in the Crisis Response Team Digital Binder)
- Use of the Crisis Response Intervention Tree, if necessary (included in the Crisis Response Team Digital Binder)
- 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 District 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

RESPONSES TO ACTS OF VIOLENCE

The following procedures are used for responding to acts of violence by students, teachers, other school personnel and visitors to the building:

- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Building Principal/Building Incident Commander/Immediate Supervisor/District Superintendent
- Determine level of threat with District 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

RESPONSES TO A CYBER EVENT OR INCIDENT

A Cybersecurity Event is any observable occurrence that is an exception to the normal operation of infrastructure, systems, or services of Broome-Tioga BOCES. The standard process of the Incident Response team is used for a response. Not all events become incidents. Cyber event examples may include:

- Potential unauthorized release or access of personally identifiable information (PII)
- Phishing attempt or spam (may contain links to malware)
- Malicious software detection (by endpoint protection)
- Unknown increase in network traffic
- Unexpected configuration change
- Multiple login failures to a software or system

A Cybersecurity Incident is an event that, as assessed by the Incident Response Team, violates the policies of Broome-Tioga BOCES as related to Information Security, Physical Security, or Acceptable Use; other Broome-Tioga BOCES policy, standard, or code of conduct; or threatens the confidentiality, integrity or availability of the information resources BT BOCES supports or utilizes internally, especially sensitive information whose theft or loss may be harmful to individual students, our partners, or our organization. Cybersecurity incident examples may include:

- Unauthorized attempts to gain access to a computer, system, or the data within
- Data theft, corruption, or unauthorized distribution
- Service disruption, including Denial of Service (DoS) attack

- Unauthorized access to critical infrastructure such as servers, routers, firewalls, etc.
- Virus or worm infection, spyware, or other types of malware
- Non-compliance with security or privacy protocols
- Interference with the intended use of IT resources

The following procedures are used for responding to cyber events or incidents:
Employees should report a cybersecurity event or incident by submitting a ServiceNow ticket (preferred) or calling the Technical Assistance Center at 607-766-3800. Additionally, they may contact the Director of Technology with this information.

Important: If you clicked on a suspicious link, do not submit a ticket. Instead, immediately call the Technical Assistance Center at 607-766-3800. If it is after business hours, reset your password and call first thing on the next business day to report the issue. Be sure to inform the team that you have already initiated a password change.

Additional information can be found in Appendix 7.

RESPONSES TO A CARDIAC EMERGENCY
BOCES has established a Cardiac Emergency Response Plan (CERP) to ensure a prompt, coordinated, and effective response to incidents of sudden cardiac arrest (SCA) or similar life-threatening emergencies occurring on any BOCES site or at any BOCES-sponsored event, including athletic programs (note: BOCES does not have athletic programs). This section provides the district-wide framework for cardiac emergency preparedness and response, to be supplemented by building-specific CERP annexes within each Building-Level Emergency Response Plan. Building-level annexes include venue-specific response protocols for all athletic facilities and off-site events, identifying AED locations, access routes, and trainer personnel coverage.

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off BOCES property should always carry communication devices and emergency contact information for assistance. AED's are visually inspected monthly by the BOCES Custodial Team to ensure they are illuminated and all supplies are there, reporting any issues to the Operations and Maintenance Director.

Warning signs or signs of a Sudden Cardiac Arrest (SCA):
- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapses or "passes out"
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in a building or on the building grounds:
1. Ensure scene safety
    a. Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease activities and/or athletic

play, move bystanders from the area, etc.)

2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 and obtain Automatic External Defibrillator (AED)
    a. Follow 911 emergency dispatcher's instructions
    b. Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified personnel and notify administration or designee
3. CPR by CPR/AED certified personnel
    a. Check for breathing – if none or person gasping begin CPR immediately
4. Defibrillation by CPR/AED certified personnel
    a. Use an AED to restore the heart to its normal rhythm
5. EMS assumes lead upon arrival
    a. If a student is the person needing care, BOCES administration or designee should accompany the student to the hospital until the parent/guardian arrives
    b. When requested, download the AED data onto a flash drive to provide to EMS to give the emergency department's physician
6. BOCES administration or designee notifies the parent/guardian or staff member's emergency contact
7. Document the event including observations, all steps taken and by whom, who was notified, and information reported to EMS
8. Hold a post event debriefing

RESPONSES TO A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

When a state disaster emergency involving a communicable disease is declared, the Public Employer Health Emergency Plan will be enacted to ensure the continuity of BOCES operations and safety of our employees and contractors. This plan was developed exclusively for and is applicable to Broome-Tioga BOCES.

A link to the plan can be found in Appendix 8.

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, AN 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.

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 procedures for securing and restricting access to the scene to preserve the evidence from being disturbed or destroyed:

- The initial crime scene security is the responsibility of 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

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICES ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES

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 the 911 center for fire or EMS response
- Emergency responders will obtain access to locked buildings and grounds during emergencies via school issued badge access, keys, 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:

- District 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 circumstances, the BOCES will comply with all directives in response to the immediate disaster
- BOCES has identified resources for emergencies 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

CRISIS RESPONSE ASSISTANCE

Crisis response for incidents requiring the assistance of the Crisis Response Team is available. This team provides:

- Guidance, support, and/or assistance to students, staff, and/or administrators within Instructional Programs that may be needed after a national disaster, school violence, the death of a community member, or other serious school district crises (including responding to threats of violence – Site Threat Assessment Team)
- Crisis intervention and response training and resources as well as sharing best practices with members of the site safety teams

The Crisis Response Team has an electronic binder that includes:

- Crisis Response Decision Tree
    - Building team representatives and phone tree
    - Roles and responsibilities

    - Incident debrief
- Suicide
    - Risk assessment
    - Student safety plan
- Threat Assessment
    - Overview
    - Subcomponents of the investigation
    - Site Threat Assessment Team review of materials and determination of next steps

The BT BOCES Crisis Response Team participates in the Regional Crisis Response Team. The Regional Crisis Response Team has provided shared trainings and shared language. The team is prepared to assist with:

- Managing the first 24-27 hours
- Compassion kits (available at each site as a resource for Compassion Corners)
- Communication with various stakeholders
- Complications and troubleshooting
- Liaising with community support agencies
- Identifying who is the most vulnerable
- Preparing and executing care/compassion stations
- Assisting with functioning of school/programs during services
- Considerations of longer-term challenges

REUNIFICATION POLICIES AND PROCEDURES FOR CONTACTING PARENTS/GUARDIANS REGARDING WHERE REUNIFICATION WILL TAKE PLACE

- BOCES will contact appropriate parents, guardians, or persons in parental relation via telephone or other appropriate means in the event of an emergency situation which results in an offsite evacuation of students.
    - Details regarding the reunification, including the location and what parents/guardians/persons in a parental relation need to bring with them will be provided in the communication

SECTION 4: COMMUNICATION WITH OTHERS

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
- Text message
- Electronic communication software

When needed, 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

- Text message
- Email
- Written notice

Media Communications

- The District 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)

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 Response Plans.

EDUCATIONAL AGENCY INFORMATION LOCATED IN THE SCHOOL DISTRICT

- When there are nearby educational agencies near the school building, there are efforts to coordinate with one another during an emergency. Specific information is included in the Building-Level Emergency Response Plan.

SECTION 5: REDUCING RISK - PREVENTION & INTERVENTION

PREVENTION/INTERVENTION STRATEGIES

Staff continue 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 9.

BOCES staff members (particularly counselors, social workers, psychologists) 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.

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. BOCES promotes if you see something, say something.

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

- Instructional buildings
    - Building Safety Teams share information at staff meetings.
    - All teachers have a folder with pertinent safety information and reviews it at the start of the school year.
    - Parents are notified by school personnel (administrators/social workers/school counselors) when appropriate.

    - 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.
- District-wide (instructional and non-instructional buildings)
    - Safety information is posted on walls in every classroom and building.
    - Information is posted to the Broome-Tioga BOCES website.
    - Annual training is provided to all staff on the Building-Level Emergency Response Plan, including violence prevention and components on mental health by September 15. New employees receive this training within 30 days of hire.
    - Safety plans are digitally available.
    - Emergency responders have access to all buildings.

BOCES minimally conducts the required drills and exercises noted in Appendix 10. After drills, a debriefing takes place by the Building-Level Emergency Response Team and changes are implemented (Lockdown checklist and a debriefing form, known as a post drill/post incident response meeting template, included in Appendix 10). When applicable, a debriefing occurs with the District-Wide School Safety Team.

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 10).

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, and drills to increase the awareness and preparedness of staff and students.

Each building under the direction of the District Superintendent or their designee and the Operations and Maintenance Director, as well as the construction manager (when applicable) will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes.

The District Superintendent or their designee, Operations and Maintenance Director, architect, construction manager and contractors will meet regularly to discuss monitoring of safety during construction projects and address issues and complaints related to health and safety resulting from the construction project.

Implementation of School Security
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 11 and they receive appropriate training arranged by the Broome County District Attorney's Office in compliance with Commissioner's Regulation 155.17.

The following security measures are taken in the Broome-Tioga BOCES instructional 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 visitors and non-district staff to sign in and out at the main entry door/welcome center. Each visitor and non-district staff

are 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 are required to report to O&M during school hours to get access to our buildings. A BOCES staff member will accompany contractors in the building during school hours. Contractors are also reminded to not engage with students for any reason when in student occupied areas.
- Contractors that need access to the buildings during off hours and weekends will notify the O&M department. The O&M department will inform the security guards, so they know to expect them. The contractors will be required to check in and check out with the security guards.
- 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
- Surveillance devices are monitored by main office clerical staff to allow entry
- 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
- 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) (see Appendix 9 for SRO Agreement)
- Other School Safety Personnel (Leslie F. Distin Education Center, East Learning Center, West Learning Center)
    - Greeters/Security Guards/Main Office Secretaries
        - Provides oversight and security at the main entrance
        - Checks visitors in and assigns visitor badges
        - Checks with building employees 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, intersections, and campus traffic lanes
        - May render first aid and/or accompany student to the nurse
- Implementation and Continual Training of the IP Crisis Response Team (with support from the Regional Crisis Team)
- Implementation of a Threat Assessment Team
- Broome-Tioga BOCES staff badge entry (includes photo)

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

- Buildings are locked and visitors can ring a bell and select staff in each building can view the visitor to determine if they should be let into the building
- Lighting and cameras
    - Lighting has been provided around the perimeter of all buildings
    - Security cameras are located inside each building
    - Security cameras are located outside of buildings

- Broome-Tioga BOCES staff badge entry (includes photo)

SECTION 6: 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 4.

Instructional Programs may utilize their Instructional Programs (IP) Crisis Support Team to provide support. In addition, the Regional Crisis Response Team may also be tapped to provide support.

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.

Instructional Programs may utilize their IP Crisis Support Team to provide support.

USE OF BOCES FACILITIES AS AN EMERGENCY SHELTER

There may be a need for outside entities to use a BOCES facility as an emergency shelter. An agreement between BOCES and the Red Cross allows for the use of the Leslie F. Distin Education Center Gymnasium to be used (Appendix 12).

APPENDIX 1 - BROOME-TIOGA BOCES SITES

Site	Primary Contact	Secondary Contact
Ag Building 435 Glenwood Road Binghamton, NY 13905	Jeff Franey Principal	Ilene Monico Principal Rebecca Falank Principal
BOCES Adult LPN Building 435 Main Street Johnson City, NY 13790	Wendy Antalek Supervisor of Health Careers	Matt Sheehan Director (CTE and Adult Ed)
BOCES Business Office 201 Washington Street Endicott, NY 13760	Molly St. John Manager for Budget and Finance	Jamie Thorne Business Operations Manager
BTTC Building (storage building) 435 Glenwood Road Binghamton, NY 13905	Jeff Franey Principal	Ilene Monico Principal Rebecca Falank Principal
Boys and Girls Club 90 Clinton Street Binghamton, NY 13905	Paul Hoffmann Principal	Chuck Wheeler Executive Principal
Central Business Office 100 Marshall Road Endicott, NY 13760	Angela Rogers Director of Business Operations – CBO	Sandy Cragle Administrative Support
Document Services, School Nutrition Services, Professional Learning and Innovation Center, Records Retention, and South Central RIC 1 N. Loder Avenue Endicott, NY 13760	Chris Alunni Manager of Technical Support Services	Chris White Manager of Employee Experience/Document Services
East Learning Center 164 Hawley Street Binghamton, NY 13901	Chuck Wheeler Executive Principal	Tim Colgan SRO
Instructional Support Center 435 Glenwood Road Binghamton, NY 13905	Robin Eccleston Director of Human Resources	Andrew Nordstrom Personnel Assistant
Johnson City Learning Center 500-502 Main Street Johnson City, NY 13790	Lynette Bryan Supervisor	Cindra Roach Administration Support
Leslie F. Distin Education Center 435 Glenwood Road Binghamton, NY 13905	Jeff Franey Principal	Ilene Monico Principal Rebecca Falank Principal
New Visions/MetroCenter 49 Court Street Binghamton, NY 13901	Anne Loew Teacher	Jeff Franey Principal
Operations and Maintenance Building 435 Glenwood Road Binghamton, NY 13905	John Garcia, Jr. Operations and Maintenance Director	Lisa Knewasser Health and Safety Compliance Specialist
West Learning Center 471 Pennsylvania Avenue Apalachin, NY 13732	Maria Keesler Principal	Heidi Cardone Assistant Principal

APPENDIX 2 - IDENTIFIED HAZARDS

WEATHER HAZARDS

Hazard	Chance for Occurrence
Extreme Heat at 82 degrees F or higher – 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

*Per BOE Policy 4545 – Extreme Heat Condition Days – protocols are provided to address temperatures 82 degrees F and higher

HAZARDS SPECIFIC TO BOCES SITES

Site	Hazards Identified
Ag Science Building 435 Glenwood Road Binghamton, NY 13905	Project Adventure Trail Surrounding woods, fields, cliff Flight pattern of Greater Binghamton Regional Airport Marshland Routes 17 (86) and 81
BOCES Adult LPN Building 435 Main Street Johnson City, NY 13790	Binghamton Johnson City Joint Water Treatment Facility Railroad Route 17 Route 17C Local creek Route 201
BOCES Business Office 201 Washington Street Endicott, NY 13760	Route 17 (86) Susquehanna River Route 17C/Main Street Surrounding Streets Local Gas Station Endicott Water and Light Departments Huron Campus
BTTC Building 435 Glenwood Road Binghamton, NY 13905	Project Adventure Trail Surrounding woods, fields, cliff Flight pattern of Greater Binghamton Regional Airport Marshland Routes 17 (86) and 81
Boys and Girls Club 90 Clinton Street Binghamton, NY 13905	Routes 17 (86) and 81 Surrounding Streets Railroad Yard
Central Business Office 100 Marshall Road	Route 17C Railroad

Endicott, NY 13760	Endicott Water Treatment Facility Susquehanna River Tri-Cities Airport
Document Services, School Nutrition Services, Professional Learning and Innovation Center, Records Retention, 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 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 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

Operations and Maintenance Building 435 Glenwood Road Binghamton, NY 13905	Project Adventure Trail Surrounding woods, fields, cliff Flight pattern of Greater Binghamton Regional Airport Marshland Routes 17 (86) and 81
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

INSTRUCTIONAL BUILDING SAFETY AUDIT CHECKLIST

Building/Location:
Date:
Completed By:

Purpose: The following checklist can be used to assess the instructional building's strengths and weaknesses in the Safety and Security of Buildings and Grounds.

Directions: When an element is fully in place, check Yes. For elements that are somewhat in place, check Needs Improvement. If the element is missing, check No. If the building plans to implement this missing element, notate that in the NOTES column. For any elements that are not pertinent to your building, check N/A

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				School Exterior and Play Areas	
				School grounds are fenced. If yes, approximate height.	
				Exterior Signage	
				Drug-free zone signs are posted.	
				Bus loading and drop-off zones are clearly defined.	
				Parent drop-off and pick-up area is clearly defined.	
				There is only one clearly marked and designated entrance for visitors.	
				Signs are posted for visitors to report to the main office through a designated entrance.	
				"Restricted" areas are properly identified.	
				Landscaping	
				Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule).	
				All poisonous shrubs, trees and foliage have been removed.	
				Boundary edges are free from trees and telephone poles.	
				School Bus Zone	
				Access to bus loading area is restricted to other vehicles during loading/unloading.	
				Staff are assigned to bus loading drop off areas.	

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				Exterior Lighting	
				There is adequate lighting around the building.	
				Lighting is provided at entrances and other points of possible intrusion.	
				Accessible light covers are protected by some unbreakable material.	
				Directional lights are aimed at the building.	
				Exterior light fixtures are securely mounted.	
				School Exterior and Play Areas Windows and Doors	
				Entrances to school property can be observed from the school and are adequately secured after hours.	
				If campus style, doors are locked when classrooms are vacant.	
				Ground floor windows are protected with grill or well cover.	
				Outside hardware has been removed from all doors except at point of entry.	
				Exterior Play Areas	
				Play areas are fenced.	
				Good visual surveillance of play equipment is possible.	
				Vehicular access to play areas is restricted.	
				Vehicular and Bicycle Parking	
				Visual surveillance of bicycle racks is possible.	
				Visual surveillance of parking lots from main office is possible.	
				Driver education vehicles are secure.	
				Students are issued parking stickers for assigned parking areas.	
				Student access to the parking area is restricted to arrival and dismissal times.	
				The parking area has been designated for students who must leave school during regular to begin work.	

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				School Exterior and Play Areas Security	
				All areas of school buildings and grounds are accessible to patrolling security vehicles.	
				There is a central alarm system in the building. If yes, describe in the notes sections.	
				High-risk areas (office, cafeteria, computer room, music room, shops, labs are protected by high security locks and an alarm system).	
				Unused areas of the school can be closed off during after-school activities.	
				There is two-way communication between: • Classroom and main office • Duty stations and main office • Re-locatable classrooms and main office (PE, outdoor sites)	
				Students are restricted from loitering in corridors, hallways, stairwells and restrooms.	
				Students are issued identification badges.	
				There are written regulations restricting student access to school grounds and buildings.	
				There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, portable classrooms.	
				The school ground is free from graffiti, trash and/or debris.	
				School Interior	
				The entrance lobby is visible from the main office.	
				Visitors are required to sign in.	
				Proper identification is required of vendors, maintenance/repair workers, etc.	
				Visitors are issued ID cards or badges.	
				Full and part-time staff, including bus drivers, are issued ID cards or other identification.	
				Friends, relatives or non-custodial parents are required to have written permission to pick up a student from school.	
				Students are required to have written permission to leave school during	

				school hours.	
ASSESSMENT				**SAFETY AND SECURITY OF BUILDINGS & GROUNDS**	**NOTES**
Yes	**Needs Improvement**	**No**	**N/A**		
				Interior Lighting	
				The hallways have proper lighting.	
				Bathrooms have proper lighting.	
				Bathrooms are supervised by staff.	
				Stairwells have proper lighting.	
				Switches and controls are properly located and protected.	
				Access to electrical panels is restricted.	
				The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.	
				Interior Doors	
				Staff members are required to lock classrooms upon leaving.	
				Multiple entries to the building are controlled and supervised.	
				Doors accessing internal courtyards are securely locked.	
				Mechanical rooms and other hazardous storage areas are kept locked.	
				The school maintains a record of all maintenance on doors, windows, lockers, or other areas of the school.	
				Interior Signage	
				Exit signs are clearly visible and pointing in the correct direction.	
				Miscellaneous	
				Does vandalism take place? If yes, check all that apply: ☐ Classrooms ☐ Hallways ☐ Bathrooms ☐ Locker rooms ☐ Play areas ☐ Other:	
				Vandalism takes place during (check all that apply): ☐ Before school ☐ During school hours ☐ After school ☐ Weekends ☐ Other:	

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				Miscellaneous	
				Do assault and battery incidents take place? If yes, check all areas that apply: ☐ Classrooms ☐ Hallways ☐ Bathrooms ☐ Locker rooms ☐ Play areas ☐ Other:	
				During what periods of the day do assault and battery incidents happen? ☐ Before school ☐ Change of class ☐ Lunch period ☐ After school ☐ Other:	

NON-INSTRUCTIONAL BUILDING SAFETY AUDIT CHECKLIST

Building/Location:
Date:
Completed By:

Purpose: The following checklist can be used to assess the non-instructional building's strengths and weaknesses in the Safety and Security of Buildings and Grounds.

Directions: When an element is fully in place, check Yes. For elements that are somewhat in place, check Needs Improvement. If the element is missing, check No. If the building plans to implement this missing element, notate that in the NOTES column. For any elements that are not pertinent to your building, check N/A

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				Exterior Signage	
				There is only one clearly marked and designated entrance for visitors.	
				Landscaping	
				Shrubs and foliage are trimmed to allow for good line of sight (3'-8' rule).	
				All poisonous shrubs, trees and foliage have been removed.	
				Boundary edges are free from trees and telephone poles.	
				Exterior Lighting	
				There is adequate lighting around the building.	
				Lighting is provided at entrances and other points of possible intrusion.	
				Accessible light covers are protected by some unbreakable material.	
				Directional lights are aimed at the building.	
				Exterior light fixtures are securely mounted.	
				Building Exterior and Play Areas Windows and Doors	
				Entrances to the property can be observed from the building and are adequately secured after hours.	
				Ground floor windows are protected with grill or well cover.	
				Outside hardware has been removed from all doors except at point of entry.	
				Vehicular and Bicycle Parking	
				Visual surveillance of bicycle racks is possible.	
				Visual surveillance of parking lots from the building is possible.	

ASSESSMENT				SAFETY AND SECURITY OF BUILDINGS & GROUNDS	NOTES
Yes	Needs Improvement	No	N/A		
				Building Exterior Security	
				All areas of the buildings and grounds are accessible to patrolling security vehicles.	
				There is a central alarm system in the building. If yes, describe in the notes section.	
				There is a schedule for maintenance for checking lights and locks/hardware.	
				The building and grounds are free from graffiti, trash and/or debris.	
				Building Interior	
				Visitors are required to sign in.	
				Proper identification is required of vendors, maintenance/repair workers, etc.	
				Visitors are issued ID cards or badges.	
				Full and part-time staff are issued ID cards or other identification.	
				Interior Lighting	
				The hallways have proper lighting.	
				Bathrooms have proper lighting.	
				Stairwells have proper lighting.	
				Switches and controls are properly located and protected.	
				Access to electrical panels is restricted.	
				The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.	
				Interior Doors	
				Staff members are required to lock doors/activate alarm systems upon leaving.	
				Multiple entries to the building are controlled.	
				Doors accessing internal courtyards are securely locked.	
				Mechanical rooms and other hazardous storage areas are kept locked.	
				The building maintains a record of all maintenance on doors, windows, lockers, or other areas of the building.	
				Interior Signage	
				Exit signs are clearly visible and pointing in the correct direction.	

APPENDIX 3 - EMERGENCY REMOTE INSTRUCTION PLAN

Detailed Plan (viewable by BT BOCES staff only): emergency remote instruction plan.pdf

APPENDIX 4 - DISTRICT RESOURCES

Description	Quantity
Pickup Trucks	5
Dump Truck	0
Cube Truck	2
Wrecker	0
School Bus	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 5 - SCHOOL COOPERATION AGREEMENT

Agreement (2025-2030): school cooperation agreement 2025-2030.pdf

APPENDIX 6 - AGREEMENT TO PERMIT THE USE OF A FACILITY AS AN EMERGENCY EVACUATION SITE

Use of Broome Development Disabilities State Operations Office when requested by BOCES (2025-2030): emergency evacuation location - broome county.pdf
Use of Greater Binghamton Sports Complex when requested by BOCES (2024-2029): Greater Binghamton Sports Complex MOU Boces.pdf

Contact information for each site is listed in Building-Level Emergency Response Plans.

APPENDIX 7 - 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.

CYBER INCIDENT RESPONSE TEAM

Role	Name
Incident Response Manager	Rebecca Stone, District Superintendent
Technical Contacts	Jennifer Weston, Administrator for Managed Technology Services
Legal Counsel	Mark Gorgos, School Attorney
Communications	Christina Kunzman, Manager of Communications and Public Relations

CYBER 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 Cabinet 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 8 - PUBLIC EMPLOYER HEALTH EMERGENCY PLAN – PUBLIC EMERGENCIES – COMMUNICABLE DISEASES

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

APPENDIX 9 - CURRENT PREVENTION/INTERVENTION STRATEGIES

Presently, the following programs are being conducted in our instructional 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)

Presently, the following are offered districtwide:

- Employee Assistance Program (EAP)
- Department of Homeland Security Audit (identify cybersecurity vulnerabilities – conducted approximately every three years)
- Department of Homeland Security Tabletop Exercise (identify cybersecurity response vulnerabilities – conducted when there is availability of DHS personnel)
- Tabletop Exercise with the District-Wide Safety Team (facilitated by Broome County Emergency Services)
- CPR/AED Training (Fall, Winter, Spring offerings)

EMERGENCY RESPONSE PROTOCOL FOR MEETINGS (standard script)

Welcome to our BOCES building. Before we begin today's meeting, I would like to point out where our exits are in case of an emergency. There are two exits located……...
At each exit there is an emergency evacuation map that shows two routes of exiting the building. We also have our Standard Response Protocol posted there.

Our restrooms are located …….

If using the wi-fi, select the BT Public and click on "I accept" in the browser.

Link to the standard script (accessible to BT BOCES staff only): EMERGENCY RESPONSE PROTOCOL FOR MEETINGS (1).docx

APPENDIX 10 - CURRENT TRAININGS, DRILLS/EXERCISES, AND RESOURCES

TRAININGS

District-Wide Staff Training:

- Required:
  - Right to Know
  - Hazardous Communication
  - Dignity for All Students Act and Code of Conduct
  - Mental Health: Destigmatizing
  - Data Security and Privacy: Understanding Laws, Regulations, Policies, and Procedures for K-12 Educational Agencies
  - Workplace Violence and Bullying Prevention
  - Workplace Harassment
  - Slips, Trips, and Falls
  - Bloodborne Pathogens
  - Desha's Law
- Optional:
  - CPR (new and recertification)
  - AED (new and recertification)

Department Specific Staff Training:

- Personal Protective Equipment (PPE)
- AHERA annual recertification
- School Nutrition Services Staff Training
- Operations and Maintenance Staff Role Specific Trainings

As needed:

- Fire Inspections
- Lead in Drinking Water Testing

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

DRILLS/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 Evacuate/Evacuation drills and four Lockdown drills each year, six of the required Evacuate/Evacuation drills and two of the trauma-informed Lockdown 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 is provided in the teacher's manual or handbook (Education Law §807.2)
- In addition to the required Lockdown and Evacuate/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)

BOCES views the drills as an opportunity to continue to test components of the emergency response plan to strengthen response actions.

District-Wide Drills/Exercises:
- Tabletop exercise with District-Wide Safety Team

Instructional Building Drills/Exercises
- Early Dismissal Drill (1)
- Evacuate/Evacuation Drills (8)
    - Complete 6 of the 8 required drills between September 1-December 31
    - Complete the remaining drills by June 1
    - Two (2) of the drills must include a secondary means of egress (blocked exit)
    - Must be completed on different days and different times
        - If a drill is not held during lunch time or an assembly, students must receive instruction on what to do in the event of a Lockdown
- Lockdown Drills (4)
    - Complete 2 of the 4 required drills between September 1-December 31
    - Complete the remaining drills by June 1
    - Two (2) of the drills must include a secondary means of egress (blocked exit)
    - Must be completed on different days and different times
        - If a drill is not held during lunch time or an assembly, students must receive instruction on what to do in the event of an Lockdown
- Drills must be recorded by the designated staff member in each building in the District-Wide Safety Team Sharepoint site. Confirmation of drills will be reviewed at each District-Wide Safety Team meeting.
- Evacuate/Evacuation Drills for Summer School (2)
    - Complete 2 Evacuate/Evacuation Drills during the summer months when summer school is offered (complete by August 5)
    - One drill must be completed in the first week of summer school

Drills and trainings shall be conducted in a trauma-informed, developmentally and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. If students opt to participate in full-scale exercises in conjunction with county and/or local emergency responders or preparedness officials, written consent must be obtained from the student's parent or guardian, and any such drill must be conducted on non-school days when there are no school-related activities occurring on school grounds.

Below is a checklist to support trauma informed drills in instructional buildings:
- Send out the annual Parental Notification about drills
    - Sample annual notification (only accessible to BOCES staff): Notification of Safety Drills 2024-25.docx
- Provide training to students and staff in safety procedures before a drill occurs
- Make sure that staff and students know the intent is to prepare not scare
- Send out Parental Notification of ALL drills within one week before each drill (at least 1 day and

no more than 7 days before the drill) using the BOCES auto notification application
- On the day of the drill (except Evacuate/Evacuation drills) announce drill to staff and students
    - Ex: “This is a drill. Lockdown. Locks, Lights, Out of Sight. This is a drill. Lockdown. Locks, Lights, Out of Sight.”
- Allow time for staff and students to debrief after the drill

Non-Instructional Building Drills/Exercises
- One (1) Evacuation Drill and One (1) Lockdown Drill
    - Complete by June 30
- Drills must be recorded by the designated staff member in each building in the District-Wide Safety Team Sharepoint site. Confirmation of drills will be reviewed at each District-Wide Safety Team meeting.

LOCKDOWN DRILL CHECKLIST

Building/Location:

Date/Time:

Team Members:

Stopwatch Time:

Student Population:

Staff Count:

Room #:

	Assessment		Notes
Locks	☐ Yes	☐ No	
Lights	☐ Yes	☐ No	
Out of Sight	☐ Yes	☐ No	
Door Knock	☐ Yes	☐ No	

POST DRILL/INCIDENT REVIEW MEETING

Building/Location:
Incident Date:
Review Meeting Date:
Attendees:

Meeting Purpose: An opportunity to continuously strengthen the safety plans by reflecting post incident about what went well (celebrations), what did not go well (opportunities), and identify action steps/next steps.

Agenda:

Topic:		**Summary:**
I.	Welcome	
II.	Incident Recap/Summary	
III.	What went well (celebrations)	
IV.	What did not go well (opportunities)	
V.	Identify action steps/next steps	

APPENDIX 11 - SRO AGREEMENT

Agreement for 25-26: SRO agreement 25-26.pdf
Amended Agreement for 25-26: Broome County SRO AMEND fully executed 7.1.25-6.30.26.pdf
Agreement for 26-27 (updated once we have an agreement in place):

APPENDIX 12 - AGREEMENT TO PERMIT THE USE THE BOCES EDUCATION CENTER GYMNASIUM AS AN EMERGENCY SHELTER

Use of BOCES Facilities when requested by the Red Cross (agreement): Red Cross - Emergency Shelter.pdf

BUILDING-LEVEL EMERGENCY PLAN SYNOPSIS
2026-2027

The Broome-Tioga BOCES Building-Level Emergency Response Plans (BLERPs) 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:

- Building Profile
- Building Floor Plans and Area Maps
- External Building Contact Information
- Incident Command System
- Building-Level Emergency Response Planning Team
- Emergency Response Team
- Post-Incident Response Team
- Campus Profile
- Functional Annexes
    - Shelter/Shelter-in-Place
    - Hold/Hold-in-Place
    - Evacuate/Evacuation
    - Secure Lockout
    - Lockdown
    - Crime Scene Management
    - Communications
    - Public Health, Medical, and Mental Health
    - Cardiac Emergency Response Annex
    - Accounting for All Persons
    - Family Reunification
    - Security
    - Transportation
    - Cybersecurity Annex
- Threat and Hazard Specific Annexes
    - Active Shooter/Intruder
    - Bomb Threat
    - Natural Hazards or Weather-Related Emergencies
    - Technological Hazards
    - Biological Hazards
    - Human-Caused Threats

The BLERP 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 include response procedures that are developed through threat assessments, safety audits, planning, and training before an incident occurs. The Building-Level 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/Shelter-in-Place
- Hold/Hold-in-Place
- Evacuate/Evacuation
- Secure Lockout
- Lockdown

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

The remaining Functional Annexes provide a foundation for follow-up responses depending needed response(s).

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.

A Cybersecurity Response Plan has been added to all Building-Level Emergency Response Plans. BOCES has worked with their information technology team to outline the necessary actions to take before, during, and after a cybersecurity incident. BOCES, to protect networks and systems before an incident, has considered an overall preparedness program that includes policies and programs for responsible use, storage of secure data, firewalls, and network monitoring. Members of the BOCES community need to know to whom they should report a cybersecurity incident. Immediate actions may include various responses including but not limited to:

- disconnecting impacted devices from the network
- taking the network offline
- powering down devices
- notifying appropriate information security staff

Once the incident has been contained, the team will need to identify what technology was impacted, what people were impacted, what caused the incident, and how to prevent future incidents from occurring. Additional actions may include additional agencies to contact such as: the Cybersecurity and Infrastructure Security Agency (CISA), your local Federal Bureau of Investigation (FBI) field office, the FBI Internet Crime Complaint Center, or your local U.S. Secret Service Office.