

# **Lake George Central School District District-Wide School Safety Plan**

**2026 - 2027**

**Revised:** June 2026

**Address:** 381 Canada St, Lake George, NY 12845

## TABLE OF CONTENTS

### Contents

|                                                                                                                                        |    |
|----------------------------------------------------------------------------------------------------------------------------------------|----|
| TABLE OF CONTENTS .....                                                                                                                | 2  |
| I. INTRODUCTION .....                                                                                                                  | 3  |
| A. Designation of the Chief Emergency Officer .....                                                                                    | 3  |
| B. Appointment of the District Wide School Safety Team .....                                                                           | 4  |
| C. District Information .....                                                                                                          | 5  |
| D. District Wide School Safety Plan Review and Public Comment .....                                                                    | 6  |
| E. District Policy Manual.....                                                                                                         | 7  |
| II. RISK REDUCTION/PREVENTION AND INTERVENTION.....                                                                                    | 7  |
| A. Prevention/Intervention Strategies.....                                                                                             | 7  |
| Program Initiatives.....                                                                                                               | 7  |
| Security Procedures .....                                                                                                              | 8  |
| Training, Drills, and Exercises.....                                                                                                   | 9  |
| B. Early Detection of Potentially Violent Behaviors .....                                                                              | 13 |
| C. Hazard Identification .....                                                                                                         | 14 |
| III. RESPONSE .....                                                                                                                    | 14 |
| A. Notification and Activation (Internal and External Communications).....                                                             | 14 |
| B. Emergency Response Protocols.....                                                                                                   | 15 |
| IV. RECOVERY .....                                                                                                                     | 20 |
| Appendix A: Enhancing School Safety Using A Threat Assessment Model An Operational Guide for Preventing Targeted School Violence ..... | 22 |
| Appendix B: Emergency Remote Instruction Plan.....                                                                                     | 33 |
| Appendix C: School Resource Officer Contract.....                                                                                      | 38 |
| Appendix D: Continuation of Operations During Public Health Emergencies .....                                                          | 39 |

**LAKE GEORGE CENTRAL SCHOOL DISTRICT**  
**District-Wide School Safety Plan**

**I. INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School 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 schools with local and county resources in the event of such incidents or emergencies.

The District-Wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Schools are at risk of a wide variety of acts of violence and natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the district and its schools.

The Lake George Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools of Lake George Central School District encourages and advocates on-going cooperation and support of Project SAVE.

**A. Designation of the Chief Emergency Officer**

§ 155.17(c)(1)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

- a) coordination of the communication between school staff, law enforcement, and other first responders;
- b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
- c) ensure staff understanding of the district-wide school safety plan;
- d) ensure the completion and yearly update of building-level emergency response plans for each school building;
- e) assist in the selection of security related technology and development of procedures for the use of such technology;
- f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district wide school safety plan and building-level emergency response plan(s);
- g) ensure the conduct of required evacuation and lock-down drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law; and

- h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

The Lake George Central District Chief Emergency Officer:

|                  |                 |
|------------------|-----------------|
| Name             | John Luthringer |
| Title            | Superintendent  |
| Telephone Number | 518-668-2285    |

### **B. Appointment of the District Wide School Safety Team**

Upon adoption of the District Wide School Safety Plan, the following appointments are made to the District Wide School Safety Team:

|                                               |                                                                                                                                                                                                                                                  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board of Education                            | Maryanne MacKenzie                                                                                                                                                                                                                               |
| District Administrator                        | John Luthringer                                                                                                                                                                                                                                  |
| Representative of Teacher Organization        | Anthony Malheiro<br>Kyle Manny<br>Steve Guidetti<br>Sarah Carman<br>William Levett<br>Morgan Byrnes                                                                                                                                              |
| Representative of Administrator Organizations | Francis Coccozza                                                                                                                                                                                                                                 |
| Representative of Parent Organization         | Melissa Stark                                                                                                                                                                                                                                    |
| School Safety Personnel                       | Ken Smith<br>Bill Roberts                                                                                                                                                                                                                        |
| Bus Driver                                    | Brandon Raymond, Transportation                                                                                                                                                                                                                  |
| Student (optional)*                           | Libby Pape                                                                                                                                                                                                                                       |
| Other                                         | Bonnie Hart<br>Jeff DeSantis<br>Chris Mondella, CPSE<br>Kevin Parrott, Buildings & Grounds<br>Marcy Reisenger, Public Relations Capital Region BOCES<br>Carrie Becker, Nurse<br>Faith Helms, Nurse<br>Cecile LeBarron<br>Needham Risk Management |

The District Wide School Safety Team will meet regularly throughout the year to:

- Assess and review the District-Wide Safety Plan annually and make updates, as needed throughout the school year.
- Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
- Conduct training sessions as necessary.
- Support the Building-level Emergency Response Planning Teams at each school as necessary.
- Meet with local emergency responders to develop procedures for emergency situations that exceed the expertise and/or resources of the district.
- Prepare the updated District-Wide School Safety Plan for the required public comment period, public meeting and adoption by the Board of Education by the required deadline of September 1 each school year.
- Additional tasks as requested by the Superintendent.

\*Per the regulations, the student representative will not be present for discussions about confidential building-level response plans or portions of the district-wide emergency response strategies that are confidential, and no portion of a confidential building-level emergency response plan will be shared with the student representative(s).

### **C. District Information**

The Lake George Central School District serves a student population of approximately 590. Within the district there are 165 employees. The district is comprised of the following buildings:

#### **Lake George Elementary School**

69 Sun Valley Drive  
Lake George, NY 12845  
(518) 668-5714  
Principal: William Levett

#### **Lake George Junior/Senior High School**

381 Canada Street  
Lake George, NY 12845  
(518) 668-5452  
Principal: Francis Cocozza

#### **Transportation Building**

4020 State Route 9L  
Lake George, NY 12845  
TBD  
Supervisor: Brandon Raymond

**B&G Maintenance Facility**

4 Holly Drive  
Lake George, NY 12845  
(518) 668-2131  
Supervisor: Kevin Parrott

**John Luthringer, Superintendent**

(518) 668-2285  
<https://www.lkgeorge.org>

**D. District Wide School Safety Plan Review and Public Comment**

To comply with New York State Education Law §2801-a and Commissioner's Regulation 155.17(c)(3)(i), The District must adopt and submit its District-Wide School Safety Plan to the New York State Education Department (NYSED).

**Annual Review and Update:** The District-Wide School Safety Planning Team conducts meetings to review the Plan and throughout the school year, stakeholder feedback is gathered from various sources.

**Public Comment Period:** To ensure that the plan is in place and board approved by the September 1 deadline, the updated draft plan will be posted on the district's website. A 30-day public comment period is initiated, during which stakeholders can provide feedback.

**Public Hearing and Board Adoption:** A public hearing allows participation from school personnel, parents, students, and other interested parties. Following the hearing, the Board of Education adopts the final plan by September 1st, ensuring compliance with the requirement for at least one public hearing prior to adoption.

**Submission to NYSED:** Within 30 days of adoption, and no later than October 1st, the approved plan will be posted on the district website, and the superintendent will submit the plan URL and an attestation regarding staff training to the NYSED via the SED Monitoring application, providing contact information for the Chief Emergency Officer and details of the public comment period and adoption date.

**Confidentiality of Building-Level Emergency Response Plans:** In accordance with Education Law §2801-a, all school building-level emergency response plans remain confidential and are not subject to public disclosure. These plans are updated annually by September 1st and submitted to local law enforcement and the State Police by October 1st.

## **E. District Policy Manual**

The policy statements formulated by the Board of Education of the Lake George Central School District are available on the district website (<https://go.boarddocs.com/ny/lgcds/Board.nsf/Public>). The following policies are related to school safety:

3410 Code of Conduct  
3411 Prohibition of Weapons on School Grounds  
3412 Threats of Violence in School  
3510 Emergency School Closing  
5680 Safety and Security  
5681 School Safety Plans  
5682 Cardiac Automated External Defibrillators (AEDs) in Public School Facilities  
5683 Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills  
5684 Use of Surveillance Cameras in the District and on School Buses  
5685 Maximum Temperature for School Buildings and Indoor Facilities  
5730 School Bus Safety  
7311 Loss or Destruction of District Property or Resources  
7320 Alcohol, Tobacco, Drugs, and Other Substances (Students)  
7340 Bus Rules and Regulations  
7360 Weapons in School and the Gun-Free Schools Act  
7520 Accidents and Medical Emergencies  
7550 Dignity for All Students Act  
7551 Sexual Harassment of Students  
7552 Gender Identity  
7553 Hazing of Students

## **II. RISK REDUCTION/PREVENTION AND INTERVENTION**

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

#### **Program Initiatives**

The district has developed a number of programs and activities to aid in risk reduction. These initiatives are run at different age groups within the District. Examples of the topics covered:

- Restorative Practices
- Peer Counseling;
- Warren County Youth Court;
- Conflict resolution training;
- Natural Helpers;
- Spectrum Club;
- School Anti-Bullying Program with Warren County Officer;
- Peer mediation programs and youth courts;

- Youth run programs such as Student Council, Effective Schools “Character Ed” monthly themes;
- Creating a forum or designating a mentor for students concerned with bullying or violence;
- Establishing anonymous reporting mechanisms for school violence;
- Others based on district need.

### **Security Procedures**

The district has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- Secure Vestibules
- Visitor sign-in and badge procedures
- Security cameras
- Code of Conduct to keep prohibited items out of the school
- Employment of School Resource Officers
- Employee badges
- Security procedures
- Development of Workplace Violence Program and Policy

### **Consideration of Silent Panic Alarm Systems**

Governor Hochul signed Alyssa’s Law, Chapter 227 of the Laws of 2022 (Chapter 227) which amends Education Law §2801-a to require that district-wide school safety teams consider the usefulness of silent panic alarm systems when reviewing and amending district-wide safety plans. District-wide school safety teams shall consider, as part of their review of the comprehensive district-wide safety plan, the installation of a panic alarm system.

Section 155.17(b) of the Regulations of the Commissioner of Education defines silent panic alarm systems as, “Panic alarm system means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic button or buttons or a mobile or computer application.”

The District Wide School Safety team will evaluate and consider silent panic alarms on an annual basis.

### **Desha’s Law**

On July 24, 2025, Governor Hochul signed Desha’s Law (S.5539A/A.785A), which takes effect on September 1, 2025. This law mandates that school safety plans include a comprehensive cardiac emergency response plan. The plan must outline procedures and designate appropriate personnel to respond to sudden cardiac arrest or similar life-threatening emergencies occurring on school grounds or at school-sponsored events.

In addition to Desha's Law, the use of on-site Automated External Defibrillators (AEDs) is required under the New York State Education Department Commissioner's Regulation CRR 136.4. In compliance, the district has adopted an AED Policy (Policy 5682) and implemented an AED Program that is available on our district website.

Heart attacks and sudden cardiac arrest are two different conditions. A heart attack is a circulation problem that occurs when blood flow to the heart is reduced or blocked. Sudden cardiac arrest is an electrical problem that occurs when the heart suddenly stops beating and the heart can't pump blood to the brain, lungs and other organs. Cardiac arrest causes a person to lose consciousness and pulse.

The AED Program has been developed to ensure a prompt, efficient, and effective response to sudden cardiac arrest or similar life-threatening emergencies in a school setting and outlines the emergency procedures to improve survival outcomes through early recognition and rapid response.

A designated group of school staff will be trained in CPR and AED use, and AEDs shall be clearly marked, accessible, and maintained with guidelines set by the American Heart Association. The district will also incorporate the AED Program protocols for responding to sudden cardiac arrest into the Building-Level Emergency Response Plans.

## **Training, Drills, and Exercises**

### **Trauma Informed Drills**

The district will perform emergency drills in a trauma informed manner. This means the district will avoid using tactics in training and drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. These drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

### **Drill Procedures**

The district shall practice emergency response procedures under its District-Wide School Safety Plan and each of its Building-Level Emergency Response Plans, where possible, in cooperation with local law enforcement, emergency preparedness plan officials, and other first responders as follows:

- Evacuation and Lockdown drills shall be conducted with students at least twelve times in each school year, eight of which required drills shall be held between September first and December thirty-first of each such year.
- Eight of all such drills shall be evacuation drills, four of which shall be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways and exit doors.
- Four of all such required drills shall be Lockdown drills.
- The district buildings may use temporary visual barriers to create a safe space during lockdown situations.
- Drills shall be conducted at different times of the school day.

- Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.
- Four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations.
- At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.
- One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- Parents or persons in parental relation shall be notified at least one week prior to the drill.
- Such drills shall test the usefulness of the communications and transportation system during emergencies.
- Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency.
- With the exception of Evacuation Drills, at the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.
- The district may choose to conduct tabletop exercises as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

If the district chooses to opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency, such exercises ***shall not be conducted on a regular school day or when school activities such as athletics are occurring on school grounds***. Such exercises shall not include students without written consent from parents or persons in parental relation.

#### **Drill Notification for Persons in Parental Relation**

Each building within the district shall be required to develop a schedule and process to notify parents and persons in parental relation of scheduled drills which will include students. Notification of all drills will be made to parents and persons in parental relation within one week through email and ParentSquare.

Drills held at the district or building level will be followed by a debriefing with participant stakeholders to identify areas of success and opportunities for improvement. Building representatives will provide a report to the District-Wide Safety Team on drill status during regularly scheduled district-wide safety meetings.

## **Training**

The district has established policies and procedures for annual multi-hazard school safety training for employees and students. Training includes:

- An annual review of the building-level emergency response guides and general employee awareness training for building employees conducted by each principal or their designee.
- The annual early go home drill to test evacuation and sheltering procedures.
- Each school building conducts evacuation/fire drills throughout the course of the year in compliance with the NYSED schedule for the purpose of familiarizing employees and students with emergency procedures.

Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, violence prevention, mental health, and reporting requirements and procedures.

Training for school staff, including bus drivers and monitors, includes awareness of behaviors that may signal emotional distress or violent tendencies, as well as protocols for reporting concerns. Staff also receive annual instruction on the District Code of Conduct and participate in professional development related to threat assessment and trauma-informed practices. For example, training may cover de-escalation techniques, recognizing early signs of behavioral escalation, and strategies for supporting at-risk students. These sessions are conducted or coordinated by the Superintendent and are available through staff development days, on-demand modules, and in-person workshops.

## **Assignment of Responsibilities**

### **Faculty and Staff**

Faculty, aides and monitors shall have responsibility for:

- Monitoring halls, lavatories, locker rooms, locker bays and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building(s), with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

### **School Safety Personnel**

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in schools:

- Oversight of school building security procedures.
- Oversight and/or advisement on school security technology.
- Participation in the District-Wide School Safety Team and Building Level Emergency Response Team.
- Development of relationships with students and staff.

### **Building Administrators**

The Building Principal or their designee shall serve as the School Safety Representative for the school building. The responsibilities of the School Safety Representative are as follows:

- Monitor hallways, entryways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building-level safety issues or concerns.
  - Represent the building on the District-Wide Health and Safety Committee.
  - Serve on Building-Level Emergency Response Planning Team.
  - Attend school safety meetings and be a resource on school safety and security issues for building employees.
  - Develop plans and strategies for building security, crime and violence prevention, safety planning and employee training.
  - Participate in school incident investigations.
  - Respond to all school emergencies as part of the building's Emergency Response Plan.
  - Coordinate annual school safety multi-hazard training for students and employees. Multi-hazard training shall include crisis intervention, emergency response and management.
  - Employees and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lockdown, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.
  - Designate procedure for informing substitute teaching and non-teaching employees of school safety protocols.
- Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.
- Attend professional development activities on school safety and violence prevention.
- All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the Superintendent of Schools or their designee.

### **Hiring and Screening of School Personnel**

The following hiring and screening practices are followed for the hiring of all personnel:

#### **Fingerprinting and Criminal Background Checks**

For all employees hired by schools, the district completes a fingerprinting and criminal background check prior to appointment. No employee works in the district until fingerprint clearance is received. Employees include: any person receiving compensation for work from schools; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

#### **Reference Checks**

References are thoroughly checked prior to extending an employment offer.

- Reference check forms are used for instructional, non-instructional and transportation personnel.
- Reference checks are completed and reviewed by the administrative team along with the application.
- Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:

- Do you have knowledge of any violations of safety or security by (prospective employee) related to students, employees or others?
- Why did (prospective employee) leave your employment? Or, do you know why (prospective employee) is leaving your employment?
- Would you rehire (prospective employee)? If no, why not?

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

The district has implemented policies and procedures related to the early detection of potentially violent behaviors. Each Building Principal is responsible 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, school personnel, including school bus drivers and monitors, parents and other persons in parental relation to students of the school district, students and other persons deemed appropriate to receive such information. In addition, employees shall receive training on the District's Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the Superintendent of Schools.

### **Behavioral Threat Assessment Team**

The Lake George Central School District utilizes a multi-disciplinary safety (behavioral) threat assessment team at the building-level which assess whether certain exhibited behaviors or actions need intervention or other support. All district staff are trained annually on the purpose and procedures of these teams. These teams meet periodically throughout the school year to discuss behavioral intervention techniques, suicide ideation, and any other topics deemed necessary.

The membership of the Safety Assessment Team is multi-disciplinary and provides an array of opinions and perspectives when evaluating a student. While an initial assessment may occur with just a mental health professional and a school administrator, follow-up steps (if necessary) should include personnel who are specific to the student. For example, if a student is involved with sports, you could include a coach, or you may bring in teachers who are familiar with the student. Ideally, teams will include representatives who provide differing perspectives (e.g. mental health and administration) and professionals who are familiar with the at-risk student (e.g. teachers and coaches). An example team membership includes:

- Building administrators
- School-based mental health professional (Guidance counselor/school psychologist/school social worker)
- Teacher/coach (Who is familiar with the student)
- School resource officer
- Behavior specialist
- Others who may know the student.

This team can expand or contract as necessary, but functions best when it has multiple perspectives and experiences. Further information on the process is included in Appendix A.

### **C. Hazard Identification**

The District-Wide School Safety Plan requires the identification of potential hazards and emergency response protocols. Each Building-level Emergency Response Team has identified both internal and external hazards that may warrant protective actions.

The location of potential hazards, such as chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented in a building and facility diagram.

## **III. RESPONSE**

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

In cases of a seriously violent incident, the district would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and employees because of an imminent threat to their safety or health. This includes, but is not limited to, the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical, or biological weapons, knives or other dangerous instrument capable of causing death or serious injury, riots, hostage-taking, or kidnapping.

Communications systems are:

#### **Internal Communication**

|                                 |                                                                                                         |
|---------------------------------|---------------------------------------------------------------------------------------------------------|
| Teachers and building employees | Public address system, email, text message, other electronic communications (ParentSquare)              |
| Students                        | Public address system, verbally from supervising teachers, other electronic communications              |
| Superintendent of Schools       | Phone, email, radio, verbal communication, text message, other electronic communications (ParentSquare) |
| Buildings and Grounds           | Phone, radio, other electronic communications (ParentSquare)                                            |
| Board of Education              | Phone, E-mail, other electronic communications (ParentSquare)                                           |

#### **External Communication**

|                                |                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| New York State Police:         | 911                                                                                                                                  |
| Warren County Sheriff's Office | 911 / (518) 743-2500                                                                                                                 |
| Lake George Fire Department    | 911 / (518) 668-5083                                                                                                                 |
| Parents                        | District Website: <a href="https://www.lkgeorge.org">https://www.lkgeorge.org</a><br>Transportation Supervisor: (518) 668-2131 (TBD) |

|  |                                                                                                                                               |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Television/Radio Stations</p> <ul style="list-style-type: none"> <li>Local TV and radio stations as well as newspaper websites.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|

The Superintendent of Schools or designee would be responsible for conveying emergency information to educational facilities within the district. The Superintendent of Schools or designee would take appropriate steps to secure the following information about each educational agency within the District: Number of students, number of employees, transportation requirements associated with the evacuation of each facility and the business and home telephone numbers of key officials of each agency. Such information would be updated at least annually. Each such agency would report material changes to such data, in writing, within seven days of such change.

Information will be provided to parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal through the use of telephone by employees at the building-level using the student/parent directory and/or local and regional radio and TV stations. These are the same stations that are used to announce official delays or closings. This information is provided to parents through the website and building handbooks. Additionally, if an event occurs at the campus where students cannot be released immediately, a parent/community public information center may be established at another campus building.

In the event that this public information center is established, parents and community members are encouraged not to report to the main campus where a building may be in crisis, but rather gather at a designated meeting place where regular public information statements will be made by the Superintendent of Schools or designee.

## **B. Emergency Response Protocols**

The Lake George Central School District has a comprehensive multi-hazard Emergency Response Plan. Such plan is updated annually. The District provides annual training to all staff and faculty on the school district's emergency response actions, posts the Emergency Response Card in each classroom, includes this information in each classroom's emergency folder, and discusses it regularly throughout the year during drills, tabletop exercises, and faculty meetings.

The district uses a standardized emergency response protocol framework which includes the following actions:

**Shelter/Shelter-in-Place:** Used to shelter students and staff inside the building because it is safer inside the building than outside.

**Hold-in-Place:** Used to restrict movement inside the building while dealing with a short-term incident, such as a medical emergency.

**Evacuate:** Used when students and staff must leave the building.

**Secure Lockout:** Used when students and staff must remain inside **locked school buildings** during incidents that pose an imminent concern outside of the school.

**Lockdown:** Used to secure students and staff inside **locked classrooms** during incidents that pose an immediate threat of violence in or around the school.

### Chain of Command

Staff have been identified at each building to assume roles in the Incident Command Structure in the event of an emergency. Assignments, roles and procedures are adjusted based on the incident. The District-level Chain of Command is:

|                  |                                        |
|------------------|----------------------------------------|
| John Luthringer  | Superintendent of Schools              |
| Bonnie Hart      | Business Administrator                 |
| Francis Coccozza | Building Principal (Jr/Sr High School) |
| William Levett   | Building Principal (Elementary School) |
| Chris Mondella   | Dean of Students                       |
| Kevin Parrott    | Director of Facilities                 |

### Responses to Acts of Violence: Implied or Direct Threats

In the event of an act of violence or implied or direct threat, the district shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Building Principal.
- Use of employees trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal and School Resource Officer of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

### Acts of Violence

In the event of serious acts of violence, district personnel shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Building Principal and the procedures included in the Building-Level Emergency Response Plan.
- Determine level of threat with Superintendent of Schools/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary or threat is imminent, initiate lockdown procedures and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures.

Each school's Building-Level Emergency Response Plan lists building specific response actions to criminal acts, bomb threats, civil disturbance, intrusion, hostage taking, kidnapping, as well as technological and natural disasters.

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

The administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies:

- Superintendent of Schools/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent of Schools/Designee contacts highest-ranking local government official for notification and/or assistance.

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

The Administration shall use the following protocol 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:

- Superintendent of Schools/Designee in an emergency will contact 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: Red Cross, fire department, police, private industry, private individuals, religious organizations and others.

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

The district maintains an inventory of resources available during an emergency, including fuel sources, communications, food service capability, maintenance vehicle lists, and medical supplies and AED, CPR and First Aid trained staff.

#### **Procedures to Coordinate the Use of School District Resources and Person-power during Emergencies**

The district shall use the following procedure to coordinate the use of school resources and person-power during emergencies:

- The Building Principal of the affected facility shall contact the Superintendent of Schools or their designee and request the necessary person-power or resources.
- The Superintendent of Schools or the highest-ranking person in the chain of command shall assess the request and allocate personnel and resources as necessary.

### **Protective Action Options**

The district shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place, or evacuate shall be made in cooperation with state and local emergency responders, as appropriate.

- **School Cancellation**
  - Monitor any situation that may warrant a school cancellation – Superintendent of Schools/Safety Team.
  - Make determination – Superintendent of Schools.
  - Contact local media – Superintendent of Schools or Director of Communications & Governmental Relations.
- **School Delay**
  - Monitor any situation that may warrant school delay – Building Administrators/ Superintendent of Schools/Safety Team.
  - If conditions warrant, delay opening of school.
  - Contact Transportation Supervisor to coordinate transportation issues.
  - Contact local media to inform parents of delayed opening.
  - Set up information center so that parents may make inquiries as to situation.
  - Provide for safety and security of employees and students who do come to school.
- **Early Dismissal**
  - Monitor situation – Superintendent of Schools/Safety Team.
  - If conditions warrant, close school – Superintendent of Schools.
  - Contact Transportation Supervisor to arrange transportation.
  - Contact local media to inform parents of early dismissal.
  - Set up an information center so that parents may make inquiries as to the situation.
  - Retain appropriate personnel until all students have been returned home.
- **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**
  - Determine the level of threat – Superintendent of Schools or Designee.
  - Contact Transportation Supervisor to arrange transportation – Superintendent of Schools or Designee.
  - Clear all evacuation routes and sites prior to evacuation.
  - Evacuate all employees and students to pre-arranged evacuation sites.
  - Account for all student and employee population. Report any missing employees or students to Building Principal.
  - Make determination regarding early dismissal – Superintendent of Schools or Designee.
  - If determination was made to dismiss early, contact local media to inform parents of early dismissal.
  - Ensure adult supervision or continued school supervision/security.
  - Set up an information center so that parents may make inquiries as to the situation.

- Retain appropriate personnel until all students have been returned home.
- **Sheltering Sites (internal and external)**
  - Determine the level of threat – Superintendent of Schools/Incident Commander /Designee.
  - Determine location of sheltering depending on nature of incident.
  - Account for all students and employees. Report any missing employees or students to designee.
  - Determine other occupants in the building.
  - Make appropriate arrangements for human needs.
  - Take appropriate safety precautions.
  - Establish a Director of Communications to provide information and current status of the situation to parents and other inquiring parties.
  - Retain appropriate personnel until all students have been returned home.

### **Closure of a School Building**

In accordance with Section 155.17(f) of the Commissioner’s Regulations, the District has established a protocol for reporting to the New York State Education Department (NYSED) and the BOCES district superintendent whenever a building-level emergency response plan is activated and results in the closure of a school building.

### **Reporting to NYSED**

In the event of an emergency that requires the activation of the District-Wide School Safety Plan or a Building-Level Emergency Response Plan, and that results in the closure of a school building for in-person instruction, the superintendent or building principal will contact the BOCES district superintendent via telephone or email, and notify the Commissioner of Education via the NYSED “Report of School Closure” portal as soon as is practicable following the decision to close the building.

Even in cases where remote instruction continues during the emergency, a Report of School Closure must still be submitted. This includes closures where instruction is temporarily relocated to another facility or conducted through virtual platforms.

### **Required Follow-Up Reporting**

Once it is deemed safe to re-open the building and resume in-person instruction, the Superintendent or building principal will complete a corresponding “Report of School Re-Opening” using the NYSED portal. This report must include:

- The actual duration of the closure;
- The instructional location and modality during the closure (e.g., remote, hybrid, alternate site);
- Any additional details that were not available at the time of initial closure.

### **Scope and Applicability**

Closures that require this reporting include, but are not limited to:

- Natural disasters (e.g., hurricanes, floods, earthquakes);
- Infrastructure failures (e.g., extended power outages, water supply issues);

- Public health emergencies (e.g., infectious disease outbreaks);
- Threats to safety (e.g., bomb threats, active shooter incidents);
- Extraordinary adverse weather events, excluding routine snow days.

Routine weather-related closures due to snow do not require submission of a Report of School Closure or notification to the BOCES district superintendent.

By following this reporting protocol, the district ensures transparency, accountability, and compliance with state requirements while supporting the safety and continuity of learning for all students.

#### **IV. RECOVERY**

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The District Plan supports the Building Level Emergency Response plan by deploying district resources that support the school’s building-level emergency response team and the post-incident response team.

A debriefing by the Building Level Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the district's plan for possible revisions. Follow-up actions and debrief of the violent incident should include:

1. Investigation of the incident by Building Principal and law enforcement, as necessary.
2. Preparation of written accounts of the incident by all involved.
3. Review of written accounts by the Building Principal for any disparities.
4. Appropriate disciplinary action according to the code of conduct.
5. Review of the entire incident by administration for future planning.
  - a. What happened?
  - b. Where did it happen?
  - c. When did it happen?
  - d. Why did it happen?
  - e. How did it happen?
  - f. How many individuals were involved?
  - g. Are the individuals associated with a group?
  - h. How could the incident have been prevented?
  - i. What warning signs were missed?
  - j. What can we do to prevent a future incident?
6. Counseling or other needed support for the victim(s), other students and staff involved in the incident.
7. Necessary reporting and parental notification.

#### **Central Administration Support for Buildings**

The Building-Level Emergency Response Plans provides resources for supporting the Emergency Response Team and Post-Incident Response Team. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide

team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient staffing to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

### **Disaster Mental Health Services**

The district will work with the School Psychologist, Guidance Director, and School Nurse to coordinate disaster mental health resources through the County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.

If necessary, the district will coordinate with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.

Short-term actions for recovery include:

- Mental health counseling (students and staff)
- Building security
- Facility restoration
- Post-incident response critique
- Other

Long-term actions for recovery include:

- Mental health counseling (monitor for post-traumatic stress behavior)
- Building security
- Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
- Other

In conclusion, the Lake George Central School District's safety-related programs and procedures are under the oversight of the Chief Emergency Officer and will be revised as necessary to effectively respond to evolving circumstances.

## **Appendix A: Enhancing School Safety Using A Threat Assessment Model An Operational Guide for Preventing Targeted School Violence**

This guide was prepared by the staff of the U.S. Secret Service National Threat Assessment Center (NTAC) (2018)

### **INTRODUCTION**

When incidents of school violence occur, they leave a profound and lasting impact on the school, the community, and our nation as a whole. Ensuring safe environments for elementary and secondary school students, educators, administrators, and others is essential. This operational guide was developed to provide fundamental direction on how to prevent incidents of targeted school violence, that is, when a student specifically selects a school or a member of the school community for harm. The content in this guide is based on information developed by the U.S. Secret Service, Protective Intelligence and Assessment Division, National Threat Assessment Center (NTAC)

When establishing threat assessment capabilities within K-12 schools, keep in mind that there is no profile of a student attacker. There have been male and female attackers, high-achieving students with good grades as well as poor performers. These acts of violence were committed by students who were loners and socially isolated, and those who were well-liked and popular. Rather than focusing solely on a student's personality traits or school performance, we can learn much more about a student's risk for violence by working through the threat assessment process, which is designed to gather the most relevant information about the student's communications and behaviors, the negative or stressful events the student has experienced, and the resources the student possesses to overcome those setbacks and challenges.

### **CREATING A COMPREHENSIVE TARGETED VIOLENCE PREVENTION PLAN**

Ensuring the safety of our schools involves multiple components, including physical security, emergency management, and violence prevention efforts in the form of a threat assessment process. This process begins with establishing a comprehensive targeted violence prevention plan. The plan includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders. It can also help schools mitigate threats from a variety of individuals, including students, employees, or parents. This guide provides basic instructions for schools on creating a targeted violence prevention plan, the focus of which is to decrease the risk of students engaging in harm to themselves or the school community. These recommendations serve as the starting point on a path to implementation that will need to be customized to the specific needs of your school, your student body, and your community. When creating these plans, schools should consult with legal representatives to ensure that they comply with any applicable state and federal laws or regulations.

### **STEP 1. ESTABLISH A MULTIDISCIPLINARY THREAT ASSESSMENT TEAM**

The first step in developing a comprehensive targeted violence prevention plan is to establish a multidisciplinary threat assessment team (hereafter referred to as the "Team") of individuals who will direct, manage, and document the threat assessment process. The Team will receive reports about concerning students and situations, gather additional information, assess the risk posed to the school community, and develop intervention and management strategies to mitigate any risk of harm. Some considerations for establishing a Team include:

Some schools may pool their resources and have a single Team that serves an entire district or county, while other districts may choose to have a separate Team for each school.

Teams should include personnel from a **variety of disciplines** within the school community, including teachers, guidance counselors, coaches, school resource officers, mental health professionals, and school administrators. The multidisciplinary nature of the Team ensures that varying points of view will be represented and that access to information and resources will be broad.

The Team needs to have a **specifically designated leader**. This position is usually occupied by a senior administrator within the school.

Teams should establish **protocols and procedures** that are followed for each assessment, including who will interview the student of concern; who will talk to classmates, teachers, or parents; and who will be responsible for documenting the Team's efforts. Established protocols allow for a smoother assessment process as Team members will be aware of their own roles and responsibilities, as well as those of their colleagues.

Team members should meet whenever a concerning student or situation has been brought to their attention, but they should also **meet on a regular basis** to engage in discussions, role-playing scenarios, and other teambuilding and learning activities. This will provide members of the Team with opportunities to work together and learn their individual responsibilities so that when a crisis does arise, the Team will be able to operate more easily as a cohesive unit.

## **STEP 2. DEFINE PROHIBITED AND CONCERNING BEHAVIORS**

Schools need to establish policies defining prohibited behaviors that are unacceptable and therefore warrant immediate intervention. These include threatening or engaging in violence, bringing a weapon to school, bullying or harassing others, and other concerning or criminal behaviors. Keep in mind that **concerning behaviors occur along a continuum**. School policies should also identify behaviors that may not necessarily be indicative of violence, but also warrant some type of intervention. These include a marked decline in performance; increased absenteeism; withdrawal or isolation; sudden or dramatic changes in behavior or appearance; drug or alcohol use; and erratic, depressive, and other emotional or mental health symptoms.

If these behaviors are observed or reported to the Team, schools can offer resources and supports in the form of mentoring and counseling, mental health care, tutoring, or social and family services.

**The threshold for intervention** should be relatively low so that Teams can identify students in distress before their behavior escalates to the point that classmates, teachers, or parents are concerned about their safety or the safety of others. It is much easier to intervene when the concern is related to a student's struggle to overcome personal setbacks, such as a romantic breakup, than when there are concerns about threats posed to others.

During the assessment process, Teams may identify other **concerning statements and actions** made by the student that may not already be addressed in their policies. Gathering information about these behaviors will help the Team assess whether the student is at risk for attacking the school or its students and identify strategies to mitigate that risk.

## **STEP 3. CREATE A CENTRAL REPORTING MECHANISM**

Students may elicit concern from those around them in a variety of ways. They may make threatening or concerning statements in person, online, or in text messages; they may engage in observable risky behavior; or they may turn in assignments with statements or content that is unusual or bizarre. When this occurs, those around the student need a method of reporting their concerns to the Team.

Schools can **establish one or more reporting mechanisms**, such as an online form posted on the school website, a dedicated email address or phone number, smart phone application platforms, or another mechanism that is accessible for a particular school community.

Students, teachers, staff, school resource officers, and parents **should be provided training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.**

Teams need to be sure that a team member proactively monitors all incoming reports and can **respond immediately** when someone's safety is concerned.

Regardless of what method schools choose to receive these reports, there should be an **option for passing information anonymously**, as students are more likely to report concerning or threatening information when they can do so without fear of retribution for coming forward.

The school community should feel confident that team members will be responsive to their concerns, and that **reports will be acted upon, kept confidential, and handled appropriately.**

#### **STEP 4. DETERMINE THE THRESHOLD FOR LAW ENFORCEMENT INTERVENTION**

The vast majority of incidents or concerns that are likely to be reported can be handled by school personnel using school or community resources. For example, the most common types of reports submitted to Safe2Tell Colorado during the 2016- 2017 school year were related to suicide, bullying, drugs, cutting (self-harm), and depression.<sup>2</sup> Some of these common reports may not require the involvement of law enforcement. Those that do warrant law enforcement intervention include threats of violence and planned school attacks, which constituted Safe2Tell's sixth and seventh most common types of reports, respectively.

Reports regarding student **behaviors involving weapons, threats of violence, physical violence, or concerns about an individual's safety** should immediately be reported to local law enforcement. This is one reason **why including a school resource officer or local law enforcement officer** on the Team is beneficial.

If a school resource officer is not available to serve on the Team, schools should set a clear threshold for times and situations **when law enforcement will be asked to support or take over an assessment.** For example, it might be necessary to have law enforcement speak with a student's parent or guardian, search a student's person or possessions, or collect additional information about the student or situation outside the school community during the assessment.

#### **STEP 5. ESTABLISH ASSESSMENT PROCEDURES**

Teams need to establish clearly defined processes and procedures to guide their assessments. Note that any safety concerns should be immediately addressed before the procedures described below take place. When followed, the procedures should allow the Team to form an accurate picture of the student's thinking, behavior, and circumstances to inform the Team's assessment and identify appropriate interventions.

**Maintain documentation** to keep track of when reports come in; the information that is gathered; when, where, and how it was obtained; who was interviewed; the behaviors and circumstances of the student of concern; and the intervention strategies taken. Documentation requirements, such as forms and templates, should be included in the plan to ensure standardization across cases.

**Use a community systems approach.** An effective approach for gathering information to assess a student of concern is **to identify the sources that may have information on the student's actions and circumstances.** This involves identifying the persons with whom the student has a relationship or frequently interacts and the organizations or platforms that may be familiar with the student's behaviors. Students exist in more than one system and they come in contact with people beyond their classmates and teachers at school. Gathering information from multiple sources ensures that Teams are identifying concerning behaviors, accurately assessing the student's risks and needs, and providing the appropriate interventions, supports, and resources.

**Examine online social media pages, conduct interviews, review class assignments, and consider searching the student's locker or desk.** Team members should also review **academic, disciplinary, law enforcement, and other formal records** that may be related to the student. When reviewing school records, be sure to determine whether the student has been the subject of previous reports to school officials, especially if the student has a history of engaging in other concerning or threatening behaviors. Also determine if the student received any intervention or supports and whether those were beneficial or successful. The Team may be able to draw on information from previous incidents and interventions to address the current situation for the student. This factor further emphasizes the importance of the Team's documentation to ensure the accuracy and availability of information regarding prior contacts the student of concern may have had with the Team.

**Build rapport that can facilitate information-gathering efforts.** By demonstrating that their goal is to support individuals who may be struggling, while ensuring that the student and the school are safe, Teams may be better able to build a positive relationship with a student of concern and the student's parents or guardians. When Teams have established this rapport, parents or guardians may be more likely to share their own concerns, and the student may be more forthcoming about frustrations, needs, goals, or plans.

**Evaluate the student's concerning behaviors and communications in the context of their age and social and emotional development.** Some students' behaviors might seem unusual or maladaptive, but may be normal for adolescent behavior or in the context of a mental or developmental disorder. To ensure that these students are being accurately assessed, collect information from diverse sources, including the reporting party, the student of concern, classmates, teammates, teachers, and friends. Consider whether those outside of their immediate circle, such as neighbors or community groups, may be in a position to share information regarding observed behaviors.

### **Investigative themes**

Teams should organize their information gathering around several themes or areas pertaining to the student's actions, circumstances, and any other relevant threat assessment factors. Addressing each theme is necessary for a complete assessment and may uncover other avenues of inquiry to help determine whether the student is at risk for engaging in violence. Using the themes to identify where the student might be struggling will help the Team identify the most appropriate resources. Keep in mind, there is no need to wait until the Team has completed all interviews or addressed every theme before taking action. As soon as an area for intervention is identified, suitable management strategies should be enacted.

### **Motives**

Students may have a variety of motives that place them at risk for engaging in harmful behavior, whether to themselves or others. If you can discover the student's motivation for engaging in the concerning behavior that brought him/her to the attention of the Team, then you can understand more about the student's goals. The Team should also assess how far the student may be willing to go to achieve these goals, and what or who may be a potential target. Understanding motive further allows the Team to develop management strategies that can direct the student away from violent choices.

## Communications

Look for concerning, unusual, bizarre, threatening, or violent communications the student made. The student's communications may reveal grievances held about certain issues or a possible intended target. They may allude to violent intentions or warn others to stay away from school at a certain time. They may reveal information relevant to the other investigative themes by making reference to feelings of hopelessness or suicide, a fascination with violence, interest in weapons, or other inappropriate interests. These statements might be made in person to classmates, teammates, or friends; in writing on assignments or tests; and/or via social media, text messages, or photo or video-sharing sites. Earlier NTAC research that examined attacks on schools found that not every student directly threatened their target prior to attack, but in a majority of incidents (81%), another person was aware of what the student was thinking or planning. It is important for Teams to remember that a student who has not made threatening statements may still be at risk for engaging in violence. Whether or not the student made a direct threat should not be the lone indicator of concern.

## Inappropriate interests

Gather information about whether the student has shown **an inappropriate or heightened interest in concerning topics such as school attacks or attackers, mass attacks, or other types of violence**. These interests might appear in the student's communications, the books the student reads, the movies the student watches, or the activities the student enjoys. The context of the student's interests is an important factor to consider. For example, a student's interest in weapons may not be concerning if the student is a hunter or is on the school's rifle team, with no evidence of an inappropriate or unhealthy fixation on weapons. In other situations, the context surrounding a student's interest in weapons could be of concern. For example, if a student is fixated on past school shooters or discusses what firearm would be best to use in a mass attack.

## Weapons access

In addition to determining whether the student has any inappropriate interests or fascination with weapons, the Team should assess whether the student **has access to weapons**. Because many school attackers used firearms acquired from their homes, consider whether the family keeps weapons at home or if there is a relative or friend who has weapons. Sometimes parents who keep weapons at home incorrectly assume that their children are unaware of where they are stored or how to access them. If there are weapons at home, the Team should determine if they are stored appropriately and if the student knows how to use them or has done so in the past. The Team should also remember that firearms are not the only weapons to be concerned about. Even though many school attackers have used firearms in carrying out their attacks, explosives, incendiary devices, bladed weapons, or combinations of these weapons have been used in past attacks.

## Stressors

All students face stressors such as **setbacks, losses, and other challenges** as part of their lives. While many students are resilient and can overcome these situations, for some, these stressors may become overwhelming and ultimately influence their decision to carry out an attack at school. Gather information on stressors the student is experiencing, how the student is coping with them, and whether there are supportive friends or family who can help the student overcome them. Assess whether the student experienced stressors in the past that are still having an effect, such as a move to a new school, and whether there might be additional setbacks or losses in the near future, like a relationship that might be ending. **Stressors can occur in all areas of a student's life**, including at school with coursework, friendships, romantic relationships, or teammates, or outside of school with parents, siblings, or at jobs. Many students can experience bullying, a stressor which can take place in person at school or online at home. Teams should intervene and prevent bullying and cyberbullying of a student who has been brought

to their attention. More broadly, administrators should work to address any concerns regarding bullying school-wide and ensure their school has a safe climate for all students.

### **Emotional and developmental issues**

Anxiety, depression, thoughts of suicide, and other mental health issues are important factors to consider when conducting an assessment. Keep in mind that students with emotional issues or developmental disorders might behave in a way that is maladaptive but might not be concerning or threatening because the behavior is a product of their diagnosis. **Behaviors exhibited by a student with a diagnosed disorder need to be evaluated in the context of that diagnosis and the student's known baseline of behavior.** If the student is experiencing feelings related to a diagnosable mental illness, such as depression, then the Team needs to consider the effect of these feelings on their behaviors when assessing the student's risk of engaging in harm to self or others.

### **Desperation or despair**

Assess whether the student feels **hopeless, desperate, or out of options**. Determine if the student has had thoughts about or engaged in behaviors that would indicate the student's desperation. The Team should determine whether the student has felt this way before, how the student managed those feelings then, and whether those same resources for coping are available to the student now. Consider whether the student has tried addressing the problems in a positive way, but was unable to resolve them, thereby leading to a sense of hopelessness about their situation.

### **Violence as an option**

Some students, who are feeling hopeless and out of options, **may think violence is the only way to solve a problem or settle a grievance**. The Team should look to see whether the student thinks violence is acceptable or necessary, if the student has used violence in the past to address problems, and whether the student has thought of alternative ways to address the grievances. The Team should also assess whether peers, or others, support and encourage the student to use violence as a means to an end. If possible, connect the student with more positive, prosocial role models who discourage violence and identify more acceptable ways to solve problems.

### **Concerned others**

In previous incidents, many students made statements or engaged in behaviors prior to their attacks that elicited concern from others in their lives. Assess whether parents, friends, classmates, teachers, or others who know the student are worried about the student and whether they have taken any actions in response to their concerns. Gather information on the specific behaviors that caused worry or fear. These could **include behaviors that may have elicited concerns about the safety of the student or others**, such as unusual, bizarre or threatening statements; intimidating or aggressive acts; indications of planning for an attack; suicidal ideations or gestures; or a fixation on a specific target. **Other behaviors that elicit concern may not necessarily be indicative of violence**, but do require that the Team assess the behavior and provide appropriate supports. Examples of these behaviors include alcohol or drug use; behavior changes related to academic performance, social habits, mood, or physical appearance; conflicts with others; and withdrawal or isolation.

### **Capacity to carry out an attack**

Determine whether the student's thinking and behavior is organized enough to plan and execute an attack and whether the student has the resources to carry it out. **Planning does not need to be elaborate** and could be as simple as taking a weapon from home and inflicting harm on classmates at school. Other student attackers may develop more complex and lengthier plans. At the very least, carrying out an attack requires that the student has access to a weapon and the ability to get that weapon to school undetected.

## Planning

Targeted attacks at school are **rarely sudden or impulsive** acts of violence. The Team should assess whether the student has made specific plans to harm the school. The student might create lists of individuals or groups targeted for violence, or research tactics and materials needed to carry out the attack. The student may conduct surveillance, draw maps of the planned location, and test security responses at school. He/she may write out detailed steps and rehearse some aspects of a plan, such as getting to the school, the timing of the attack, or whether to attempt escape, be captured, or commit suicide. The student may also acquire, manufacture, or practice with a weapon.

## Consistency

The Team should **corroborate the student's statements** to determine that they are consistent with the student's actions and behaviors and with what other people say about the student. When inconsistencies are identified, the Team should then try to determine why that is the case. For example, the student might say that he/she is handling a romantic break-up well, but posts on social media indicate the student is struggling to move on, and friends report that the student is more upset or angry about the break-up than reported. Determine whether the inconsistency is because the student is deliberately hiding something or if the inconsistency stems from another underlying issue. For example, a depressed student may claim that they are isolated, even if they regularly go out with a large group of students. If the inconsistency is deliberate, it is important to determine why the student feels the need to conceal their actions. The concealment may be as simple as a fear of facing punishment for some other inappropriate behavior, or it may be related to hidden plans for a violent act.

## Protective factors

A thorough threat assessment requires understanding the full picture of a student's behaviors and environment, which also includes accounting for the positive and prosocial influences on the student's life. The Team should identify factors that may restore hope to a student who feels defeated, desperate, or in a situation that is impossible to overcome. This includes determining whether the student has a **positive, trusting relationship with an adult at school**. This could be a teacher, coach, guidance counselor, administrator, nurse, resource officer, or janitor. A trusted adult at school in whom the student can confide and who will listen without judgment can help direct a student toward resources, supports, and options to overcome setbacks. Learn who the student's friends are at school and if the student feels emotionally connected to other students. A student may need help developing friendships that they can rely on for support. Positive situational or personal factors might help to deter a student from engaging in negative or harmful behaviors. Changes in a student's life, such as having a new romantic relationship or becoming a member of a team or club, might discourage any plan to engage in violence. The Team could also use activities or groups the student wants to take part in as motivation for the student to engage in positive and constructive behaviors, such as attending class, completing assignments, and adhering to a conduct or behavior code.

## STEP 6. DEVELOP RISK MANAGEMENT OPTIONS

Once the Team has completed a thorough assessment of the student, it can **evaluate whether the student is at risk for self-harm or harming someone else** at school. Concern may be heightened if the student is struggling emotionally, having trouble overcoming setbacks or losses, feeling hopeless, preoccupied with others who engaged in violence to solve problems, or has access to weapons. Remember, the Team is not attempting to predict with certainty if violence will happen. Instead, evaluate the presence of factors that indicate violence might be a possibility. Teams can then **develop risk management strategies that reduce the student's risk for engaging in violence** and make positive outcomes for the student more likely.

Each student who comes to the Team's attention will require an **individualized management plan**. The resources and supports the student needs will differ depending on the information gathered during the assessment.

Often, the Team will determine that the student is not currently at risk for engaging in violence, but **requires monitoring or is in need of guidance** to cope with losses, develop resiliency to overcome setbacks, or learn more appropriate strategies to manage emotions.

**Resources to assist the student** could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the Team may need to also access community resources to assist with managing the student.

Sometimes management involves suspension or expulsion from school. When this is necessary, Teams and school administrators should consider how it might affect their ability to monitor the student. **Removing a student from school does not eliminate the risk to the school community**. Several school attacks have been carried out by former students who had been removed from the school or aged out of their former school. A suspended or expelled student might become isolated from positive peer interactions or supportive adult relationships at school. Teams should develop strategies to stay connected to the suspended or expelled student to determine whether the student's situation is deteriorating, or the behaviors of concern are escalating so that they can respond appropriately. Management plans should remain in place until the Team is no longer concerned about the student or the risk for violence. This is accomplished by addressing the following basic elements that can reduce the likelihood a student will engage in violence and provide support and resources for those in need.

**Notify law enforcement immediately if a student is thinking about or planning to engage in violence**, so that they may assist in managing the situation.

**Make efforts to address the safety of any potential targets** by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the student of concern.

**Create a situation that is less prone to violence** by asking the family or law enforcement to block the student's access to weapons, while also connecting the student to positive, prosocial models of behavior. Another option may involve removing the student from campus for a period of time, while maintaining a relationship with the student and the student's family.

**Remove or redirect the student's motive**. Every student's motive will be different, and motives can be redirected in a variety of ways. These strategies may include bullying prevention efforts or offering counseling for a student experiencing a personal setback.

**Reduce the effect of stressors** by providing resources and supports that help the student manage and overcome negative events, setbacks, and challenges.

## **STEP 7. CREATE AND PROMOTE SAFE SCHOOL CLIMATES**

A crucial component of preventing targeted violence at schools relies on developing positive school climates **built on a culture of safety, respect, trust, and social and emotional support**.

Teachers and staff in safe school environments support diversity, encourage communication between faculty and students, intervene in conflicts, and work to prevent teasing and bullying. Students in safe school climates feel empowered to **share concerns with adults**, without feeling ashamed or facing the

stigma of being labeled a “snitch.” Administrators can take action to develop and sustain safe school climates.

Help students feel connected to the school, their classmates, and teachers. This is an important first step to creating school climates that are supportive, respectful, and safe. **Encourage teachers and staff to build positive, trusting relationships with students** by actively listening to students and taking an interest in what they say.

**Break down “codes of silence”** and help students feel empowered to come forward and share concerns and problems with a trusted adult. At one school, administrators used a faculty meeting to identify students who lacked a solid connection with an adult at school. They provided faculty with a roster of enrolled students and asked them to place a mark next to students with whom they had a warm relationship. For students without a mark next to their name, popular, well-liked teachers and staff were asked to reach out and develop positive connections with them.

Help students feel more **connected to their classmates and the school**. One teacher asked her elementary students to write down names of classmates they wanted to sit next to. If a student’s name did not appear on anyone’s list, the teacher placed that student’s desk next to a friendly or outgoing classmate in an effort to help the student develop friendships. This effort could be easily adapted with middle or high school-aged students by asking students to identify one or two classmates they would like to be partnered with for a project and assigning any student not named on a list to be partnered with a friendly or outgoing classmate.

Adults can also help students **identify clubs or teams at school** they can join or encourage them to start their own special interest group.

Schools can also support positive school climates by implementing school-wide Positive Behavioral Interventions and Supports (PBIS) programs. These programs actively teach students what appropriate behavior looks like in a variety of settings, including in the classroom, with their friends, or among adults. Teachers frequently praise prosocial behavior they observe and encourage students’ good behavior. PBIS can improve academic outcomes for schools and has been shown to reduce the rates of school bullying.

While teachers and staff can foster relationships and connectedness among the student body, **students themselves have a role to play** in sustaining safe school climates. They should be actively engaged in their schools, encouraged to reach out to classmates who might be lonely or isolated, and empowered to intervene safely when they witness gossiping, teasing, and bullying.

## **STEP 8. CONDUCT TRAINING FOR ALL STAKEHOLDERS**

The final component of a comprehensive targeted violence prevention plan is to identify training needs for all stakeholders, including faculty, staff, and administrators; students; parents; and school resource officers or local law enforcement. **School safety is everyone’s responsibility**. Anyone who could come forward with concerning information or who might be involved in the assessment process should be provided with training. Effective training addresses the goals and steps of an assessment, the type of information that should be brought forward, and how individuals can report their concerns. It might be beneficial for staff and students to hear presentations, see videos, and role-play scenarios so they have a thorough understanding of their responsibilities and the steps they can take to keep their school safe. Each audience will require a slightly different message, but some stakeholders may also benefit from attending training together, such as parents and students, or school faculty/staff and law enforcement personnel. When developing a training program, consider how frequently each stakeholder will receive training, and whether to vary the delivery method of trainings. Also, each audience may have unique needs.

### **Faculty, staff, and administrators**

Every adult at school needs training related to threat assessment and violence prevention, **including administrative, maintenance, custodial, and food service staff**. Training can include who should be notified when concerning or threatening information is discovered, what information should be brought forward, how school staff might learn about information, and the steps school staff can take to safely intervene with concerning or threatening situations. Providing training on other topics, such as suicide awareness and prevention, conflict resolution, mental health, and developmental disabilities, might also allow school faculty, staff, and administrators to foster positive school climates.

### **Students**

Students need training on the threat assessment process, where to report concerns, and what information they should bring forward. Students also need assurances that they can make a report to the Team or another trusted adult **anonymously**, that their information will be **followed up on**, and will be kept **confidential**. Training can also educate students about other actionable steps they can take to cultivate a safe school climate, including ways they can safely intervene with bullying, gossip, or name-calling. Messaging should demonstrate to students that there is a big **difference between “snitching,” “ratting,” or “tattling,” and seeking help**. While snitching is informing on someone for personal gain, here, students are encouraged to come forward when they are worried about a friend who is struggling, or when they are trying to keep someone from getting hurt. Remind students that if they are concerned about a classmate or friend, they need to keep speaking out until that person gets the help they need. Finally, maintaining a safe school climate includes providing students with training or lessons to acquire skills and abilities to manage emotions, resolve conflicts, cope with stress, seek help, and engage in positive social interactions.

### **Parents.**

Parents should also be trained on the threat assessment process at their child’s school and their role in that process. They should be clear on who to call, when, and what information they should be ready to provide. Parents can also benefit from training that helps them recognize when children and teenagers may be in emotional trouble or feeling socially isolated. Training can also reduce the stigma around mental, emotional, or developmental issues and provide information on available resources and when they should seek professional assistance.

### **Law enforcement and school resource officers.**

Not every school will have a school resource officer, but schools can still develop relationships with local law enforcement agencies and personnel. Schools can encourage local officers to co-teach classes at the school, serve as coaches or assistant coaches of sports teams, and work with parents and teachers at after-school events. In some communities without school resource officers, local law enforcement agencies have encouraged officers to “adopt a school,” stopping by the school to greet and become familiar with students and teachers, eating lunch on campus, or doing paperwork in an office at the school. Like parents and teachers, local law enforcement and school resource officers need to be aware of the school’s threat assessment process and their own responsibilities once a threat is identified. Training for law enforcement and school resource officers should also provide familiarity with emergency response procedures the school has in place and the layout of the campus. Officers and school staff might benefit from attending training together so that all parties are aware of the point at which local law enforcement should be involved in an investigation. This would also allow officers to get to know administrators, teachers, counselors, facilities and maintenance personnel, and other school staff. It is much easier to work through an emergency situation when schools and law enforcement are already familiar with each other and their procedures.

## **CONCLUSION**

Despite having a comprehensive targeted violence prevention plan in place, and despite a school and Team's best efforts at prevention, incidents of targeted school violence may still occur. It is critical to develop and implement emergency response plans and procedures and provide training on them to all stakeholders. The U.S. Department of Homeland Security recommends that emergency response plans be developed with input from local law enforcement and first responders.<sup>5</sup> For example, procedures should be developed for reporting emergencies, evacuation procedures and routes, use of emergency notification systems, and information regarding local hospitals or trauma centers. Law enforcement and first responders should be apprised of these plans and procedures and know how to implement them. Everyone has a role in preventing school violence and creating safe school climates. The threat assessment procedures detailed in this guide are an important component of school safety and security efforts and have been determined to be the best-practice in the prevention of targeted school violence. The model highlights that students can engage in a continuum of concerning behaviors and communications, the vast majority of which may not be threatening or violent. Nevertheless, it encourages schools to set a low threshold when identifying students who might be engaging in unusual behavior, or experiencing distress, so that early interventions can be applied to reduce the risk of violence or other negative outcomes.

## Appendix B: Emergency Remote Instruction Plan

In accordance with New York State Education Commissioner's Regulations, the Lake George Central School district has developed the following Emergency Remote Instruction Plan as part of the District Wide School Safety Plan. This plan addresses the instruction of students in extraordinary circumstances that prevent students and staff from physically attending school.

As defined by the commissioner's regulations, "remote instruction means instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law § 2854(3)(a-1)(link is external), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher."

***For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or both district schools due to a declared emergency.*** Emergency conditions include but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak.

### ENSURING ACCESSIBILITY

The Lake George Central School District has a full K-12 1-to-1 device program. All students and staff in the district have access to their district-issued devices, within the first week of school. These devices can be utilized at home to ensure that all students and staff have access to a device. Additionally, the district annually conducts the New York State Education Department Digital Equity Survey to identify families who do not have internet access or devices. The chart below provides the district's survey results as of June 30th.

| Building          | Enrollment | Missing Data | Provided Tech | Sufficient       | Internet Access  | Sufficient       |
|-------------------|------------|--------------|---------------|------------------|------------------|------------------|
| Out of District   | 13         | 10           | 0/0           | 0/0              | 3/3 surveyed     | 3/3 surveyed     |
| Elementary School | 274        | 74           | 274/274       | 168/200 surveyed | 198/200 surveyed | 193/200 surveyed |
| Jr/Sr High School | 292        | 6            | 292/292       | 283/286 surveyed | 283/286 surveyed | 281/286 surveyed |

\*\* The district will work to contact all families, via ParentSquare and phone calls, with data missing.

Students and staff who do not have home access to reliable high-speed internet may use a district-provided hotspot, upon request, and local community Wi-Fi connections. The district provides all students and staff with a device for remote learning due to closure. Lastly, the district will provide the

necessary non-digital resources and materials (books, art supplies, instruments, etc) needed by students to participate in learning and demonstrate mastery of Learning Standards in a variety of ways.

Information and Instructional Technology support is available to all students, staff, and families through the district's Help Desk system and Information Technology Team. This includes but is not limited to:

- Email support
- Phone support
- Videoconferencing support and training
- In-person support, repair, training
- Training videos and resources

## **TEACHING AND LEARNING**

Emergency Remote Instruction will include a combination of synchronous and asynchronous instruction, with the expectation that asynchronous instruction is supplementary to synchronous instruction. Synchronous instruction takes place in real-time, which students and teachers attend together from different locations. Asynchronous instruction is self-directed learning without the direct presence of a teacher. Students may access class materials during different hours and from different locations.

Teachers will utilize Google Classroom, Google Meet, phone conferences, ParentSquare posts and messages, emails, and other methods to provide instruction, hold live classes and office hours, and post learning materials for students, as well as other online resources.

Students will interact with staff to receive academic and other support designed to meet the needs of students. Teachers will provide prioritized standards-based instruction and support with academic expectations consistent with in-person instruction, engage students daily, check for evidence of learning, and include ongoing meaningful feedback on student learning. Additionally, teletherapy will be provided to meet the needs of students with disabilities.

Should emergency conditions require schools to close at any point in the school year, the district will utilize remote instruction for all students to provide instructional continuity. The following charts approximate the amount of time students will spend in remote instruction:

### **Lake George Elementary School**

| <b>Subjects</b>        | <b>Approx. Synchronous</b> | <b>Approx. Asynchronous</b> |
|------------------------|----------------------------|-----------------------------|
| ELA                    | 60 minutes                 | 30 minutes                  |
| Phonics/Word Study     | 30 minutes                 |                             |
| Math                   | 30 minutes                 | 30 minutes                  |
| Science/Social Studies | 20 minutes                 | 20 minutes                  |
| Special Areas          | 15 minutes                 | 15 minutes                  |

| <b>Subjects</b>    | <b>Approx. Synchronous</b> | <b>Approx. Asynchronous</b> |
|--------------------|----------------------------|-----------------------------|
| ELA                | 60 minutes                 | 30 minutes                  |
| Phonics/Word Study | 30 minutes                 |                             |
| Math               | 30 minutes                 | 30 minutes                  |
| <b>Total Daily</b> | <b>155 minutes</b>         | <b>95 minutes</b>           |

#### **Lake George Jr./Sr. High School**

| <b>Subjects</b>                                                                                | <b>Approx. Synchronous</b>                             | <b>Approx. Asynchronous</b>                          |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|
| All courses included in individual student schedules. Schedules include 10, 40-minute periods. | 30 minutes                                             | 10 minutes                                           |
| <b>Total Daily</b>                                                                             | <b># of courses x 30 minutes<br/>165 - 225 minutes</b> | <b># of courses x 10 minutes<br/>55 - 75 minutes</b> |

Student schedules will be used to ensure daily student attendance and engagement and to prevent conflicts wherein synchronous lessons for different subjects are offered simultaneously. They will outline attendance requirements and times for instructional engagement with all content areas, as well as resource and support services. These schedules will be shared with families upon notification of an Emergency Remote Instruction Day(s).

Students without internet access will be provided with paper-based, parallel activities and assignments to allow them to fully engage in the learning process. Teachers will regularly contact students and parents via telephone or text to ensure attendance and engagement.

#### **SPECIAL EDUCATION & RELATED SERVICES**

In addition to the above guidelines, students with disabilities will have the following guidelines as well:

- Students will work with their grade-level CSE case manager as the point of contact and service provider.
- Students with disabilities will be provided access to their services, accommodations, modifications, supplementary aids and services, and technology (including assistive technology) listed on the student's individualized education program to the best extent possible.
- Programs and services, such as special classes, resource room, and consultant teaching, will be provided through synchronous and asynchronous instruction.
- Teletherapy will be provided for all related services. A schedule will be provided to ensure compliance and consistency.
- Our district may not be able to provide all services in the same manner in a remote situation that they are typically provided in person (in terms of group vs. individual sessions; specific group size; frequency, duration, location, special class size ratio...) but will prioritize to “match” as

closely as possible with collaboration with parents. If providers or teachers cannot deliver the full session or have other issues impacting the delivery or effectiveness of the service, the district will document what was provided, and what was not (and why) so that when school resumes in person, the CSE can review and determine whether, and to what extent, compensatory services may be needed.

Requests for Committee on Special Education review meetings will continue to be accepted and scheduled accordingly. Virtual participation will be encouraged.

## **ROLES AND RESPONSIBILITIES**

Staff will report to work during contractual hours to provide instruction and attend to other professional responsibilities. The work location (home or school) will be dependent on the specific “emergency” situation and will be communicated upon notification of an Emergency Remote Instruction Day(s).

Student attendance and participation, as outlined by the schedule, is mandatory.

Administrators, teachers, and service providers will continue to communicate with parents via ParentSquare, phone calls, emails, and other communication applications.

Related service providers, teachers of students with special needs, and teachers of English language learners will track instruction, parent and student contact, and student progress daily.

## **BOARD OF EDUCATION APPROVAL**

The Lake George Central School District Board of Education shall make The Remote Emergency Instruction Plan available for public comment for no less than thirty days (30) prior to adoption. The plan must be adopted as part of the District Wide School Safety Plan annually prior to September 1st and posted on the district website in a conspicuous location.

## **INSTRUCTIONAL HOURS FOR STATE AID AND REPORTING REQUIREMENTS**

Under the provisions of New York State Education Law and the District Emergency Remote Instruction Plan, any instruction sessions provided during the closure of the school facility are counted towards the annual hour requirement. The estimated number of instructional hours the school district intends to claim for State aid purposes will be 4.15 hours for Lake George Elementary School and 5 hours for Lake George Jr/Sr High School for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

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## **EMERGENCY REMOTE INSTRUCTION ACTION PLAN**

Should emergency conditions require schools to close at any point in the school year, the district will initiate the Emergency Remote Instruction Action Plan:

1. Initiation of Emergency Remote Instruction Action Plan by the Superintendent

2. District communication via ParentSquare
  - a. To Staff - Notification of Emergency Remote Instruction and “report to work” instructions
  - b. To Elementary Parents - Notification of Emergency Remote Instruction, an explanation that teachers will send their child’s schedule via ParentSquare, and IT Help Desk Contact information
  - c. To Jr/Sr High Parents - Notification of Emergency Remote Instruction, student schedule, the requirement for students to check their Google Classroom, and IT Help Desk Contact information
3. Staff Actions
  - a. “Report to work” as outlined in the notification
  - b. K-6 teachers initiate contact with parents via ParentSquare - send schedule and Google Classroom Code
  - c. 7-12 teachers initiate contact with students via Google Classroom and take attendance
  - d. Service Providers initiate contact with families to arrange for services to begin on Day 1
4. Initiate Distribution Plan

The district will schedule pick-up times for parents and students and delivery will be arranged, as needed for:

  - a. K-4 ipads
  - b. HotSpots as needed
  - c. Additional supplies and materials

## **Appendix C: School Resource Officer Contract**

## **Appendix D: Continuation of Operations During Public Health Emergencies**

### **Public Employer Health Emergency Plan for the Lake George Central School District**

This plan has been developed in accordance with NYS legislation S8617B/A10832

Developed with support from Emergency Preparedness Solutions, LLC®

#### **Promulgation**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Lake George Education Association, Lake George Staff Association, Civil Service Employees Association, Inc. Local 1000, and the Lake George Administrators Association, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Lake George Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: John Luthringer Title: Superintendent

Signature: \_\_\_\_\_

**Record of Changes**

| Date of Change | Description of Change    | Implemented by |
|----------------|--------------------------|----------------|
| 6/29/22        | Initial plan development |                |
| 07/01/22       | updated                  |                |
| 07/01/23       | BOE Adoption Date        |                |
| 08/06/2024     | Re-adoption by the BOE   |                |
|                |                          |                |
|                |                          |                |
|                |                          |                |

## **Purpose, Scope, Situation Overview, and Assumptions**

### **Purpose**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### **Scope**

This plan was developed exclusively for and is applicable to Lake George Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### **Situation Overview**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, tables, countertops, doorknobs, etc.
- Wear a mask when required
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### **Planning Assumptions**

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

### **Concept of Operations**

The Superintendent of Lake George Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of the Lake George Central School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, students, and other community members will be notified of pertinent operational changes by way of email notifications, social media messaging, and local news outlets, amongst others. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Lake George Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Lake George Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, Lake George Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Lake George Central School District

The Lake George Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Lake George Central School District have been identified as:

| Essential Function                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| District Offices                                                | Oversight and management of all district functions to ensure that regular business operations and services continue as necessary and/or mandated.                                                                                                                                                                                                                                                                                                                                                                         |
| Building Main and Guidance Offices                              | Oversight of staff and student support services, as well as mail, phones, sign-in procedures, and building utilization and operations.                                                                                                                                                                                                                                                                                                                                                                                    |
| Information Technology/Continuity of Operations and Instruction | Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education. |

|                       |                                                                                                                                                                                                                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings and Grounds | Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members.                                                                                 |
| Health Services       | Upon consultation with the district physician and the County Department of Health, school nurses may be responsible for assessing ill staff and students, providing consultation to the district office, following up with healthcare providers, and providing assistance with contact tracing efforts as necessary. |

|                        |                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------|
| Mental Health Services | Coordination of student support services including the delivery of services and supplies to students at home. |
| Food Service           | Ensure that food can be provided to students                                                                  |
| Transportation         | To ensure that meals may be delivered to students                                                             |

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site, as needed, for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

| Essential Function     | Essential Positions/Titles | Justification for Each                                                                                                                                                   |
|------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Central Administration | Superintendent             | Responsible for ensuring continuity of the response efforts including making day-to-day decisions about educational programs, budget/spending, staff, and facilities.    |
|                        | Dir. of Technology         | Responsible for overseeing the district technology infrastructure to ensure continuity of instruction and supporting teachers with remote instruction needs.             |
|                        | Business Administrator     | Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available |

|                                 |                         |                                                                                                                                                                                                                                 |
|---------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building Administration         | Jr./Sr. High Principal  | Responsible for overseeing the day-to-day functioning of the high school community, supporting the well-being and academic success of students, promoting a positive school climate, supervising and assisting educators.       |
|                                 | Elementary Principal    | Responsible for overseeing the day-to-day functioning of the elementary school community, supporting the well-being and academic success of students, promoting a positive school climate, supervising and assisting educators. |
| Information Technology Services | ITS Coordinator         | Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district's internet access and phone systems.                                           |
|                                 | ITS Support Technicians | Responsible for providing support to teachers and students in regard to computer hardware and software. Will respond to "help desk" and troubleshooting concerns.                                                               |
| Buildings and Grounds           | Director of Facilities  | Responsible for overseeing and providing direction to the B&G department and employees to ensure a safe working environment.                                                                                                    |

|                |                             |                                                                                                                                                                    |
|----------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | Maintenance/Grounds keepers | Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields.                              |
|                | Custodians/Cleaners         | Responsible for routine cleaning, disinfecting, and maintenance tasks.                                                                                             |
| Food Service   | Food Service Manager        | Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are disseminated.                       |
|                | Food Service Helpers        | Responsible for the preparation of and making of meals for students.                                                                                               |
| Transportation | Transportation Supervisor   | Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries. |

|                        |                                                        |                                                                                                                                                                                                                                                               |
|------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | Mechanic/Mechanic Helper                               | Responsible for the safety and efficient operation and maintenance of the transportation equipment and assisting with meal, supply, or homework deliveries.                                                                                                   |
|                        | Bus Drivers                                            | As needed to assist with meal, supply, or homework deliveries                                                                                                                                                                                                 |
| Health Services        | Nurse                                                  | Assists building and district administrators by communicating with the local health department for guidance, may act as the liaison to the school physician, and is responsible for assessing ill students and staff and assisting in contact tracing efforts |
| Mental Health Services | Building Principals, School Counselors, Social Workers | Coordination of student support services including the delivery of services and supplies to students at home                                                                                                                                                  |
| Office Staff           | Admin Assistants, School Secretaries, Clerical Aides   | Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.                                        |
| Security               | School Resource Officers                               | Responsible for, greeting visitors, assisting in building sign-in procedures, helping control of building foot traffic, accepting deliveries, and assisting with deliveries if needed.                                                                        |

### **Reducing Risk Through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### **Remote Work Protocols**

Employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

### *Approval and Assignment of Remote Work*

Remote work arrangements may be assigned in accordance with board policy 6580. The Superintendent, in consultation with the Business Administrator and the employee's direct supervisors, will review requests for remote work assignments. Final decisions will be communicated to the Business Administrator and the employee's direct supervisor for dissemination to the respective staff member. The Business Administrator will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

### *Equipping Staff and Students for Remote Learning*

The school district shall work with their IT Manager to support non-essential employees and students during an extended school closure. In order to support this, students K-12 and instructional faculty and staff shall be provided with laptops as possible to ease the transition to remote learning/working. Non-instructional staff who work remotely will have access to laptops based on their individual needs for them to effectively perform their job duties remotely. In addition, the IT Department has established protocols for the repair of laptops, as well as protocols for assisting in the procurement of internet access at an individual's home, if they do not have internet. The IT Department will also be responsible for assisting individuals in the procurement of VPN or other secure network drives as is deemed necessary and for providing access to software and databases that are deemed necessary for somebody to perform their duty.

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As needed, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to stagger staff to reduce traffic congestion and maintain social distancing:

- Cleaners - XX cleaners per day, rotating
- Food Service Workers - elementary staff work one week, secondary staff work next week
- Clerical - XX day per week
- Business Office staff - each employee works XX day per week
- Bus Drivers - two (2) drivers work on days of delivery

### **Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The district will strive to maintain a 6 month supply of PPE on hand at all times. Short term PPE supplies will be stored in the Nurse's office with the remaining supplies in the basement of each building. The Nurses will monitor and maintain the stock of PPE.

#### *Identification of Personal Protective Equipment Based on Job Duties*

Each building shall be provided with a supply of disposable masks and hand sanitizer for use by students, employees, contractors, and/or visitors, as necessary. Nurses shall be responsible for monitoring and replenishing the supply of masks as necessary. The Director of Facilities shall be responsible for monitoring and replenishing the supply of hand sanitizer as necessary. Individuals with a medical necessity and an approved reasonable accommodation will be provided N-95 respirators as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program, fit tested, medically cleared, and provided N-95 respirators as required.

#### *Procurement of Personal Protective Equipment*

Nurses will assess the inventory levels of PPE in their buildings and supply a supply requisition to the Business Office as needed for additional PPE. The district maintains a supplier list with backup suppliers listed in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with WSWHE BOCES the Warren County Department of Health for assistance. Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When/If a staff member is exposed, we will follow applicable Warren County Department of Health, New York State Department of Health, and CDC guidelines as is required and best practices.

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current NYS Department of Health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Superintendent must be informed in these circumstances and is responsible for ensuring these protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. Lake George Central School District requires sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. The Superintendent and employee's direct supervisor must be informed in these circumstances and is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  - 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time

- period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Superintendent must be notified in these circumstances and ensure these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### **Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. Cleaners/custodians are responsible for cleaning common areas, and the frequency of such is determined by the Facilities Director.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### **Cleaning Protocols**

- All staff must adhere to hygiene and cleaning/disinfection requirements as advised by the CDC and DOH, including "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable.
- Building supervisors, custodians, and cleaners must maintain logs that include the date, time, and scope of cleaning and disinfection. Template of cleaning log.
- Cleaning and disinfection frequency for each facility type will be clearly stated and included in the logs.
- Regular cleaning and disinfection of restrooms will be done throughout each day.

- Cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19 are outlined in the containment plan.
- Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.
- Cleaning and disinfection are the primary responsibility of the custodial staff, but additional cleaning and disinfection supplies will be provided to faculty and staff.
- Cleaning supplies will be available so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before/after use.
- Hand sanitizer will be available near high-touch surfaces.
- Water drinking fountains (unless configured as bottle refilling stations) will be temporarily closed. All staff and students are encouraged to bring personal water bottles or use disposable cups.

#### **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Lake George Central School District to support contact tracing within the organization and may be shared with local public health officials.

#### **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Lake George Central School District essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Lake George Central School District will coordinate with the Warren County Office of Emergency Services to help identify and arrange for these housing needs. The Superintendent will coordinate this process.