

**PROJECT SAVE
(Safe Schools Against Violence in Education)
LAKE GEORGE CENTRAL SCHOOL DISTRICT
DISTRICT – WIDE SCHOOL SAFETY PLAN
Commissioner’s Regulation 155.17**

Chief Emergency Officer: Lynne Rutnik, Superintendent of Schools

Introduction

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

The Washington, Saratoga, Warren, Hamilton and Essex BOCES, in coordination with the Lake George Central School District, supports the SAVE Legislation and intends to facilitate the planning process. 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 Lake George Central School District District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Lake George Central School District Board of Education, the Superintendent of the Lake George Central School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of Chief Emergency Officer

The Lake George Central School District designates the Superintendent as the Chief Emergency Officer whose duties shall include, but not limited to:

- Coordination of the communication between school staff, law enforcement and other first responders;

- Lead the efforts of the Health and Safety Committee in the completion and yearly update by September 1st, of the District-wide School Safety Plan and coordination with the building-level emergency response plan;
- Ensure staff understanding of the District-Wide School Safety Plan;
- Ensure the completion and yearly update by September 1st, of the building-level emergency response plans for each building;
- Assist in the selection of security related technology and development of policies for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for staff, including required training in the emergency response plan yearly by September 15th; and
- Ensure the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807.

C. Identification of School Teams

The Lake George Central School District has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team by title are as follows:

- Superintendent
- Director of Facilities
- Business Manager
- Jr.-Sr. High School Principal
- Elementary Principal
- Director of Athletics
- Food Service Director
- BOCES Communication Specialist
- BOCES Health and Safety Specialist
- School Resource Officer
- Administrative Assistant
- Board of Education Member
- Chemical Hygiene Officer
- School Nurse

D. Concept of Operations

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level Emergency Response Team.

- Upon the activation of the Building-Level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

E. Plan review and public comment

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before September 1 of each year. A copy of the plan is available in the Superintendent's Office.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- The Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a, except to authorized department staff and law enforcement officers.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. A copy of the District-wide School Safety Plan and any amendments will be posted on the Lake George Central School District website within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The district-wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders learn and use one system.

A. Identification of sites of potential emergency, including:

- The process for identifying the sites
- The location of potential sites
- The potential internal or external hazards or emergency situations identified

The sites of potential emergency include the Elementary School, the Junior/Senior High School and the Transportation Building. All faculty, staff and student occupied facilities are potential emergency sites. The addresses are:

Elementary School
69 Sun Valley Drive

Lake George, NY 12845

Junior/Senior High School

381 Canada Street
Lake George, NY 12845

Transportation Building

3 Holly Drive
Lake George, NY 12845

The potential internal and external hazards for all buildings are detailed in Appendix A.

B. Lake George Central School District has developed multi-hazard response guides. These guidelines are located in the building-level emergency response plan and are in Incident Command System (ICS) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- Initial actions
- Command post location (primary and secondary)
- Shelter in place: used to shelter students/staff inside the school
 - Severe weather
 - Bomb threat
 - Haz-mat incident
- Hold-in-place: limit student/staff movement while dealing with short term emergencies
- Evacuation: used to evacuate students/staff from the school/office
 - Before, during and after school hours, including security during evacuation and evacuation routes
 - Evacuation/relocation sites (internal and external)
- Lockout: used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school
- Lockdown: used to secure school buildings and grounds during incidents that pose an immediate threat of violence in our around the school
- School cancellation
- Early dismissal

Emergency Procedures include the following, but are not limited to:

Air Pollution	Hazardous Materials Incident – Off Site
Anthrax/Biological Threat	Hazardous Materials Incident – On Site
Aviation Crash	Heating System Failure
Bomb/Explosive Threat	Hostage Situation
Building Structural Failure	Intruder
Civil Disturbance	Loss of Building Use
Crimes Against Persons (includes Assault, Abuse, Hostage-Taking, Kidnapping and Robbery)	Loss of Transportation Fleet
	Medical Emergencies
	Multiple Casualty Incident

Earthquake	Natural Gas or Propane Leak
Electrical Systems Failure	Radiological Incident
Energy Supply Loss	Roof Failure or Leak
Epidemic	School Bus Accident
Explosion	Severe Weather Emergency
Fire and Alarm Activation	Toxic Exposure
Flooding	Water Emergency

- C. Lake George Central School district has identified various resources which may be available for use during an emergency, including the identification of personnel, equipment and other resources.
- D. Using ICS (Incident Command System), the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies. See Appendices C and D for additional information.
- E. The district has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:
- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.
 - Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
 - Full participation with 4 Building Lockdown/Security Drills annually.
 - The District conducts 8 Fire Alarm Activation and Evacuation Drills annually.
 - The District conducts 3 School Bus Safety and Evacuation Drills annually.
 - The District-wide School Safety Team participate in simulated tabletop exercises.
 - The District has worked in conjunction with members of the State Police and the Warren County Sheriff's Department to perform lockdown drills and to utilize the police dogs in order to perform searches during the lockdown drills. The Incident Management Team meets with the response agency personnel immediately following the drills to review and analyze the drill process and how all participants performed.

Section III: Responding to Threats and Acts of Violence

Both building and District emergency response plans use the incident command system to identify and respond to anticipated or unanticipated threats or acts of violence. Plan appendices include the following:

- A.** Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. Implied or direct threats of violence by students, teachers, other school personnel and visitors to the school are not tolerated. For definitions and consequences of such behavior, please refer to the Lake George Central School District's Code of Conduct (Appendix E).
- B.** Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The policies and procedures are detailed in response to III A including the references to the District's Code of Conduct. The above-referenced procedures are also detailed in Appendix A (confidential) of this binder.
- C.** Policies and procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide. Detailed procedures are found in the counseling offices.
- D.** Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. See Appendices A (confidential) and D for additional information.
- E.** Identification of appropriate responses to emergencies, including protocols for responding to, bomb threats, hostage takings, intrusions and kidnappings. See Appendix A (confidential) for additional information.
- F.** Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. See Appendix F for additional information.

Section IV: Communication with Others

Community based emergency response services (police, fire and rescue squad) participate in the development and review of the building plan and the district plan. Copies of each written plan are made available to emergency service agencies and New York State Police.

- A. Description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies. See Appendices A (confidential) and D for additional information.
- B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. The following local government officials will be consulted when emergency conditions call for their advice and assistance:
- Village Mayor
 - Town Supervisor
 - Emergency Squad
 - Sheriff
 - Lake George Fire Chief
- C. A system for informing all educational agencies within a school district of a disaster.
- If the disaster occurs at the Junior/Senior High School a secretary/receptionist from the Main Office of the Junior/Senior High School will call the Elementary School Main Office and report the disaster.
 - If the disaster occurs at the Elementary School a secretary/receptionist from the Main Office of the Elementary School will call the Junior/Senior High School Main Office and report the disaster.
 - The office receiving the message of the disaster will call the bus garage to report it.
 - The Caldwell Presbyterian Preschool will be notified if determined necessary by the Superintendent or his/her designee.
- D. In the case of a school district, maintaining certain information (Appendix G) about each educational agency located in the school district, including information on:
- School population
 - Number of staff
 - Transportation needs
 - Business and home telephone numbers of key officials of each such educational agency

Section V: Prevention and Intervention Strategies

The District strives to provide and enhance emergency and violence prevention and Intervention strategies. Such strategies include improving communications among students and between students and staff, reporting of potentially violent incidents and establishing reporting mechanisms for school violence.

- A. The school climate is viewed as an important part of school safety. The Dignity for All Students Act supports an environment free of harassment and discrimination. The

District provides training around bullying prevention through curriculum integration, which is overseen by the District's Dignity Act Coordinator. If appropriate, disciplinary action will be taken by the administration in accordance with the district's Code of Conduct, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

- B.** Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.
- A Sheriff Substation has been incorporated into each school building. The buildings are each visited by a representative of the Warren County Sheriff's Department.
 - Further, the District utilizes the services of two School Resource Officer from the Warren County Sheriff's Department. Additional information can be found in Section E below.
 - All entrances are secured daily at 8:00 AM. The District utilizes an electronic buzzer system at only one entrance to each building wherein persons must be identified and cleared prior to allowing them access to the building.
 - Staff have been issued swipe cards in order to access the buildings.
 - Security cameras have been installed in strategic areas throughout the district.
- C.** Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to:
- The identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information
 - All faculty and staff will receive Violence Prevention Training and be given a copy of the District's Code of Conduct. The Superintendent of Schools will determine if additional persons should be given such information based on facts or circumstances arising.
- D.** Appropriate prevention and intervention strategies and strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:
- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations.
 - Non-violent conflict resolution training programs.
 - Peer mediation programs
 - Anti-bullying programs

The District has instituted the following programs and has the following services and resource people available:

- The Elementary School practices the following prevention and intervention strategies:

- Non-violent conflict resolution training programs
 - Extended day and other school safety programs
 - Creating a forum or designating a mentor for students concerned with bullying or violence. Establishing anonymous reporting mechanisms for school violence.
 - Additional information can be found in the Elementary Handbook
 - The Junior/Senior High School practices the following prevention and intervention strategies:
 - Non-violent conflict resolution training program – Peer Counseling and Cooperative Discipline
 - Peer mediation programs and youth court – Peer Counseling and Youth Court of Warren County
 - Extended day and other school safety programs – Guide Room Advisory
 - Additional information can be found in the Junior/Senior High School handbook.
 - The Junior/Senior High School practices the following strategies for improving communication among students and between students and staff and reporting of potentially violent incidents:
 - Youth-run programs – Student Council, Effective Schools “Character Ed” monthly themes
 - Peer Mediation – Peer counseling training and participation with the youth court in the county
 - Conflict Resolution – Use of the Guide Rooms as an advisory for students in small groups
 - Additional information can be found in the Junior/Senior High School handbook.
 - Creating a forum or designating a mentor for students concerned with bullying or violence. Establishing anonymous reporting mechanisms for school violence.
 - Discussion in Health classes in seventh and tenth grades by school counselors
 - The school’s Advisory Program with the Guide Rooms
 - In addition, the District has the following resources/services:
 - Peer Counseling 9-12
 - Social Workers (2) K-12
 - Guidance Counselors (3) K-12
- E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.
- The Lake George School District does not employ hall monitors. When and if the district hires hall monitors or other school safety personnel, they will go through the normal district hiring practices including, but not limited to, interviews, reference checks, meeting job posted requirements and fingerprinting if not on file.
 - The school district employs two full-time School Resource Officers. Both are retired police officers. They are located in both school buildings every day that students are in school and for some large evening events. The SROs serve as

educators in areas of online safety, bullying prevention, legal areas, and alcohol, tobacco, and other drugs.

- **SRO Screening:**

1. When the LGCS D has a turnover or a need in the area of SRO, Warren County Sheriff's Office sends the LGCS D a pool of trained School Resource Officers or School Security Officers to be screened by the Superintendent and Business Official.
2. Select candidates then move forward to be interviewed by the two building principals (and others as deemed appropriate by principals).
3. Feedback about SRO's are given by principals to Superintendent and SBO.
4. Superintendent makes final determination and communicates with Warren County Sheriff about final candidate.

- **SRO Training:**

1. LGCS D SRO(s) attend annual School Resource Officer Training through NYS Criminal Justice Service (DCJC) as well as training on discrimination and harrasment, the latter of which is is required by the Warren County Sheriff Office.

F. The district has the Code of Conduct and many Board of Education (BOE) policies that support school safety, including but not limited to:

- 3410 Code of Conduct
- 3411 Prohibition of Weapons on School Grounds
- 3412 Threats of Violence in School
- 3420 Non Discrimination and Anti-Harassment in the District
- 3510 Emergency School Closings
- 5680 Safety and Security
- 5681 School Safety Plans
- 5683 Fire Drills, Bomb Threats and Bus Emergency Drills
- 5730 School Bus Safety Program
- 6121 Sexual Harassment in the Workplace
- 7551 Sexual Harassment of Students

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to "normal" operations. The District supports the school buildings by deploying district resources that support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s).

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency. The District has social worker and counselor resources and support systems. The District has the ability to coordinate with school, local, County and State disaster mental health services. The District's role with mental health services includes looking at the school culture and climate, providing student access to services and following threat assessment procedures.

A. District Support for Buildings

Each Building-level Emergency Response Plan provides resources for supporting the Emergency Response Teams and Post-Incident Response Teams. The district's Incident Command System (ICS) identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment. The district realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when a Building-level Emergency Response Team or Post-Incident Response Team is faced with an emergency such as threats of violence or actual violent incidents, the district-wide Emergency Response Team will assist as follows:

- Acting as a sounding board for the building principal/supervisor regarding the implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate response.
- If safe to do so, sending a district-wide team member to support the Building-level Team(s).
- Monitoring the situation and adjusting the district's response as appropriate.
- Assisting with parent/guardian, faculty/staff, and media communication.
- Media communication is made through the district's Public Information Officer (PIO). The PIO has additional PIO Support from the WSWHE BOCES Coordinator Communication Services.
- Assisting with coordinating building and grounds security in conjunction with local and State Police.
- Assisting with offering a backup Post-Incident Response Team (i.e., another school team and/or an outside group) if needed.
- Offering debriefing sessions as needed working in conjunction with local, County and/or State emergency responders.

B. Disaster Mental Health Services

If/when a Building-level Emergency Response Team or Post-Incident Response Team is faced with an emergency that may overwhelm an individual school's ability to manage an extreme crisis, the district-wide Emergency Response Team will assist as follows:

- If safe to do so, sending a district-wide team member to each affected school/building as a liaison between the school/building and the District Office.
- Activating the district-wide Post-Incident response Team. The district and schools have school counselors, school psychologists, school nurses, and social workers that have local connections to:
 - Neighboring school districts
 - Mental Health Community Services of Warren County
 - Mental Health Recovery Services of Warren and Clinton Counties
- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. If needed, assisting in contacting additional outside mental health resources.
- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer and Communications Office.

The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

LIST OF APPENDICES FOR DISTRICT-WIDE SCHOOL SAFETY PLAN

- A. Multi-hazard emergency responses A-Z*
- B. School Cancellation, Early Dismissal, Evacuation (before, during and after school)
- C. Building Resources
- D. Officials and Key District Personnel and Contact Information
- E. Code of Conduct**
- F. Policies and Procedures for Contacting Parents at Each School
- G. School Population and Contact Information
- H. Guide Room Advisories**
- I. Elementary Handbook**
- J. Junior/Senior Handbook**

* Confidential – not included in this plan

** Can be accessed at the High School Main Office – not included in this plan

APPENDIX B - SCHOOL CANCELLATION AND EARLY DISMISSAL

This plan should be used when it is necessary to return students to their homes and families as rapidly as possible.

Steps:

- 1 Students are to remain in their classrooms until called for bus loading. Classroom instruction should be continued wherever possible.
- 2 For buses used to transport students outside of the district, the Superintendent's Office will notify each district to send these buses home immediately and place Special Education students on them if space is available.

Some district occupational buses may already be at the BOCES. Permission will be requested to send these buses home immediately and place Special Education students on them if space is available.

- 3 Teachers and administrators are to assist in bus loading. Before any bus is permitted to leave, a check will be done to see that all students designated to ride the bus are aboard.
- 4 Staff is to remain until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators are responsible for a final building check before leaving and locking doors.
- 5 For some districts, this procedure may result in delays before students reach their homes. Therefore, it may become necessary to notify the students' parents or guardians. In this event, the "Shelter Plan" procedures should be followed.

This plan is to be used during school hours when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

School Evacuation Plan – During School Hours

Steps:

1. All teachers will explain the evacuation procedures and take the class through the procedure during the first two days of school.
2. Pupils will leave the building in an orderly fashion and will remain approximately one hundred feet from the building until the all clear signal has been given. Each teacher will remain with his own group and take attendance immediately to insure that everyone is accounted for. If any students are suspected of still being in the building, report it to the principal.
3. Students will observe the following rules during an evacuation or an evacuation drill:
 - Do not take time to put on coats and pick up personal belongings
 - Walk in a single file directly to the appointed station
 - Loud talking is not permitted
 - Wait for signal to return
4. The teacher whose classroom is closest to the lavatory is responsible for clearing the lavatory of all occupants. Occupants are to leave the building with the teacher and join their own teacher outdoors.
5. Be sure you know an alternate evacuation plan in the event your designated evacuation exit should be blocked.
6. Know where the nearest fire alarm is located.
7. Teachers are to instruct students on what to do if there is an evacuation while they are in other areas of the school.
8. All doors and windows should be closed when leaving a room.

Evacuation routes are posted in each classroom.

Evacuation Procedures Prior to the Start of School

This plan is to be used prior to the start of school when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

Steps:

1. Upon being alerted by the public address system intercom, staff and students that are present in the building are to immediately leave according to the Fire Exit Plan posted near each door.
2. Staff and students are to walk to the right of the corridor in a single file with minimum talking.
3. Students are to remain together in designated areas outside the building. At the elementary school, this area is the playground. At the middle and high schools, these areas are the same as the designated areas for fire drills (i.e., the front and back sidewalks). Staff members are responsible for supervision of students. If any students are suspected of still being in the building, report it to the principal.
4. Everyone must stay outside of the building until told to re-enter via an administrative announcement.
5. If evacuation is to be extended or other conditions warrant that the building should not be reentered, reference Off-site Sheltering Plan in this appendix.
6. The Transportation Supervisor is to be notified of the evacuation. If it impacts students coming to school, school bus drivers will be contacted and instructed to park at designated areas.

Note: Custodians and Administrative Staff will be responsible for conducting a clearance sweep of the building.

Evacuation Routes Are Posted in Each Classroom

Evacuation Procedures During After-School Hours

This plan is to be used during after school hours when it is necessary to evacuate the building.

Steps:

1. Upon hearing the audible alarm system or being notified by intercom, building occupants are to immediately leave the building according to the fire exit plan posted near each door.
2. Building occupants are to walk to the right of the corridor in a single file with minimum talking.
3. Occupants are to walk to designated areas and remain together outside the building. At the elementary school, this area is the playground. At the middle and high schools, these areas are the same as the designated areas for fire drills (i.e., the front and back sidewalks). Adults are responsible for supervision of children. Take attendance immediately to ensure that everyone is accounted for. Missing individuals must be reported to emergency response personnel.

Warning: Do not exit to the parking lot or congregate in any vehicle pathway to the building. Responding emergency personnel and vehicles will be present in these areas.

4. Everyone must stay outside of the building until told by the person in charge that it is safe to re-enter the facility.

Note: Evening Custodial Staff will be responsible for conducting a clearance sweep of the building.

Evacuation Routes Are Posted in Each Classroom

Sheltering Areas – Internal and External

These are confidential locations and therefore will not be listed in the District-Wide School Safety Plan – which is not a confidential document.

APPENDIX C – BUILDING RESOURCES

Elementary School Resources

Lake George Elementary School
Phone: 668-5714
69 Sun Valley Drive
Lake George, NY 12845
City/Town: Lake George

County: Warren
Fire Department: Lake George Volunteer

Building Information

Two Levels	
Bus Garage:	Yes – off-site
Heating Plant:	Yes (natural gas)
Athletic Field:	Yes
Potable Water:	Yes (village water supply)
Blankets and Cots:	Yes - 3 blankets; 2 cots - Health Office
Food Storage:	Yes (3 to 4 day supply)
Battery Operated Radio:	Yes
Handicap Restroom:	Yes
Flashlights:	Yes
Fire Extinguishers:	Yes - 25
Fire Alarm System:	Yes (Simplex)
Eye Wash Station:	Yes (Receiving Room)
Generator	Yes/portable

APPENDIX C – BUILDING RESOURCES

Junior/Senior High School Resources

Lake George Junior/Senior High School

Phone: 668-5452

381 Canada Street

Lake George, NY 12845

City/Town: Lake George

County: Warren

Fire Department: Lake George Volunteer

Building Information

Four Levels

Bus Garage: Yes – off-site

Potable Water: Yes

Blankets and Cots: Yes

Food Storage: Yes

Handicap Restrooms: Yes

Bullhorn Yes

Flashlights Yes

School Truck Yes (1)

School Buses Yes (17)

School Vans Yes (8)

Fire Extinguishers: Yes (56)

Generator Yes/portable

Heating System Yes (natural gas)

Water Supply Municipal Supply

Battery Operated Radio: Yes

Eye Wash Station: Yes – All Science Labs, Technology Lab and Health Office

Emergency Wash All Science Labs

Phone System Simplex Communication System. All Call, Room to Room and Office to Room Abilities

Fire Alarm System Zoned with pull boxes

Elevator Yes (2)

APPENDIX D – OFFICIALS AND KEY DISTRICT PERSONNEL AND CONTACT INFORMATION

Lake George Central School District

Title	School #
Superintendent	668-5456
Business Administrator	668-5455
Buildings & Grounds	668-5452
Transportation	668-2131
Food Service	668-5452
Jr. Sr. High School Principal	668-5452
High School Nurse	668-5452
Elementary Principal	668-5714
Elementary Nurse	668-5714

Emergency Response Agencies

Agency	Phone #
New York State Police	911 / 745-7803
Fire Department / Ambulance	911
Warren County Sheriff	911/743-2500
Deputy Director of Civil Defense	761-6490 / 793-3861
Tech Valley Communications/Campus Tech	1-888-832-4976
National Grid	800-867-5222 (electric outage) 1 (800) 892-2345 (gas outage)
Warren County Health Department	761-6580
Poison Control Center	1 (800) 222-1222
NYS Dept. Environmental Conservation NYS DEC Spill Hotline	911 / 891-0235 1 (800) 457-7362 / 891-0235

Revised: May 12, 2014

APPENDIX F - POLICIES AND PROCEDURES FOR CONTACTING PARENTS AT EACH SCHOOL

Policies and procedures to contact parents or guardians in the event of a violent incident or an early dismissal. The district uses SchoolMessenger for emergencies in addition to what the buildings do in this plan.

Elementary School

Divide the parent list between the secretaries in the main office and have them call the parents to advise them of the situation.

Also notify parents via radio, television and the internet.

Junior/Senior High School

Notify via radio and television. Send written explanation of the emergency and how it was responded to home with the students. Also use the Parent Communication System (e-mail messages).

APPENDIX G - SCHOOL POPULATION AND CONTACT INFORMATION

Information on School Facilities:

Lake George Elementary School

69 Sun Valley Drive
Lake George, NY 12845

School Population	310
Number of Staff	79
Key Officials:	
Principal	668-5714

Lake George Junior/Senior High School

381 Canada Street
Lake George, NY 12845

School Population	416
Number of Staff	94
Key Officials:	
Superintendent	668-5456
Principal	668-5452

Transportation Information

16 buses
2 handicapped accessible buses
8 vans
2 trucks
1 golf cart
1 car
No other school district transportation is provided.

Caldwell Presbyterian Preschool

School Population	30 (ages 3 & 4)
Number of Staff	Less than 5
Phone Number	668-2613
Hours of Operation:	M-F 9:00AM -11:30 AM

Note: The Lake George CSD does not provide any transportation to Caldwell.

MOU between The Lake George Central School District and Warren County Sheriff's Office

SRO Job Duties

1. Consult with and coordinate activities as requested by the Superintendent and/or designee
2. Visibility upon entry and exit of the building by students, faculty/staff and families
3. Random and frequent walk of the halls of building(s)
4. Visit classrooms as invited
5. Visibility in the lunch room with students, faculty/staff
6. Random and frequent walks around the building perimeters
7. Participate in drills and support the administration in securing the safety of students and staff in emergency situations
8. SRO is not a school disciplinarian and he/she will report all violations of law, school rules, regulations, or policies to the School District's Administration. The SRO shall not enforce school rules or policies as they should let the Principal or their designee do the disciplining and enforcement. The SRO should support the administrative team in working with the student.
9. Other duties assigned by the Superintendent and/or his/her designee in relation to the overarching theme of the SRO job responsibilities.



Warren County Sheriff's Office

Date 10/3/19



Superintendent - Lake George CSD

Date 10/3/19