

Potsdam Central School District  
District-Wide  
SCHOOL SAFETY PLAN  
2025-2026

# Table of Contents

## **Introduction**

### **Section I: General Considerations and Planning Guidelines**

Purpose

Identification of School Teams

Concept of Operations

Plan Review and Public Comment

### **Section II: Risk Reduction/Prevention and Intervention**

Prevention/Intervention Strategies

Training Drills and Exercises

Implementation of School Security

Vital Educational Agency Information

Early Detection of Potentially Violent Behaviors

Hazard Identification

### **Section III: Response**

Notification and Activation

Internal Building Communication

Emergency Notification to Parents/Guardians

Obtaining Information From Outside of the School

Managing the Media

National Incident Management System (NIMS)

ICS Facilities

Family Reunification Plans and Procedures

Situational Responses

Responses to Implied or Direct Threats

Responses to Acts of Violence

Response Protocols

Identification of Decision Makers

Plans to Safeguard Students and Staff

Procedures to Provide Transportation

Procedures to Notify Parents

Procedures to Notify the Media

Debriefing Procedures

Arrangements for Obtaining Emergency Assistance from Local Government

September 1, 2025

[District Resources Available for Use in an Emergency](#)  
[Procedures to Coordinate the Use of School District Resources](#)  
[Protective Action Options](#)

**[Section IV: Recovery](#)**

[District Support For Buildings](#)  
[Disaster Mental Health Services](#)  
[Academic Recovery](#)

**Appendices**

[Appendix A: District Safety Committee](#)  
[Appendix B: Vital Educational Agency Information](#)  
[Appendix C: School Resource Officer Job Description](#)  
[Appendix D: School Resource Officer Contract](#)  
[Appendix E: Behavior Intervention Team Flow Chart](#)  
[Appendix F: St. Lawrence County Mental Health Tool Kit for Schools](#)  
[Appendix G: Pandemic Plan](#)

**Potsdam Central School District**  
**DISTRICT-WIDE**  
**SCHOOL SAFETY PLAN**  
Commissioner's Regulation 155.

**Introduction**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York enacted SAVE. SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to the variety of emergencies that can and do occur in schools.

The St. Lawrence-Lewis BOCES, in conjunction with the Potsdam Central School District, supports the SAVE Legislation and facilitates the planning process. At Potsdam Central School, the District Safety Committee developed this District-wide School Safety Plan. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Potsdam Central School District School-wide Safety Plan was developed pursuant to Education Law 2801-a and Commissioner's Regulations 155.17. At the direction of the Potsdam Central School District Board of Education, the Superintendent of Potsdam Central School District appointed a District Safety Committee and charged it with the development and maintenance of the District-wide Safety Plan.

### **B. Identification of School Teams**

The Potsdam Central School District has appointed a District Safety Committee. This committee developed and maintains the District-wide Safety Plan, meets periodically to review issues pertaining to district-wide safety; meets in the event of an emergency to implement the District-wide Safety Plan; and meets after an incident to evaluate the implementation of the plan. Committee members will be notified and their roles defined at the beginning of each school year.

Membership on the District Safety Committee will change from school year to school year and will include representatives of teachers, administrators, parents, other school personnel, students, local law enforcement officials, and local emergency response agencies. A listing of the members for the current school year is included in **Appendix A** of this document.

In addition to the District Safety Committee, each of the three school buildings, Lawrence Avenue Elementary School, A.A. Kingston Middle School, and Potsdam Senior High School, has established a Building-Level Safety Team. These teams meet periodically throughout the school year and operate in conjunction with the District Safety Committee.

### **C. Concept of Operations**

The District-wide Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each of the three school buildings. Protocols reflected in the District-wide School Safety Plan have guided the development and implementation of the individual Building-Level Emergency Response Plans.

The initial response to all emergencies at Potsdam Central School District will be by the Superintendent of Schools, or designee, who will immediately notify the Building

Principals and other members of the administrative team. Local emergency officials will also be notified. The Superintendent of Schools will then activate the District Safety Committee and/or Building-level Safety Teams, as appropriate. County and state resources may supplement efforts through existing protocols.

To ease communication, a district staff directory has been developed. The directory includes staff names, addresses, and telephone numbers. In addition, each of the three school buildings has created a building telephone tree that includes staff phone extensions, home telephone numbers and, when available, cell phone numbers. In most cases, Parent Square will be used to notify staff and parents of important information in the event of an emergency. Recipients will receive a voice call, text message and/or email message.

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was made available for public comment 30 days prior to its adoption. The plan was formally adopted by the Board of Education by September 1st, and only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties.

The District-wide School Safety Plan will be reviewed by July 15th of each year by the District Safety Committee. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the District-wide Safety Plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow for the 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students, and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1st.

The Superintendent of Schools shall be responsible for posting the District-wide School Safety Plan on the district's website. Each Building Principal shall be responsible for filing selected information from the Building-Level Emergency Response Plan through the New York State Education Department Business Portal within 30 days after their adoption, but no later than October 15th of each year. Critical information, including phone numbers and building maps, is then shared with all law enforcement agencies through this portal.

## **Section II: Risk Reduction/Prevention and Intervention**

### **A. Prevention/Intervention Strategies**

The District continues to investigate and develop various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- The Positivity Project, a Character Education Program, is used in all three schools. In each building, student clubs take a leadership role in the implementation of this program.
- School-wide advisory at A.A. Kingston Middle School.
- After school mentoring program at A.A. Kingston Middle School.
- Freshman Academy at the high school provides structured peer mentoring as students transition from 8th to 9th grade.
- Numerous extracurricular offerings in all three buildings to keep youth productively engaged outside of school hours.
- Active Student Councils in all three schools. Where appropriate, students are also included on building and district-level committees, including the District Safety Team, and the District Strategic Planning Team.
- Close relationships with the Department of Social Services, Child Protective Services, St. Lawrence County Probation Department, and the Potsdam Village Police Department (juvenile officers).
- Gay Straight Alliance Club at Potsdam High School to help build acceptance among the student body.
- SAVE Promise Club at Potsdam High School helps promote a school culture of shared responsibility, including educating the student body about warning behaviors and the use of the Say Something Anonymous Reporting app.
- Student Support Teams in all three schools identify students at risk and recommend appropriate academic, social, and emotional interventions and supports.
- Functional Behavioral Assessments teams collaboratively identify the function of behaviors and design behavioral intervention plans.
- At the high school, a ROC (Restorative Opportunities and Coping) room has been established to provide a place for students to engage in self-regulation.
- A School Resource Officer and School Social Worker are employed through the Village of Potsdam. A job description for the SRO is included in **Appendix C**. The School Resource Officer's contract is included in **Appendix D**.

- The district employs the SaySomething app, provided by Sandy Hook Promise, as an anonymous way for students, parents, and community members to provide information about threats or concerning behaviors.
- A Behavior Intervention Team has been trained and meets weekly to assess threats and concerning behaviors exhibited by members of the school community. The BIT engages in case management following any assessment. The Behavior Intervention Team flowchart is included in **Appendix E**.
- Restorative Practices are used throughout the district to foster a sense of community and to help hold members of the school community accountable for behaviors that cause harm.
- Handle with Care Program, which entails structured communication channels with local law enforcement.

## **B. Training, Drills, and Exercises**

### **1. Multi-Hazard School Safety Training**

- The District Safety Committee will review the District-wide Safety Plan during the first meeting of the school year.
- When faculty and staff gather for the first time at the beginning of the school year, the Superintendent will review key aspects of the District-wide Safety Plan as well as the five emergency responses.
- At the September faculty meeting, the school nurse in each building will provide training for the faculty and staff in Epi-Pen administration as well as in the management of the diabetic and epileptic students. The school nurses will provide additional training for teachers who have students with other specific medical needs.
- By September 15th of each school year, all staff will receive training in Mental Health Awareness and Violence Prevention. In addition, the Suicide Protocol will be reviewed at the same time.
- School psychologists and counselors will use the Columbia Suicide Risk Assessment and will review protocols during the month of September each year.
- Mental Health First Aid and QPR Suicide Prevention training will be offered periodically to all staff.



- An Emergency Response Plan chart (printed on orange paper) will be distributed to all staff and posted in every classroom, office, and common area in all three school buildings, the annex, and bus garage. This quick reference card has simple directions for the five emergency responses: Shelter in Place, Hold in Place, Evacuate, Lockout, and Lockdown.
- During some monthly faculty meetings, faculty members will be given an emergency scenario to discuss in relation to the Building-Level Emergency Response Plan.
- All students and staff members will receive Dignity for All Students Act training annually.
- At least once a year, the nurses will provide Concussion Awareness & Management training for staff.
- At least once a year, the School Resource Officer will be in attendance to review emergency procedures with staff, debrief completed drills, and answer questions from faculty and staff members.
- Periodically, a representative from St. Lawrence County Hospice will provide a brief training for staff regarding how students grieve.
- All District staff will be trained in the initial steps in the Therapeutic Crisis Intervention model. This will include de-escalation techniques and strategies for avoiding the conflict cycle. A brief refresher will be provided once a year.
- The District will maintain a certified Therapeutic Crisis Intervention Team that will be deployed, as needed, for a student whose behavior has escalated to the point where a threat to student or staff safety is imminent. The team will meet monthly to practice skills. Documentation of each response by the TCIS team will be maintained.
- First Aid, CPR and AED training will be offered to school staff and all coaches at least once each school year.
- All staff will receive training on Right to Know, Bloodborne Pathogens, and Sexual Harassment each year. This is currently being done through the New York

Schools Insurance Reciprocal (NYSIR) website.

## 2. Drills and Other Exercises

- Each school building will conduct eight evacuation drills each year. All eight of these drills will occur prior to December 1<sup>st</sup> of each school year. Exits will be regularly blocked to test secondary evacuation routes during evacuation drills.
- Each school building will conduct at least one lockdown-drill each quarter as well as one emergency evacuation drill or one shelter in place drill each year. In order to reflect best practice, the District will plan lockdown drills in advance, inform staff of when they are scheduled, and instruct staff to use the drill as an opportunity to teach students safety protocols. In addition, a series of tabletop drills will be conducted annually by the District Safety Committee and/or Administrative Team.

## 3. Hiring and Screening of Employees

- Any and all employees hired after July 1, 2001, who will have direct contact with students, will be fingerprinted.

## **C. Implementation of School Security**

Interior and exterior video surveillance cameras have been installed at all locations in the District and are monitored in the main office. The Potsdam Village Police Department has been provided with remote access to the video camera system. If a threat is determined via this means, protective actions such as lockdown, evacuation, or sheltering of the school population may be initiated.

In all three buildings, all exterior doors are locked once the school day has begun. Staff members have been provided with electronic access cards. Visitors to the school buildings must be buzzed in by main office personnel. In addition, door contacts have been installed in all exterior doors. An alarm sounds in the main office if one of these doors is left ajar.

Upon entering a district building, visitors will present identification (e.g. driver's license, state issued identification card, passport), which will be scanned into the Raptor Visitor Management System. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex

offender database is the only national database checked by the Raptor Visitor Management System. The system also checks safety alerts (e.g. orders of protection) in SchoolTool, the district's student information system.

Once entry is approved, a badge will be issued that identifies the visitor, the date, and the purpose of their visit. Once visitors are entered in the system, their clearance is stored in the system for the remainder of the school year. All visitors will still need to check in with the secretary each time they visit a school.

All school staff have been issued a photo identification card that is to be worn at all times.

“Panic buttons” have been installed in all main offices and some additional locations. When activated, the lockdown command is initiated and all fire doors close. 911 and the Potsdam Village Police Department are notified automatically when a button has been pushed.

All exterior doors have been numbered on the outside and inside to facilitate communication with first responders. An after school hours exterior door schedule will be updated annually by building principals.

A command center has been established in the Building and Grounds office in the basement of the high school building. This area includes large monitors to view camera feeds across the district, mounted floor plans, and a base station to facilitate communication with local law enforcement.

Enlarged building floor plans have been laminated and provided to local law enforcement. Plans have been mounted in the lobby of all three school buildings.

Lock boxes have been installed in multiple locations across the school campus so law enforcement agencies can obtain swipe cards and master keys in the event of an emergency.

#### **D. Vital Educational Agency Information**

At the beginning of each school year, the District Clerk, in collaboration with the enrollment secretary and the Director of Transportation provides each administrator and supervisor with a summary of the following information: school population, number of staff, transportation needs, and business and home telephone numbers of key officials of

each educational agency. **This information for the current school year can be found in Appendix B.**

#### **E. Early Detection of Potentially Violent Behaviors**

The Potsdam Central School District recognizes that it is not always possible to predict behavior that will lead to violence. However, educators and parents, and sometimes students, can recognize certain early warning signs.

Potsdam Central School District staff will be trained to recognize these early warning signs. When early warning signs are present, the following procedures will be followed:

- School staff members who detect early warning signs will bring the student to the attention of the Building Principal.
- If the threat is imminent, the Building Principal will immediately establish and maintain contact with the student. If the student is in school, he/she will be brought to an area where he/she can remain under surveillance. If the student is not in school, the student's parent(s) will be notified. If the parent(s) cannot be reached, the Potsdam Village Police or St. Lawrence County Sheriff's Department will be notified.
- The Building Principal and school counselors will triage the threat and bring information to the Behavior Intervention Team, if warranted.
- The Behavior Intervention Team will conduct a formalized threat assessment using the tools established and endorsed by the US Secret Service and the Association of Threat Assessment Professionals.
- When a student threatens to harm him/herself or others, school staff will follow protocols outlined in the St. Lawrence County Mental Health Toolkit for Schools, located in **Appendix F**.

#### **F. Hazard Identification**

Once every three years a building safety audit will be conducted in conjunction with local law enforcement or a private security company. Once the audit is complete and appropriate photographs have been taken, the Building-Level Safety Team will review the results and develop a plan for addressing deficiencies. A memo to the Supervisor of Building and Grounds will be drafted to include any maintenance issues that should be addressed as a result of the audit.

Once a year, the Superintendent of Schools will conduct building tours. The Building Principals, School Business Manager, Supervisor of Buildings and Grounds, day custodians and maintenance workers will participate in the tour. Safety issues will be noted and addressed.

At all locations in the district, interior and exterior video surveillance cameras are monitored in the main office. If a threat is determined via this means, protective actions such as lockdown, evacuation, or sheltering of the school population may be initiated.

Custodial and maintenance staff carry two-way radios; staff who take students outside the building for recess or physical education classes will carry two-way radios as well. All classrooms are equipped with telephones and public address systems. Any school personnel who identifies a potential threat can initiate an emergency response by notifying the main office of the threat or can announce a Lockdown immediately via the public address system. This can be activated from any phone in the district.

Carbon monoxide detectors have been installed in appropriate locations throughout the school buildings.

### **Section III: Response**

#### **A. Notification and Activation (Internal and External Communication)**

The report of an incident or a hazard's development will be reported to the Superintendent of Schools or his or her designee as soon as possible following its detection.

In the event of an emergency, the Superintendent Schools will notify each Building Principal or his or her designee. Building Principals will then notify all building occupants to take the appropriate action.

#### **Internal Building Communication**

September 1, 2025

1. **Mass Notification System** - Any staff member or student may activate a “panic button.” When a “panic button” is pushed, the Mass Notification System is activated. This system emits a tone and a voice command to “Lockdown.” Strobes are also activated to alert staff and students in areas where the tone and voice command may not be audible. If the fire alarm is activated, the Mass Notification System also sounds an alarm and also emits a voice command to exit the building. In both cases, message boards installed in the hallways are also activated.
2. **Public Address System** – Most emergency responses will begin with the activation of an alarm for lockdown or evacuation. However, the public address system may be used to make an announcement. The system is activated when a caller enters a four-digit code from the phone located in the main office in each building. In the high school building, the code is visible on every phone. Any staff member or student may activate the public address system in an emergency. When using the Public Address System, codes and code words will not be used, as they can be confusing. Plain language is the recommended way of communicating in an emergency situation.
3. **Telephone** – Each school building has a designated telephone line that is unpublished and not given out. When an incident occurs, the school may be inundated with phone calls and it is important that a free line be available to make outgoing calls. Parent Square is used to communicate with staff via voice mail message, text message and/or email message. Building administrators and secretaries may communicate via Parent Square. An emergency telephone tree will be created each school year and distributed to staff. The telephone tree contains school extensions, home numbers, and staff cell phone numbers, when available. In addition, physical education staff members will be encouraged to carry their personal cell phones and to leave their phones on when outside the building with students.
4. **Two-Way Radios** – Each main office will be equipped with a minimum of two two-way radios. All daytime maintenance and custodial staff will carry two-way radios with them at all times. Staff who monitor students during recess or take students out of the building for physical education classes will also be equipped with two-way radios. In the event of an emergency, the Building Principal and/or main office secretary will communicate with the other administrators and the maintenance and custodial staff via these

two-way radios.

5. **Bus Radio System** – All district school buses are equipped with radios that allow for communication from the bus garage to and from all buses. In addition, buses have been equipped with live GPS so that the transportation supervisor can monitor all buses in the fleet.

#### **Emergency Notifications to Parents/Guardians**

- To the extent possible, parents/guardians will be made aware, in advance, of emergency response protocols. This may reduce confusion during an actual incident.
- In the event of an emergency school closing, the Superintendent of Schools or his or her designee will notify the local radio and television stations. In addition, parents may elect to receive emergency notification via voice message, text message, or email. School closings will also be announced on the school district's website and on the District Facebook page.
- When practicable, written notifications will be sent home with students when there has been an emergency at school.

#### **Obtaining Information from Outside the School**

The State of New York has developed a web-based system designed to enhance the state's ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state, and local authorities. This feature will utilize email, facsimile transmissions, cell bursting, short message service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages. Information about NY-ALERT can be found at <http://www.nyalert.gov/>

#### **Managing the Media**

The Superintendent of Schools or his or her designee, in conjunction with the BOCES Communication Specialist, will serve as the Public Information Officer (PIO) for the

district. Faculty and staff will refer all requests for information from the media to the PIO. In a multi-agency incident, unified command will often be used. Under unified command, the school district and the responding agencies' PIO should work in partnership to ensure that the incident has a single voice.

Should it be necessary, the Potsdam High School auditorium or A.A. Kingston Middle School cafeteria will be used to stage a media event. The media will be informed of the location in advance, and information will be disseminated only from this location.

Prior to an incident, the Public Information Officer will establish relationships with the media in the area to discuss any limits and expectations described in school policy. Concerns of student and school privacy will be addressed as well.

The Public Information Officer will try to avoid refusing to cooperate with the media, but will be prepared to use his or her authority to ban them from campus if it becomes necessary.

The media may be used to help disseminate important information regarding community assistance and schedule changes for school days or functions.

The Public Information Officer will provide accurate, timely, and factual information. He or she will explain actions being taken by the school district, as well as the support being provided to staff and students – as needed.

The Public Information Officer may allow interview requests, as appropriate.

### **National Incident Management Systems (NIMS)**

The Potsdam Central School District has adopted and implemented the National Incident Management System (NIMS) in close coordination with members of the local and county emergency response communities. Further, the district has adopted, as required, the Incident Command System (ICS) for managing all emergency incidents and pre-planned school and campus events, and incorporates NIMS and ICS into all tabletops, drills, and actual emergencies.

All key school personnel involved in emergency activities have completed the required NIMS training, including the Introduction to the National Response Framework (IS-800),



the Introduction to NIMS (IS-700), and the Introduction to ICS (ICS-100) courses. These free on-line courses may be accessed at <http://training.fema.gov/IS/NIMS.asp>.

The Potsdam Central School District has established a chain of command consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) that will be used in response to an emergency. In the event of an emergency, the Building-Level Safety Team may adopt NIMS/ICS principles based on the needs of the incident. Should the emergency involve multiple school districts, the BOCES Superintendent is to be the Chief Liaison to educational agencies within that district.

## **National Incident Management System (NIMS) and Incident Command System (ICS) Chain of Command**

**INCIDENT COMMANDER (IC):** Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response; and coordinates and manages all ICS functions. The IC first establishes the Operations Section and remaining sections are established as needed to support the operation. The IC may delegate authority for performance of certain activities to the Command Staff and/or General Staff. The IC may be transferred during an incident; a school official may serve as the Incident Commander and lead a command team of school personnel but if there is a bomb threat, for example, the IC would transfer command to law enforcement. The IC is specifically responsible for:

1. Ensuring safety
2. Providing information services to internal and external stakeholders, such as parents
3. Establishing a maintaining liaison with other agencies participating in the incident

### **COMMAND STAFF (Officers):**

1. **Public Information Officer (PIO):** Serves as the conduit for information to internal and external stakeholders, including the media or parents.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all response personnel.
3. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting at an incident.

### **GENERAL STAFF (Chiefs):**

1. **Operations:** Roles and responsibilities focus on well-being and accountability (e.g. Health Services/First Aid, Search and Rescue) and may check outdoor areas for students and staff; maintain student and staff emergency contacts and medical/medication information; oversee emergency kits and supplies; keep cellular phones or two-way radios to ensure constant communication; and assist students and staff with special needs.
  - Site Facility Check/Security
  - Search and Rescue

- Medical
  - Student Care
  - Student Release/Parent Reunification
2. **Planning:** Ensures that the needs of all students, staff, visitors, and parents are met by planning incident responses, assigning pre-designated roles and responsibilities and providing training to staff. Also plans and conducts exercises, completes after-incident debriefings and after-action reports, modifies the emergency plan as needed and documents all practice exercises and real responses:
- Documentation
  - Situation Analysis
3. **Logistics:** Secures and coordinates resources needed by students, staff, and first responders during an incident including food, shelter and other supplies, and any physical items that may be needed (back-up generators, buses, etc.)
- Supplies/Facilities
  - Staffing
  - Communications
4. **Finance and Administration:** Records staff hours and expenses and supplies documentation after the disaster for insurance claims and requests for assistance to district, state, or federal governments.
- Timekeeping
  - Purchasing

<b>Position Title</b>	<b>Personnel</b>
Incident Commander	Superintendent of Schools or Designee (may yield to Fire Chief, Police Chief)
Deputy Incident Commander	Building Principal or Designee
Public Information Officer	Superintendent of Schools or Designee
Safety Officer	Buildings and Grounds Supervisor
Liaison Officer	School Resource Officer
Operations	Head School Nurse
Planning	Chair, District Safety Committee
Logistics	School Business Manager
Finance and Administration	School Business Manager

### ICS Facilities

- **Incident Command Post** is the location from which the Incident Commander oversees all incident operations.
- **Staging Areas** are where personnel and equipment are gathered while waiting to be assigned.
- **Base** is the location from which primary logistics and administrative functions are coordinated and administered.
- **Camp** is the location where resources may be kept to support incident operations if a Base is not accessible to all resources. Camps are equipped and staffed to provide food, water, sleeping areas, and sanitary services.
- **Helibase** is the location from which helicopter-centered air operations are conducted.
- **Helispots** are more temporary locations at the incident where helicopters can safely land and take off.

<b>ICS Facilities</b>	<b>Potsdam Central Location</b>
Incident Command Post	Buildings and Ground Department Office/Potsdam Police Department
Staging Areas	Bus Garage
Base	Building and Grounds Department Office/Potsdam Police Department
Camp	High School Gymnasium
Helibase	Potsdam Airport
Helispots	Athletic Fields

### **Family Reunification Plans and Procedures**

Following a school emergency, the following procedures will be observed to bring students and their families together.

1. One central location will be established where parents can sign-out their children. If the emergency involves more than one school building, a sign-out station will be established in each building.
2. Efforts will be taken to ensure that all adults come to this central location and are not able to get directly to students without authorization.
3. Clerical staff manning the sign-out area will have access to student contact information. When possible a computer station will be set up so that clerical staff can access the student information system. If this is not possible, staff will use student emergency cards completed by parents at the beginning of each school year.
4. When a parent or other adult presents him/herself to sign-out a child, clerical staff will ask for photo identification. Staff will confirm that the presenting adult is a parent or is listed as an emergency contact.
5. The adult will be asked to sign-out the student(s) by listing the child's name, the adult's name, the date and time, and then providing a signature.
6. Clerical staff will monitor the sign-out sheet to be sure it is done completely and legibly.
7. Once a student has been signed out, the clerical staff will call the classroom for the child's release. If the student is being released from an alternate location (in the case, for example, of an evacuation), an adult runner will be sent to retrieve the student from his/her location and to escort the student to the authorized adult. When possible, the reunification area will not be visible from the parent/caregiver waiting area.

## **B. Situational Responses**

The District Safety Committee has developed response plans for taking actions in an emergency during a wide array of situations. **Specific response plans are included in Building-Level Safety Plans.**

## **C. Responses to Implied or Direct Threats**

The Potsdam Central School District recognizes the importance of responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

All District staff will be trained in the initial phase of the Therapeutic Crisis Intervention model.

The Potsdam Central School District will use the New York State Threat Assessment Model (2007) located in Appendix C of this plan.

In responding to threats of violence, the following procedures will be used:

- All threats of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat. The Behavior Intervention Team will be assembled to assess the threat.
- The Building Principal will immediately establish and maintain contact with the person making the threat. If the person is in school, he/she will be brought to an area where he/she can remain under surveillance. If the person is not in school, the parents will be notified (if a student).
- The appropriate law enforcement agency will be contacted, if necessary.
- If the threat is deemed to be plausible or imminent, the Building Principal will call 911 and initiate the appropriate emergency response (lockdown, lockout, shelter in place).
- The Behavior Intervention Team will continue to monitor all threats, adjusting the response as necessary.

## **D. Responses to Acts of Violence**

The Potsdam Central School District has established procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

In responding to acts of violence, the following procedures will be used:

- All acts of violence will be reported immediately to the Building Principal.
- The Building Principal will notify the Superintendent of Schools in order to determine the level of threat. The Behavior Intervention Team will be assembled to assess the threat.
- If the situation warrants, the immediate area will be isolated, and an evacuation will be initiated, if appropriate.
- The Building Principal will call 911 and initiate lockdown procedures.
- The Behavior Intervention Team will continue to monitor all threats, adjusting the response as necessary.

## **E. Response Protocols**

### **Identification of Decision Makers**

\*Every administrator and secretary has a laminated list of all important contact information.

<b>Title</b>	<b>Name</b>
Superintendent of Schools	Jerry Griffin
Asst. Superintendent for Curr. and Inst.	Mark Bennett
Business Manager	Laura Hart
School Resource Officer	Darren Basford
High School Principal	Kristin Towne
Middle School Principal	Dan Cook
Elementary Principal	Sharlee Thomas
CSE Chairperson	Jennifer Hansen
Athletic Director/Dean of Students	Zachery Marcellus
Superintendent of Buildings/Grounds	Jerald (JJ) Yette
Transportation Supervisor	Kevin Talcott
BOCES Supervisor	Kady Hart
BOCES Supervisor	Jacqueline Bill
Food Service Director	Randy Collins

**Plans to Safeguard Students and Staff**

- School staff members have been instructed to provide direct supervision of students at all times.
- The exterior doors of all school buildings are locked once the school day has begun. An alarm sounds if an exterior door is left ajar.
- Visitors will be buzzed into the school and are required to sign in at the main office.
- All school personnel have been issued photo identification badges and have been instructed to wear them at all times.
- Teachers are required to take attendance each class period; missing students are accounted for.
- Procedures are in place for early dismissal from school. Only those adults who have been authorized by students' parents/guardians may take students from school. These adults, including parents/guardians, must sign students out of school in the main office.
- All school buildings conduct regular evacuation drills and other emergency drills.
- All school staff members are provided with written procedures for various emergency responses, including lockdown, lockout, shelter in place, and evacuation. Procedures are reviewed periodically.
- Staff members have been instructed to report all student injuries and illnesses immediately to the school nurse.

**Procedures to Provide Transportation**

- In the event of an emergency that requires evacuation or early dismissal, the school bus fleet will be used to provide transportation.
- A list of employees who possess a license to drive a school bus is maintained in the District Office and the Transportation Office.
- The Transportation Supervisor or designee will notify bus drivers that an evacuation or early dismissal is warranted.
- Students will be transported per emergency dismissal plans provided annually by parents.

**Procedures to Notify Parents**

- In the event of an evacuation or early dismissal, the district will take reasonable steps to notify parents via Parent Square.
- The information will be posted on the district's webpage and shared via social media.



- Information will be provided through local television and radio stations.

### **Procedures to Notify or Contact the Non-Public Schools of the Emergency**

- There are no non-public schools within the Potsdam Central School District.

### **Procedures to Notify the Media**

- In the event of an evacuation, early dismissal, school delay or closing, the Superintendent of Schools or designee will contact the following media outlets:

YNN-TV News 10	(866) 634-2910
WWNY-TV	(315) 779-0776
B99.3 – Potsdam	(315) 265-5510

### **Debriefing Procedures**

- Following any emergency response, the District Safety Committee and/or Building-Level Safety Team(s) will meet to debrief.
- When appropriate, local Law Enforcement and/or Emergency Response Agencies will be invited to participate in the debriefing.
- Following the debriefing, modifications to the District-wide Safety Plan and/or Building-Level Emergency Response Plans may be made.

### **F. Arrangements for Obtaining Emergency Assistance from Local Government**

- The Superintendent of Schools or designee will contact the Potsdam Village Police Department (265-2121) or 911.
- The Superintendent of Schools or designee will contact the highest-ranking local government official for notification and/or assistance.

### **G. Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District recognizes that it may be necessary to obtain advice and assistance from local government officials including the county or village officials responsible for implementation of Article 2B of the Executive Law. In the event that advice or assistance are needed from local governments during countywide emergencies, the following procedures will be used:

- The Superintendent of Schools or designee will contact the emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: The Potsdam Village Police Department, The St. Lawrence County Sheriff's Department, The New York State Police, The Potsdam Fire and Rescue Department, the American Red Cross, and Canton-Potsdam Hospital.

#### **H. District Resources Available for Use in an Emergency**

The District has identified district resources which may be available during an emergency. **A detailed inventory is included in Appendix B of this document.**

#### **I. Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

- In the event of an emergency, the Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds.
- The Superintendent of Buildings and Grounds will deploy all available custodial and maintenance staff to assist as needed.

#### **J. Protective Action Options**

In response to an emergency, the following actions will be taken, as appropriate: school cancellation, early dismissal, and sheltering.

##### **School Cancellation**

- The 4:00 A.M. maintenance shift is responsible for keeping a weather watch and notifying the Transportation Supervisor should snow, ice, or other conditions indicate that the school might have to be closed or the opening delayed.
- If conditions do not indicate a call at 4:15 A.M., but deteriorate later, then a call should be made at that time.
- If the Transportation Supervisor is not available, the call should be made to the Superintendent of Schools.
- The Transportation Supervisor will contact the Superintendent of Schools by 5:00 A.M. with a road report. A decision will be made as soon as possible whether school will remain closed, the opening delayed, or open.
- The Superintendent of Schools will notify the administrative team, the Business Manager, and the District Clerk.

- The Superintendent of Schools will notify the media.
- The Transportation Supervisor will put a notice on the District's website.
- The District Technology Coordinator will send a notification to all staff and parents via Parent Square.

### **Early Dismissal**

- The Superintendent of Schools or designee will monitor the situation, consulting as needed with the Director of Transportation (for weather-related issues) and Superintendent of Buildings and Grounds (for building safety issues).
- If conditions warrant, the Superintendent of Schools or designee will close school.
- The Superintendent of Schools or designee will contact the Director of Transportation to arrange transportation.
- The District Clerk will send a notification to all staff and parents via Parent Square.
- The Superintendent of Schools or designee will contact the media to inform parents of early dismissal.
- Clerical staff will be directed to provide information to parents who call with inquiries.
- Building Principals will retain appropriate personnel until all students have been returned home.

### **Evacuation**

- The Superintendent of Schools or designee will determine the level of threat, consulting as needed with the Director of Transportation (for weather-related issues) and Superintendent of Buildings and Grounds (for building safety issues).
- If conditions warrant, the Superintendent of Schools or designee will determine the need for an evacuation.
- The Superintendent of Schools or designee will contact the Director of Transportation to arrange transportation.
- The Superintendent of Schools or designee will contact the Superintendent of Buildings and Grounds to deploy all available custodial and maintenance staff to clear all evacuation routes and sites prior to evacuation.
- Building Principals will evacuate all staff and students to the pre-arranged evacuation sites.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.

- The District Clerk will notify all parents via Parent Square.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the evacuation site, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned home.

#### **Sheltering Sites (Internal and External)**

- The Superintendent of Schools or designee will determine the level of threat.
- The Superintendent of Schools or designee will determine the location of sheltering, depending on the nature of the incident.
- Building Principal(s) will direct staff and students to relocate to the sheltering site.
- Staff will account for all students. Any missing staff or students will be reported to the Building Principal.
- The Superintendent of Schools, in conjunction with the Building Principal(s) will determine other occupants in the building.
- The Superintendent of Schools, in conjunction with the Building Principal(s) will make appropriate arrangements for human needs.
- The District Clerk will notify all parents via Parent Square.
- The Superintendent of Schools will contact the media to inform parents of the evacuation.
- Once at the shelter, a central location will be established where parents can sign-out their children.
- Building Principals will retain appropriate personnel until all students have been returned home.

## **Section IV: Recovery**

The Potsdam Central School District recognizes that a severe act of violence or other emergency will have a major effect on the well being of students, school staff, and the community at large. Therefore, the district has developed plans for both short and long term recovery following an incident.

### **A. District Support for Buildings**

- In the event of a crisis situation, the Superintendent of Schools will join the Building Principal in meetings with the Building-level Safety Team. Principals from the other school buildings may attend as well, to offer support.
- Substitute coverage for impacted staff will be arranged; staff from other school buildings may be asked to provide coverage as needed.

### **B. Disaster Mental Health Services**

- The District Office will assist in the coordination of Disaster Mental Health Resources in support of the Building-level Safety Team in the affected school(s).
- Counseling staff from BOCES and other local school buildings, both within the district and from other schools will be deployed to the building experiencing a crisis.
- St. Lawrence County Hospice will be invited to participate in all planning meetings and to provide assistance, as needed.

### **C. Academic Recovery**

- Building Principals will work with instructional staff to evaluate the curriculum following an incident. Sensitive topics, for example, might be removed or scheduled for a later date.
- If students are out of the school buildings for a lengthy period of time, the school calendar will be revisited. Students and staff may need to attend school during previously scheduled school vacations in order to meet The State Education Department's 180-Day requirement. Any changes to the school calendar will be communicated with parents via local media, Parent Square district email, social media, etc.
- Online learning may be employed if students are not able to attend school due to an emergency situation.



# Appendices

# Appendix A



# District Safety Committee

## Potsdam Central School

### District Safety Team

### 2025-2026

Basford	Melissa	CSEA
Basford	Darren	SRO
Bennett	Mark	Assistant Superintendent
Cross	Joanna	Assistant Principal
Davis	Jarrold	BOE Member
Brown	Kristin	Social Worker
Cook	Dan	AAK Principal
Urias	Jennifer	School Nurse
Griffin	Jerry	Superintendent
Hewlett	Susan	School Counselor
Saber	Jennifer	Teacher
Talcott	Kevin	Director of Transportation
Kirka	Jim	Teacher
Marcellus	Zachery	Athletic Director/Dean of Students
Yette	Jerald	Director of Facilities
Neaton	Mike	Former SRO/Parent/Community Member
Santimaw	Angelique	Teacher
Sero	Denise	Teacher
Thomas	Sharlee	LAE Principal
Towne	Kristin	PHS Principal
Warren	Moriah	Parent
Whitmarsh	John	Buildings and Grounds

# Appendix B

## Vital Educational Agency Information (current year)

# Vital Educational Agency Information

16 school buses – 65 children or 43 adults

2 special needs buses - 33 children or 22 adults and 4 wheelchairs (54 children with all seats installed)

2 small van buses – 26 children or 16 adults

1 small wheelchair bus - 24 children or 16 adults and 2 wheelchairs

2 mini-vans - 7 passengers each

**Total Capacity:**

1163 Children

780 Adults

10 Wheelchairs

# Appendix C

## School Resource Officer Job Description

## **TITLE: SCHOOL RESOURCE OFFICER**

### **Qualifications**

- 1) Active or Retired Officer from a Local, State, or Federal Police Agency.
- 2) Minimum of five years' of law enforcement experience.
- 3) Possess sufficient knowledge of the applicable Federal and State laws, Town and County ordinances, and Board of Education policies and regulations;
- 4) Be capable of conducting in-depth investigations;
- 5) Possess even temperament and set a good example for students and staff; and
- 6) Possess communication skills that would enable the officer to function effectively within the school environment.

### **Reports To**

Building Principal(s)

### **Responsibilities**

- 1) Build positive relationships with students and acts as an informal mentor;
- 2) Provide educational programs to students on a variety of topics including, but not limited to: drug and alcohol use, child abuse, the criminal justice system, law enforcement careers, domestic violence, dating violence, bullying, internet safety and sexting, suicide prevention, Halloween safety, conflict resolution, impaired and distracted driving;
- 3) Provide educational programs to staff and parents on a variety of topics including, but not limited to: internet safety, sexual abuse prevention, drug identification
- 4) Serve as a resource to school officials when referring students to social service agencies;

- 5) Assist the school administration in enforcing the compulsory education law;
- 6) Provide informal consultation with students, parents and faculty members to assist them with problems they may have interfacing with law enforcement agencies;
- 7) Serve as a member of the District Safety Committee and provide consulting advice to administrators on plans for safety, emergency preparedness, traffic flow, evacuation, lighting and video surveillance, as well as other safety/security concerns;
- 8) Monitor and test security systems on a daily basis, including reviewing all security cameras in the district to be sure they are working.
- 9) Confer with building-level administrators on a daily basis to develop plans and strategies to prevent and/or minimize dangerous situations or criminal behavior on or near the campus or involving students at school-related activities;
- 10) Provide training for all school personnel in emergency management procedures;
- 11) Assist school administrators with required safety drills and debriefings with staff following a drill or an actual emergency response;
- 12) Serve as a first responder in the event of a crisis or student safety emergency;
- 13) Provide security for special school events or functions, when requested to do so by the building-level administrator;
- 14) Act as a liaison to building-level administrators when investigating potential criminal violations occurring in the school or on school property;
- 15) Assist school administrators in conducting investigations of possible criminal conduct on school grounds and areas adjacent to school grounds, with the goals of establishing a deterrent to delinquent student behavior and promoting the safety of students, faculty and administration;
- 16) Assist school administrators in conducting searches which may involve weapons, controlled substances or in situations where a student's emotional state may present a risk of harm to school administrators.

- 17) Enforce all applicable federal, state and local laws. Those matters, as solely determined by the SRO, not reaching the threshold of violations, offenses and/or crimes as defined by federal, State or local law, shall be referred to the SCHOOL DISTRICT's administration and security personnel. Should it become necessary to conduct formal police activities involving a student, the SRO shall adhere to all applicable federal, State and local laws and SCHOOL DISTRICT policy, provided that the SCHOOL DISTRICT policy does not contravene such laws.
- 18) The SRO shall not act as disciplinarian of the SCHOOL DISTRICT, but shall enforce the law as required by applicable federal, State and local law. The SRO shall make the Superintendent and principals aware of such action, within twenty four (24) hours of such action transpiring. When the SRO needs to request additional VILLAGE POLICE assistance, he/she will notify the Principal as soon as practicable.
- 19) Maintain detailed and accurate records of his/her operations, and shall make them available to the Principals and Superintendent, within a reasonable time after a request for such records has been made.
- 20) Adhere to all Board of Education and Building Policies.

Other

Performs related duties as required or assigned.

**Terms of Employment**

10 month position

# Appendix D

## School Resource Officer Contract



**AGREEMENT BETWEEN THE**

**VILLAGE OF POTSDAM**

**AND**

**POTSDAM CENTRAL SCHOOL DISTRICT**

THIS AGREEMENT is made this 10th day of June 2025 by and between the VILLAGE OF POTSDAM (hereinafter “VILLAGE”) and the POTSDAM CENTRAL SCHOOL DISTRICT (hereinafter “SCHOOL DISTRICT”) as follows:

WHEREAS, Article 5-G of the New York State’s General Municipal Law (“GML”), provides the authority for “municipal corporations” to enter into agreements for the performance between themselves, or one for the other, of their respective functions, powers and duties on a cooperative contract basis; and

WHEREAS, the SCHOOL DISTRICT and VILLAGE are both “municipal corporations” as that term is defined by GML §119-n (a); and

WHEREAS, the SCHOOL DISTRICT and VILLAGE have determined that it is in their mutual best interest to enter into this Agreement for the SCHOOL DISTRICT to obtain from the VILLAGE the services of a SPECIAL PATROL OFFICER (hereinafter referred to as “SPO”) to promote the goal of ensuring a caring, safe, respectful, and orderly learning environment in its schools; and

WHEREAS, the SCHOOL DISTRICT and the VILLAGE desire to establish the scope of duties in this Agreement and the specific terms and conditions of the services to be provided by said SPO in the SCHOOL DISTRICT:

NOW, THEREFORE, the parties hereto agree as follows:

**1.0 GOALS AND OBJECTIVES**

The SCHOOL DISTRICT and the VILLAGE share the following general goals and objectives regarding the SPO in the schools:

- 1.1 Deterrence of delinquent student behavior and promotion of the safety of the students, faculty and administration of the SCHOOL DISTRICT.
- 1.2 Promotion of effective emergency crisis planning.

- 1.3 Establishment of positive relationships among students, staff and the SPO.
- 1.4 Development of specialty programs specific to areas of study, including but not limited to, court procedures, forensic science, citizenship and character education.

## **2.0 IMPLEMENTATION AND ASSIGNMENT OF SPECIAL PATROL OFFICER**

- 2.1 The SPO shall be an employee or contractor of the VILLAGE and shall be subject to the administration, supervision and control of the VILLAGE, except as such administration, supervision and control is addressed by the terms and conditions of this Agreement. The SPO shall not be an employee of the SCHOOL DISTRICT. The SCHOOL DISTRICT and the VILLAGE acknowledge that the SPO shall remain responsive to the chain of command of the VILLAGE.
- 2.1 The relationship of the VILLAGE to the SCHOOL DISTRICT shall be that of independent contractor and any and all services performed by the SPO under this Agreement shall be performed in such capacity. Neither party shall be an agent or otherwise have authority to bind the other party absent express, written consent to do so.
- 2.3 The VILLAGE shall be responsible for the payment of the SPO's salary and benefits including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The SPO shall be subject to all other practices and policies of the VILLAGE, except as such practices or policies are modified to comply with the terms and conditions of this Agreement.
- 2.4 The parties shall use a collaborative process in the hiring and assignment of the SPO. Both parties shall have the right to attend and participate in candidate interviews. The SCHOOL DISTRICT shall select three finalists from the candidate pool and the VILLAGE shall select the candidate to be assigned after receiving and considering input from the SCHOOL DISTRICT.
- 2.5 It is the intention of the parties over the life of this Agreement to collaborate on the issues of recruitment, on-boarding and training of the SPO; evaluation of data and effectiveness; and receipt of feedback from constituents, in a manner consistent with the Local Implementation Rubric adopted by the U.S. Department of Justice and the U.S. Department of Education under their Joint Safe

School-based Enforcement through Collaboration, Understanding and Respect (SECURE) program.

- 2.6 The VILLAGE shall notify the SCHOOL DISTRICT in writing within one (1) school day of the termination of the services of the SPO assigned to the SCHOOL DISTRICT. The parties shall meet and confer within two (2) school days of such notice to discuss the replacement of the SPO. The SCHOOL DISTRICT may refuse the services of a particular replacement SPO and shall provide the VILLAGE with one (1) school days' notice of its intent to do so.
- 2.7 In the event the SPO is absent from work, the SPO shall notify both his supervisor in the VILLAGE and the Principal of the school to which the SPO is assigned on that particular day no later than two hours prior to the SPO's scheduled arrival time.

### **3.0 PAYMENT TERMS AND DUTY HOURS**

- 3.1 The SPO's regular duty on behalf of the SCHOOL DISTRICT pursuant to this Agreement shall be 40 hours per week for a total of 180 school days, and the schedule of these hours shall be set by mutual agreement between the SCHOOL DISTRICT and the VILLAGE. The SCHOOL DISTRICT may contract for additional service days beyond the required 180 school days at a per diem rate.
- 3.2 The SCHOOL DISTRICT will pay the VILLAGE b a maximum annual salary amount of \$35,000.00 paid by the SCHOOL DISTRICT. Payments shall be made quarterly to the VILLAGE within thirty (30) school days of receipt of a voucher by the SCHOOL DISTRICT.
- 3.3 From time to time, the SPO may be required to work more than the eight (8) hours of regular scheduled duty in a given day. In such instances, the additional time worked by the SPO shall be credited as "school comp time."
- 3.4 Any request for "school comp time" must be approved by the Superintendent prior to the work commencing and shall require the signatures of the Building Principal and the Superintendent or Business Administrator.
- 3.5 The SPO's regular duty hours shall be 7:15 a.m. until 3:15 p.m. unless this schedule is modified by mutual agreement between the VILLAGE and the SCHOOL DISTRICT, or the Principal of the building to which the SPO is assigned on a given day.

- 3.6 Any time spent by the SPO attending court for juvenile and/or criminal cases arising from and/or out of their employment as an SPO shall be considered hours worked.

#### **4.0 QUALIFICATIONS OF THE SPECIAL PATROL OFFICER**

The SPO shall:

- 4.1 Be an active or retired officer from a local, state or federal police agency with a minimum of five years of law enforcement experience;
- 4.2 Possess sufficient knowledge of the applicable Federal and State laws, Town and County ordinances, and Board of Education policies and regulations;
- 4.3 Be capable of conducting in-depth investigations;
- 4.4 Possess even temperament and set a good example for students and staff; and
- 4.5 Possess communication skills that would enable the officer to function effectively within the school environment.

#### **5.0 DUTIES OF THE SPECIAL PATROL OFFICER**

- 5.1 The SPO shall assist school administrators in conducting investigations of possible criminal conduct on school grounds and areas adjacent to school grounds, with the goals of establishing a deterrent to delinquent student behavior and promoting the safety of students, faculty and administration.
- 5.2 Consistent with federal and State due process and District policy, the SPO shall assist school administrators in conducting searches which may involve weapons, controlled substances or in situations where a student's emotional state may present a risk of harm to school administrators.
- 5.3 The SPO shall work with school administrators to identify and address safety issues within the schools, and assist administrators in emergency crisis planning.
- 5.4 The SPO shall be available to provide training for all school personnel in emergency management procedures.
- 5.5 The SPO shall establish positive relationships with and act as a mentor to students.

- 5.6 The SPO shall act as an instructor for specialized, short-term programs at the SCHOOL DISTRICT, at the direction of the Principal and/or the faculty.
- 5.7 At the request of the Superintendent, the SPO shall make law enforcement presentations to the SCHOOL DISTRICT faculty and students.
- 5.8 The SPO shall coordinate all of his/her activities with the Principal and/or his/her designee, and will seek and receive permission and input from the Principal and/or his/her designee prior to enacting any program within the School.
- 5.9 The SPO shall encourage individual and small group discussions among students, based upon material presented in class to further establish a rapport with the students.
- 5.10 In consultation with the Principal, the SPO shall make himself/herself available for conferences with students, parents and faculty members to assist them with problems they may have interfacing with the VILLAGE POLICE, crime prevention and other such law enforcement related matters.
- 5.11 The SPO shall assist the Superintendent and principals in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus or during school sponsored events.
- 5.12 The SPO shall, at all times, enforce all applicable federal, state and local laws. Those matters, as solely determined by the SPO, not reaching the threshold of violations, offenses and/or crimes as defined by federal, State or local law, shall be referred to the SCHOOL DISTRICT's administration and security personnel. Should it become necessary to conduct formal police activities involving a student, the SPO shall adhere to all applicable federal, State and local laws and SCHOOL DISTRICT policy, provided that the SCHOOL DISTRICT policy does not contravene such laws.
- 5.13 The SPO shall not act as disciplinarian of the SCHOOL DISTRICT, but shall enforce the law as required by applicable federal, State and local law. The SPO shall make the Superintendent and principals aware of such action, within twenty four (24) hours of such action transpiring. When the SPO needs to request additional VILLAGE POLICE assistance, he/she will notify the Principal as soon as practicable.
- 5.14 The SCHOOL DISTRICT will periodically advise the SPO of non-campus investigations relating to runaways who attend the SCHOOL DISTRICT.

- 5.15 The SPO shall maintain detailed and accurate records of his/her operations, and shall make them available to the Principals and Superintendent, within a reasonable time after a request for such records has been made. The parties agree that all records must be available for a period of four (4) years and must be made available for audit by the New York State Department of Education and New York State Audit and Control upon request.
- 5.16 The SPO may be requested to assist the school administration to enforce the compulsory education law.
- 5.17 The SPO shall perform such other duties as the parties may agree from time to time.
- 5.18 The SPO shall comply with all Federal, State, and local laws, including but not limited to, civil rights statutes prohibiting discrimination based upon any protected class, including but not limited to race, color, national origin, language status, disability, religion, and sex discrimination.
- 5.19 The SPO(s) shall not detain or question students about their immigration status.

## **6.0 CHAIN OF COMMAND**

- 6.1 The SPO shall follow the chain of command as established by the VILLAGE Policies and Procedure Manual, except where such procedures conflict with the policies of the Board of Education of the SCHOOL DISTRICT. It is expressly recognized and acknowledged by the SCHOOL DISTRICT that policies of the Board of Education cannot supersede the SPO's duty to act in accordance with State and federal law.
- 6.2 In the performance of the duties described herein, the SPO shall regularly coordinate and communicate with the Principal or the Principals' designee of the schools to which they are assigned. The Principal or designee shall contact the SPO Supervisor assigned by the VILLAGE for such purpose in the event of any question regarding the performance of duties by an SPO.

## **7.0 TRAINING**

The SCHOOL DISTRICT and the VILLAGE shall provide training for the SPO in Board of Education policies, regulations and procedures, including the Code of Conduct for students and others, and the program and practices of the SCHOOL DISTRICT regarding student discipline. Such training shall take place no later than thirty (30) school days after the opening of school.

## **8.0 DRESS CODE**

The parties shall confer and agree regarding the SPO's attire while on duty.

## **9.0 SUPPLIES AND EQUIPMENT**

- 9.1 Equipment. The VILLAGE shall provide a firearm and other necessary police equipment for use by the SPO in the discharge of his official duties.
- 9.2 Office and Supplies. The SPO shall be provided a private office within the school. The SPO shall also be provided access to a computer, printer and a communication device. The SCHOOL DISTRICT shall also provide the SPO with the usual and customary office supplies and forms required in the performance of his or her duties.

## **10.0 ACCESS TO EDUCATION RECORDS**

- 10.1 If confidential information in a student's record is sought by the SPO, but no emergency situation exists, the information may be released to the SPO only upon the issuance of a search warrant or subpoena to produce the records, or as may otherwise comply with the Family Educational Rights and Privacy Act (FERPA).
- 10.2 If confidential information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals in the SCHOOL DISTRICT setting, school officials may disclose to the SPO that information which is needed to respond to the emergency situation based upon: the seriousness of the threat to someone's health or safety, the need of the information to meet the emergency situation, and the extent to which time is of the essence.
- 10.3 Pursuant to FERPA, the SCHOOL DISTRICT hereby designates the SPO as the District's "law enforcement unit" for the purpose of enforcing any federal, State or local law and maintaining the physical security and safety of the schools to which they are assigned, and as such shall have access to student education records as appropriate and permitted by law in order to carry out their SPO duties.
- 10.4 The SCHOOL DISTRICT will provide training to the SPO regarding the confidentiality of student education records and other matters involving students which occur within the SCHOOL DISTRICT setting. The VILLAGE and

SCHOOL DISTRICT agree that the SPO must maintain the confidentiality of student information to the extent required by law and Board of Education policy.

## **11.0 TERM OF AGREEMENT**

The term of this Agreement is one year, commencing July 1, 2025 and ending on June 30, 2026. The Agreement may be extended annually by the written agreement of both the SCHOOL DISTRICT and the VILLAGE. Written notice of intent to extend the Agreement must be sent by each party no later than June 1<sup>st</sup> of the current year.

## **12.0 INSURANCE AND INDEMNIFICATION**

12.1 The VILLAGE, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the VILLAGE and the SCHOOL DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by the VILLAGE in connection with the performance of the SPO's responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).

- a. The insurance is to be underwritten by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-minus.
- b. In the event any of the aforementioned insurance policies are cancelled or not renewed, the VILLAGE shall notify the District in writing within thirty (30) days of such cancellation or non-renewal.
- c. Upon the execution of this Agreement, the VILLAGE will supply the SCHOOL DISTRICT with a Certificate of Insurance including the SCHOOL DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages of the policies, and a copy of the additional insured endorsement.

### **12.2 SCHOOL DISTRICT Responsibilities:**

- a. The SCHOOL DISTRICT shall be solely responsible for and shall indemnify, defend and hold harmless the VILLAGE and its officers, employees, and agents (the "Indemnified Parties") from and against any and all liabilities, losses, costs, expenses (including, without limitation,



reasonable attorneys' fees and disbursements) and damages ("Losses"), arising out of or in connection with any acts or omissions of the SCHOOL DISTRICT and/or the SCHOOL DISTRICT's officers, employees, and agents, regardless of whether taken pursuant to or authorized by this Agreement and regardless of whether due to negligence, fault, or default, including Losses in connection with any threatened investigation, litigation or other proceeding or preparing a defense to or prosecuting the same.

- b. The SCHOOL DISTRICT shall, upon the VILLAGE's demand, promptly and diligently defend, at the SCHOOL DISTRICT's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against one or more Indemnified Parties for which the SCHOOL DISTRICT has an obligation to provide a defense and the SCHOOL DISTRICT shall pay and satisfy any judgment, decree, loss or settlement in connection therewith.
- c. The SCHOOL DISTRICT shall, and shall cause the SCHOOL DISTRICT's officers, employees, and agents, to cooperate with the VILLAGE in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

#### 12.3 VILLAGE Responsibilities:

- a. The VILLAGE shall be solely responsible for and shall indemnify, defend and hold harmless the SCHOOL DISTRICT and its officers, employees, and agents (the "Indemnified Parties") from and against any and all liabilities, losses, costs, expenses (including, without limitation, reasonable attorneys' fees and disbursements) and damages ("Losses"), arising out of or in connection with any acts or omissions of the VILLAGE and/or the VILLAGE's officers, employees, and agents, regardless of whether taken pursuant to or authorized by this Agreement and regardless of whether due to negligence, fault, or default, including Losses in connection with any threatened investigation, litigation or other proceeding or preparing a defense to or prosecuting the same.
- b. The VILLAGE shall, upon the SCHOOL DISTRICT's demand, promptly and diligently defend, at the VILLAGE's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against one or more Indemnified Parties for which the VILLAGE has an obligation to provide a defense and the VILLAGE shall pay and satisfy any judgment, decree, loss or settlement in connection therewith.

- c. The VILLAGE shall, and shall cause the VILLAGE's officers, employees, and agents, to cooperate with the SCHOOL DISTRICT in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

12.4 The provisions of this Section shall survive the termination and/or expiration of this Agreement.

### **13.0 DATA COLLECTION AND EVALUATION**

It is mutually agreed that the VILLAGE shall collect data reflecting all school-based searches, seizures, citations, ticketing, arrests, use of force, interrogations, court referrals, and disaggregate the data by location of arrest/school, charge, arresting agency, gender, age, race/ethnicity, disability and ESL status. The VILLAGE shall provide this data to the SCHOOL DISTRICT at least once each year during the term of this Agreement.

The SCHOOL DISTRICT shall annually evaluate the SPO Program and the parties agree that the exchange of data related to the SPO's performance shall be a part of the annual evaluation process.

### **14.0 NON-APPROPRIATION**

Should funds become unavailable or should appropriate governing bodies fail to approve sufficient funds for completion of the services or programs set forth in this Agreement, the SCHOOL DISTRICT shall have the option to immediately terminate this Agreement upon providing written notice to the other party. In such an event, the SCHOOL DISTRICT shall be under no further obligation to the VILLAGE other than payment for cost actually incurred prior to termination and in no event will the VILLAGE be responsible for any actual or consequential damages as a result of termination.

### **15.0 GOVERNING LAW**

This Agreement shall be construed and interpreted in accordance with the laws of New York State.

### **16.0 ASSIGNMENT**

This Agreement may not be assigned by either party.

### **17.0 ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the matter of this contract, are hereby superseded.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this day and year first written above.

POTSDAM CENTRAL SCHOOL DISTRICT

BY: \_\_\_\_\_  
Superintendent of Schools

VILLAGE OF POTSDAM

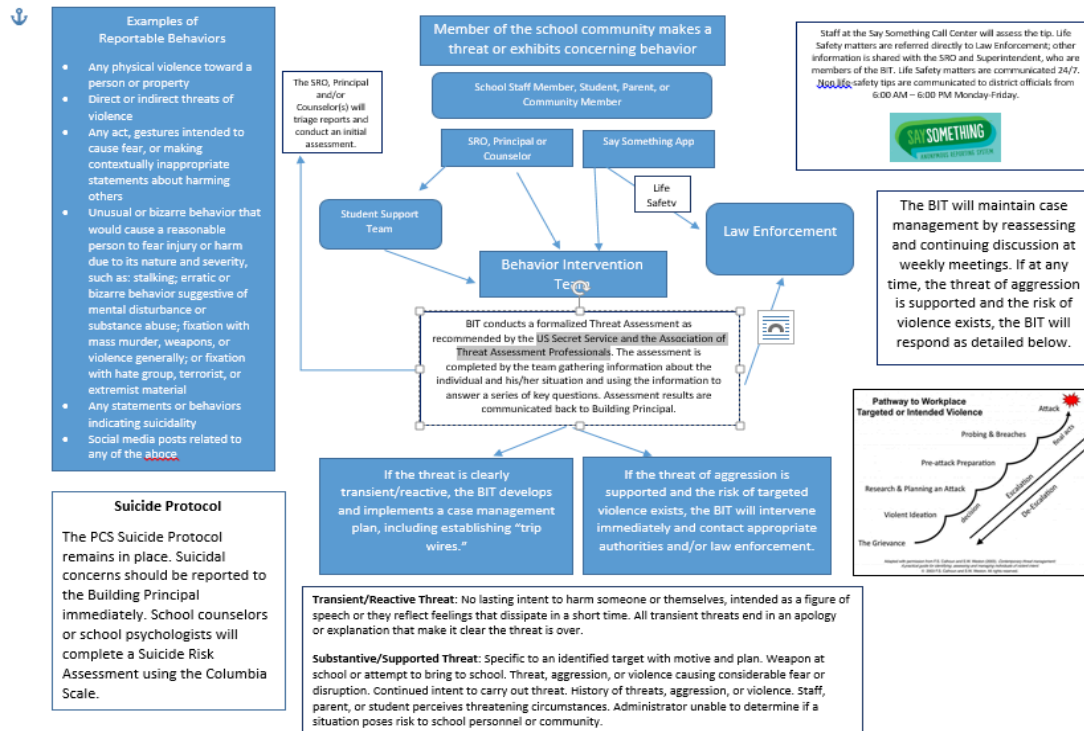
\_\_\_\_\_  
Name and Title

September 1, 2025

# Appendix E

## Behavior Intervention Team Flow Chart

## Potsdam Central School District Behavioral Threat Assessment



## Behavioral Threat Assessment Team Flowchart

# Appendix F

## St. Lawrence County Community Services Tool Kit for Schools

## “Tool Kit for Schools”: A Guidance Document

The following “Tool Kit” is a collaboration amongst community partners designed to assist school districts with their students during times of crisis and/or need. Our goal is the optimum utilization of community resources and/or level of care to serve the needs of the Students in your districts and, if possible, assist them being able to remain in their home and school environment safely.

**Note:** *Risk assessments cannot be performed with complete accuracy, and do not predict with certainty the future behavior of this student. The guidance presented in this document represent the best professional judgment of the examiner/s based on information provided by the student, their family members, and school staff.*

### **Threats of Harm to Self/Others**

- **When to consider calling the police or having the child taken to the ER.**
  - Unable to de-escalate and continues to make threats of harm to self and/or others, coupled with plan of intent.
  - Physically acting out in such a way that places the Student and/or others at risk of harm.
  - Is engaging in the destruction of property
- **Consider Completing Columbia Suicide Severity Rating Scale School Screener (C-SSRS)**[https://www.integration.samhsa.gov/clinicalpractice/Columbia\\_Suicide\\_Severity\\_Rating\\_Scale.pdf](https://www.integration.samhsa.gov/clinicalpractice/Columbia_Suicide_Severity_Rating_Scale.pdf) **if the criteria above does not apply but the Student presents with:**
  - Threats of harm to self or others with no immediate plan or intent.
  - Thoughts of self-harm with no immediate plan or intent.
  - Call from a parent expressing safety concerns.
  - Observed change in ability to concentrate, a noticeable increase or decrease in energy (rule out substance use), other significant change in mood and/or behavior.

*Disclaimer:*

*This scale is intended to be used by individuals who have received training in its administration. The questions contained in the Columbia-Suicide Severity Rating Scale are suggested probes. Ultimately, the determination of the presence of suicidal ideation or behavior depends on the judgment of the individual administering the scale.*

<http://cssrs.columbia.edu/training/training-options/>

- **Crisis Response Contacts for an On-site Provider Response if there is concern that the Student is not safe to transport or the parent/caregiver is unavailable.**

- Contact MIT (Mobile Integration Team), (315) 323-7073
- Contact Reachout of St. Lawrence County, Inc. (315) 265-2422

- **If it is determined that the Student is safe to transport for an offsite crisis evaluation:**

- Assist parent in transporting the Student to an Article 31 Mental Health Clinic that he/she is receiving services from for a crisis evaluation; or if not enrolled, contact nearest clinic from the list below and inform their staff to expect a walk-in crisis for a Student from your school.

- St. Lawrence County Mental Health Services, 80 SH 310, Canton, (315) 386-2167, Jay Ulrich, DCS.

- St. Lawrence Psychiatric Center, 1 Chimney Point Drive, Ogdensburg, (315) 541-2580, Angela Burke, Deputy Director of Operations

- Gouverneur Wellness Center, 28 William Street, Gouverneur, (315) 287-2811, Sara Hutchinson, Clinic Director

- Massena Wellness Center, 23 Maple Street, Massena, (315) 769-8441, Athena Curley, Clinic Director

- United Helpers Mosaic Behavioral Health, 221 Hamilton Street, Ogdensburg, (315) 541-3042

- Claxton Hepburn Wellness Center, 214 King St, Ogdensburg, (315) 713-5720

- Carthage Area Hospital Behavioral Health, 3 Bridge Street, Carthage (315) 493-3300



- Behavioral Health and Wellness, 7550 S State Street, Lowville (315) 376-5450
- Fort Drum Behavioral Health, P36 1st St West; Ft. Drum (315) 772-2778
- Watertown Children and Adolescent Clinic, Watertown (315) 779-717
- Community Clinic of Jefferson County, Watertown (315) 782-7445
- Citizens Advocates (Franklin County), 24 Crisis Line, (518) 481- 261 or (518) 891-5535
- St. Regis Mohawk Tribe Mental Health Services, (518) 358-3141
- **Additional Resources**
  - National Suicide Hotline. 1-800-273-8255

### **Substance Abuse Services**

- **If the Student is intoxicated or under the influence consider having the School Nurse do a Health Screening while others are contacting Parent, Police, or 911 as deemed medically appropriate.**
- **If a student expresses concern about use of drugs or alcohol, but is not currently intoxicated, consider administering the CAGE screening tool.**

[https://www.hopkinsmedicine.org/johns\\_hopkins\\_health%20scrcare/downloads/cage%20tool.pdf](https://www.hopkinsmedicine.org/johns_hopkins_health%20scrcare/downloads/cage%20tool.pdf)

- If indicated; preferably with the Students permission contact the parents to discuss a referral to a treatment provider. (If you will have ongoing contact with the student, having a signed release from the parents with the provider will allow school staff ensure follow through on the referral; and to become part of the Student's integrated treatment team.)

Substance Use Providers:

- St. Lawrence County Chemical Dependency Canton, (315) 386-2189
- St. Lawrence County Chemical Dependency Massena, (315) 764-0718
- St. Lawrence County Chemical Dependency Gouverneur, (315) 386-2189
- St. Lawrence County Chemical Dependency Ogdensburg, (315) 393-1164
- Canton Potsdam Hospital Chemical Dependency, (315) 261-5954
- Citizens Advocates/Northstar, 209 Park Street, Malone, (518) 483- 3261
- Teen Intervene Counselor, Seaway Valley Prevention Council, (315) 713-4861
- St. Joseph's Addiction Treatment & Recovery Centers (Rose Hill), (315) 764-9700
- Credo Community Center, (315) 788-1530
- St. Joseph's Addiction Treatment & Recovery Center's (Massena Memorial Hospital), (315) 705-6564
- St. Regis Mohawk Tribe Chemical Dependency Services, (518) 358-3141

### **Other Community Resources**

*School faculty are in a unique position to know and understand children and youth. Early prevention is key. If you have concerns about a student; but are just not sure if they meet criteria for a referral to a formal support provider please contact Jay Ulrich, DCS at (315) 229-3562, or Lindsay Newvine, the St. Lawrence County Mental Health Services Coordinator at (315) 229-3871.*

- **Children's SPOA** is a process to identify the children most at risk of out of home placements and to connect them to community based programs that will support them and their families. The goal is to keep children in their homes with their families and ensure they are receiving the right services at the right time. A submitted referral is reviewed before a committee comprised of county agencies, school districts and community

support programs to determine which program/agency would best meet that child and families' needs.

• **Contact Lindsay Newvine, SLC Mental Health Services Coordinator for more information, (315) 229-3871**

- **Office for Persons with Developmental Disabilities**

- Refer a person via telephone, (518) 536-3480
- Contact United Helpers, (315) 393-3072 x 327
- Contact CP of the North Country, (315) 379-9667

- **Department of Social Services, (315) 379-2111**

- **Probation Department, (315) 379-2230**

- **Youth Advocate Program, (315) 379-0518**

- **Seaway Valley Prevention Council, (315) 713-4861**

- **Fostering Futures of St. Lawrence County (Foster Care), (315) 229-3480**

- **St. Lawrence Psychiatric Center Crisis Respite, (315) 541-2433**

- **Renewal House, (315) 379-9845**

- **Family Support**

- Family Support Navigator, Seaway Valley Prevention Council, (315) 713-4861
- Parent Advisor, St. Lawrence Psychiatric Center, (315) 541-2580
- Parent Educator, Seaway Valley Prevention Council, (315) 713-4861
- Northern Regional Center for Independent Living, (315) 785-8703
- Permanency Resource Center/Post Adoption, (315) 229-3480
- North Country Parent Assistance Center, (315) 785-9440

**Transition to Adult Services/Adult Services Available**

- **Contact Lindsay Newvine, (315) 229-3871**

- **Access-VR, (518) 483-3530**
- **OPWDD**
  - **United Helpers Mosaic, (315) 393-3072**
  - **CP of the North Country, (315) 379-9667**
  - **NYSARC, (315) 379-9531**
- **Department of Social Services, Adult Protective, (315) 379-2148**
- **Contact Disability Services of college Student is planning to attend**

### **Homelessness**

- **Contact Your District McKinney Vento Liaison**
- **Contact BOCES McKinney Vento Liaison Program Director,  
Katherine Lynch (315) 386-4504**
- **Contact Department of Social Services, (315) 379-2148**
- **Contact SPOA Coordinator, Lindsay Newvine (315) 229-3871**

### **Child Protective Services Hotline Call**

- [http://ocfs.ny.gov/main/prevent\\_child\\_abuse.asp](http://ocfs.ny.gov/main/prevent_child_abuse.asp)
- **Mandated Reporter Hotline: 1-800-635-1522**
- **Contact Police as deemed appropriate**

### **Transgender Services**

- **The Trevor Project Lifeline: 1-866-488-738**
- **Gay and Lesbian National Hotline: 1-888-843-4564**
- **Stopping the Hate: 1-206-350-4283**

September 1, 2025

- <https://www.glbthotline.org/chat.html>

# Appendix G

## Pandemic Operations Plan

# Pandemic Operations Plan

## Potsdam Central School District



### **Definitions:**

"**Personal protective equipment**" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"**Public employer**" or "**employer**" shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

"**Contractor**" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

"**Essential**" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

"**Non-essential**" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

**"Communicable disease"** shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

**"Retaliatory action"** shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.



**Section 1: A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.**

For the purposes of identifying essential workers, the Potsdam Central School District has established three tiers of essential workers. Tier I encompasses any position in which all job duties must be performed fully in person, with no exceptions. Tier II includes positions in which some job duties must be performed in person, but some duties can be performed remotely. Tier III designated employees can perform all duties remotely, except for potential exigencies that must be performed in person.

\*It should be noted that the essential worker designation is dependent upon whether or not students are reporting to school for in-person learning. Some employees are essential if students are present but are non-essential if the school is providing remote learning only.

[Potsdam Job Titles.](#)

**Section 2: A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.**

The District will work with employees to provide access to technology. Administration will conduct a survey among employees to collect information about the numbers, types, and condition of devices used for necessary job functions, as well as any lack of internet service. The District will designate a single point of contact in each work location to plan and communicate with supervisors as information from surveys becomes available. We will include opportunities for training and support for employees to adapt to remote work. We will identify a device and/or general technology support person for each work location, and establish an IT helpdesk hotline for troubleshooting issues remotely. The District will develop procedures for return and inventory of district owned devices as part of a return to work technology plan. We will develop on-site triage of staff and student devices to minimize the time that staff may be without a device. We will develop a technology support plan for employees that includes options for employees without internet access.

Employees will continue to comply with applicable laws and cybersecurity guidelines. Devices will be provided by the employer and equipped with antivirus and applicable security settings including pre-loaded software programs and applications. Employees should refrain from using personal devices to complete work duties.

Any adjustments to the work provided devices should be arranged through the technology services and/or local IT helpdesk staff. All connections will be via secure transmissions either through the vendor/website or a secure VPN service.

The return to work procedures will include:

- » Safely bagging devices collected at work locations;
- » Sanitizing the devices prior to a repair or replacement evaluation;
- » Ordering accessories that may be needed over the summer; and

- » Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.
- » Utilize existing asset tracking tools.
- » Identify a team to assist with processing, returning, and maintaining devices, if needed.

**Section 3: A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.**

In the event that building capacity must be reduced, to avoid overcrowding of entrance and exit points, work shifts of Tier I essential employees shall be staggered through arrival and departure times. Tier II essential employees shall be staggered by having these employees perform duties that must be performed in person at different times or days such that the fewest number of Tier II essential employees will be in person at any given time. Similarly, Tier III essential employees, when responding to an exigency that requires in person presence, will to the extent possible based on the exigency, report to the worksite and leave the worksite at times when the fewest number of essential employees are at the worksite.

Should the need arise to limit building occupancy and/or stagger work schedules and shifts, each supervisor will develop a weekly or bi-weekly schedule that establishes adjusted shifts, hours, or days for in-person reporting.

**Section 4: A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.**

Ordering of Supplies will be an essential part of safe operations due to requirements for PPE and additional disinfection and cleaning products. The District has designated a single point of contact for the ordering of supplies and maintaining an inventory throughout the school year to ensure adequate PPE and cleaning supplies are available at all times.

**Supplies Ordering Contact:**

Jerald (JJ) Yette  
Director of Buildings and Grounds  
Potsdam Central School District  
29 Leroy Street  
Potsdam, N.Y. 13676  
(315) 265-2000

The District will follow proper procurement procedures to order these supplies. The Office of General Services (OGS) outlines the procedures at the link below:

» Procurement for School Districts:

<https://ogs.ny.gov/procurement/procurement-schooldistricts>

» Preferred Sources: <https://ogs.ny.gov/procurement/preferred-sources>

It may be beneficial for the District to utilize existing BOCES bids through the Cooperative

Purchasing service. Although bids for custodial supplies and health supplies are bid once per year (February/March), orders can be placed until September 30th. Relevant bids are listed below.

» BOCES Bid for Medical/Health Supplies:

»

<https://4.files.edl.io/4e99/04/16/20/115441-57503bb1-2dd5-4a67-91b3-641f51d04fa8.pdf>

» BOCES Bid for Custodial Supplies:

» <https://4.files.edl.io/fd6e/03/26/20/115701-a997db23-c8d9-478d-b898-6f163cd6bed2.pdf>

The following is contact information for the BOCES cooperative purchasing office:

**Darlene Bessette**

(315) 386-4504 ext 10127

[dbessette@sllboces.org](mailto:dbessette@sllboces.org)

**Leanne Lawrence**

[leanne.lawrence@sllboces.org](mailto:leanne.lawrence@sllboces.org)

- The District may also utilize other bids including a few national purchasing cooperatives (linked below). It is easier for districts/BOCES to use bids on State contract (linked below)

- This link brings you to the Industrial & Commercial Supplies and Equipment bid at the state. They list the awarded vendors on pages 2 & 3 of the document.

<https://online.ogs.ny.gov/purchase/spg/pdffdocs/3900022918ra.pdf>

**State Contracts**

Medical and Laboratory Supplies and Equipment

<https://online.ogs.ny.gov/purchase/spg/awards/1200023154CAN.HTM>

Walk-In Building Supplies

<https://online.ogs.ny.gov/purchase/spg/awards/3180023084CAN.HTM>

Green Cleaning Products:

<https://greencleaning.ny.gov/Entry.asp>

**PPE Quantity Estimator**

<b>Essential Worker Tier</b>	<b>Number of Essential Workers</b>	<b>Expected in-person shifts per month</b>	<b>Quantity needed per day</b>	<b>Quantity needed per 6 month period</b>	
Tier I					
Tier II					
Tier III					

**PPE Storage**

PPE will be stored in designated supply closets and storage rooms, which are easily accessed, in each work location. A listing of inventory in each storage location will be posted visibly in each location.

**Section 5: A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.**

### **Screening/Isolation Procedures**

The District will conduct mandatory daily screening in accordance with existing privacy laws among employees prior to entry of the work location via an electronic questionnaire. This screening questionnaire will ask employees to report any COVID-like symptoms, contact with positive individuals, travel to restricted areas, or known positive COVID-19 test results. It will also prompt employees to contact their supervisor to discuss other concerns not listed before entering the worksite. A failed screening will immediately notify the employee's supervisor who will advise the employee not to report to work. Results of the screening questionnaire populate a spreadsheet by which HR tracks all quarantines, COVID-related leaves, and other relevant metrics. The supervisor, HR, and COVID Safety Officer will work together in partnership with the Department of Public Health to advise the employee on proper protocols given his/her specific situation, and to assist in contact tracing when necessary.

If an employee develops symptoms at work, the District will immediately separate students and staff with COVID-19 symptoms by moving them to an isolation room or area. Each work location has designated an isolation room (separate from the nurse or health office), which is separated from the rest of the building. This room will be used in the event that a person becomes ill or begins to display COVID19 symptoms during the school or work day. Whenever possible, the room will be located as close to an exit as

possible, or have an outside exit within the room. For the purposes of contact tracing, the District will log all persons who entered the room. Individuals who are sick should go home or to a healthcare facility, seek COVID testing, and should follow CDC guidance for caring for oneself. Individuals should also watch for emergency symptoms and seek emergency medical care if symptoms occur.

As part of symptom screening, the District is prepared to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when viral testing for COVID-19 is appropriate.

### **Cleaning/Disinfection**

Responsibility of disinfection and cleaning will lie solely with custodial/maintenance/building and grounds staff. These workers have undergone specific training related to CDC approved methods of cleaning and handling of cleaning products. Other non-custodial employees are prohibited from bringing their own cleaning products from home, including aerosols, wipes, or sprays. Exceptions may be made in certain cases as determined by the Director of Facilities.

**Prescribed methods:** According to the CDC, reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of maintaining public spaces. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. Custodial staff have undergone specific training on using EPA approved cleaning products to properly disinfect and clean areas.

**In the event of a positive case in the building:** Timing and location of cleaning and disinfection of surfaces:



- At a school or central office: Close off areas visited by the ill persons. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

**Notification of Positive Cases**

In the event of a positive case of COVID-19 among District employees, a notification will be provided via email. No details or identifying information will be shared. In some cases, District administrators may contact employees to inform them of possible contact and advise them not to report to work until Public Health officials have completed official contact tracing procedures.

**Section 6: A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.**

The District will utilize WinCap to track attendance for all other employees. Each work location will maintain a record of visitors by requiring sign-ins upon entry. Each classroom will also maintain a log of visitors each day to determine movement within the buildings.

**Section 7: A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.**

In the event that an essential employee is in need of emergency housing, the District will refer the employee to the appropriate public health contact who will secure available emergency housing. When necessary, the District will communicate with local public health officials to identify the employee as an essential worker.