

# *Ballston Spa*

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CENTRAL SCHOOL DISTRICT

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## **District Wide Safety Plan**

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**1 General Considerations and Planning Guidelines**

**A. Purpose**

The Ballston Spa School District’s District-wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. The District-wide Safety Plan serves as the framework for individual building-level responses at the Ballston Spa School District. The Board of Education appoints a District Level Safety Team at the July Organizational Meeting of the Board each school year.

The standing charge for the District Safety Team is periodically review and update the District Safety Plan to order to insure that the data, concepts and procedures it contains are a valuable resource for emergency planning and response.

**B. Team Composition and Process**

The membership on the standing committee includes a Board of Education Member, the District Coordinator of Facilities and Security, the Saratoga County Sheriff’s Office, the Principal of the High School, and a representative from each of the Faculty Bargaining Unit, an active parent, and an active student.

The District-wide Safety Plan was started in 2000, and the first version of the plan was issued District-wide in 2001. The plan has been updated periodically since that time.

**C. Ongoing Operational Practice**

When specific procedural changes are identified as being needed, the committee may seek the assistance of representatives from the Ballston Spa Fire Department, the Ballston Spa Rescue Squad, the School Health Services Coordinator, and the Village of Ballston Spa Police Department.

The result of this continuous improvement is a framework document for appropriate emergency response and guidance.

The District-wide Safety Plan is distributed to each building principal to:

- Serve as a resource guideline to be used by the Principal-appointed Building-level Safety Team in creating building-specific response plans to emergencies.
- Serve as a tool to contact external resources to assist the Building-level Safety Teams to refine and improve their building-specific plans.

Although buildings have established School Emergency Response Teams, the initial response to all emergencies at an individual school is not limited to the members of School Emergency Response Teams. It was the recommendation of the District-wide School Safety Team to eliminate the delays associated with personnel-defined initial response roles. Critical time is not lost in the start of emergency in initiating a building response and the building principal does not need to approve a call to 911 for emergency services or response.

The event specific plans prepared by the District-wide School Safety Team each include a notification protocol. Appropriate resources, their contact information, and the sequence to notify and activate these resources are pre-identified. The notification of these incident-specific resources is not limited to the personnel resources of the District. As appropriate, local emergency response resources, county-level services, and State-agency services are identified in the plans.

**D. Confidentially and Level of Specificity**

In order to preserve the effectiveness of the District’s safety plans, many details of the plan must remain confidential. This document is made available to the public and is, by necessity, designed to only provide an overview of District safety operations.

**2 Risk Reduction/Prevention and Intervention**

**A. Prevention and Intervention Strategies**

In order to create a positive, safe learning environment for students and staff, each building offers positive behavior programs as a vehicle to prevent disruptive or violent behavior. Examples of these efforts include the following:

1. Gold and Silver Card Program  
Students displaying high academic performance and model citizenship are acknowledged with cards that offer increased building privileges and local vendor discounts.
2. Safe Spring Programs  
The High School also has the safe spring programs that address student behavior.
3. National Coalition Building Institute  
This initiative provides programming and forums for both students and staff.
4. Tolerance and Bullying Prevention  
The District sponsors programs on Tolerance and bullying prevention. School counselors coordinate and deliver grade appropriate lessons to the entire school on these topics throughout the year. The counseling staff has also presented on this topic at PTA meetings.

The Guidance Department runs anti-bullying programs that include the following:

1. 'Got Integrity Program' - Rewards students for demonstrating good behavior
2. 'Good Citizens Award' - Monthly reward for our students who demonstrate good citizenship
3. RAD Club – This group runs school activities to promote diversity and tolerance

**B. Improving Communication with Students**

Communication between and among students and between students and faculty is a vital element to improving and ensuring school safety.

To assess current issues and student reported information in school buildings, Staff Climate Committees and Student Awareness Groups meet regularly. Included in these committees and groups are building administrators, counselors, social workers, and nurses.

In addition, administrators and counselors meet in the Attendance Committee to discuss developing situations that can then be addressed proactively.

**3 Training, Drills, and Exercises**

**A. Emergency Safety Training**

All certified professional staff members are required to complete two hours of course work in violence prevention and intervention, to include the following subject matter:

1. Warning Signs
2. Statutes, Regulations and Policies
3. Effective Classroom Management Techniques
4. Social and Problem-Solving Skills Development in Curriculum
5. Violence Intervention Techniques
6. Effective Referrals

Newly certified professional staff receives this training as part of their academic requirements for professional certification by the State Education Department.

Support and training for instructional staff in school violence intervention and prevention is provided in a collaborative, on-going basis. Human Resources offers professional development that involves sensitizing staff to the issues associated with poverty and homelessness, and a collaborative parent/faculty program of gang awareness.

Internal support and reinforcement of these strategies is directly provided through on-going training efforts as part of the partnership with the Saratoga County Sheriff's Office.

The District provides support in all risk reduction, prevention and intervention activities. In addition to professional support, external police agencies, including the Village and the Sheriff's Department serve as a resource to the students, offering independent programming in conflict resolution and positive decision-making skills.

**B. Drills and Exercises**

The District conducts presentations, exercises, and drills throughout the school year on various aspect of preparedness for emergency situations. For example, there is an annual "lock-down" drill at each school to practice procedures for an internal emergency. In addition the District practices response to an external event.

The District conducts at least one annual exercise or drill every school year to test the emergency plan. These exercises will specifically test sheltering and early dismissal, as well as the communications and transportation systems to be used in emergencies.

**C. Coordination with Local Emergency Responders**

The District coordinates its preparation plans for an emergency in cooperation with external emergency agencies. In addition to pre-planning with outside emergency responders, these external agencies are consulted during the conduct of drills and involved in post-drill process reviews.

Agencies assisting in the conduct of these drills include the following:

1. Local Rescue Squad
2. Fire Department
3. Village of Ballston Spa Police Department
4. Saratoga County Sheriff's Department
5. County Emergency Services Coordinator

**D. Internal School Safety Personnel**

While the District does employ school resource officers, the District operates under the premise that all staff members are responsible for the school security and safety.

In addition, the District does employ staff positions that include, as part of their duties, school safety related activities. These are as follows:

1. Receptionists  
Each building has a receptionist that control visitor access to buildings.
2. School Aides  
Aides supervise students and monitor halls, cafeterias, bus ports, etc. during the day. School Aides receive annual training in intervention and prevention from the District.

When hiring personnel for any position within the District, fingerprinting and background checks are made, references are contacted and employment history is reviewed.



**4 Implementation of School Security**

**A. Individual Building Security**

The District operates under the premise that all staff members are responsible for the school security and safety. Specifically, through the training described in **Section 3** above, personnel are made aware of safety issues and how to respond appropriately to those issues. In addition, staff and students are trained what to do in specific emergencies and practice their responses through drills and exercises.

Access to buildings is controlled by receptionist and active building security is also provided by School Aides and Receptionists. These staff members provide monitoring services in hallways during change of class periods, and also provide lunchroom monitoring.

In addition to the activities of staff, the District employs multiple systems, both physical and electronic, to monitor and maintain safety in each building. The specifics of the implementation of these systems are confidential to preserve their effectiveness.

**B. Ongoing Improvement Measures**

The District currently is assisted with additional resources from the New York State Police, the Village of Ballston Spa Police Department, and the Saratoga County Sheriff's Department.

In addition to responsive services, these agencies perform other duties that include, but are not limited to, building security audits, and coordination with building-level safety teams on safety plan implementation.

In addition, the District performs periodic preparedness assessments through contracts with private consulting services providers.

**5 Educational Agency Information**

**A. Information About Educational Agencies**

**1. Public Schools**

District Office	70 Malta Avenue	Ballston Spa, NY 12020	518-884-7195
High School	210 Ballston Avenue	Ballston Spa, NY 12020	518-884-7150
Middle School	220 Ballston Avenue	Ballston Spa, NY 12020	518-884-7200

Elementary Schools

Malta Avenue	70 Malta Avenue	Ballston Spa, NY 12020	518-884-7250
Milton Terrace South	100 Wood Road	Ballston Spa, NY 12020	518-884-7210
Milton Terrace North	200 Wood Road	Ballston Spa, NY 12020	518-884-7270
Wood Road	300 Wood Road	Ballston Spa, NY 12020	518-884-7290

**2. Non-Public Schools**

Spa Christian School	206 Greenfield Ave.	Ballston Spa, NY 12020	518-885-0508
St. Mary's School	Thompson Street	Ballston Spa, NY 12020	518-885-7300

**6 Early Detection of Potentially Violent Behaviors**

**A. Information Dissemination**

**Section 2** above describes some of the many methods the District uses to disseminate information to students and staff concerning school safety.

**B. Community Partnerships**

Local community agencies also provide useful means of distributing information about school safety. In particular, the various school parent teacher associations are provided with information about school safety each school year.

The most direct contact with other local community agencies is through either the District’s Homeless Liaison or Community Relations Coordinator. Community agencies involved include social services, mental health, preschool providers, probation department personnel and the Board of Cooperative Educational Services.

**7 Hazard Identification**

The District has completed a thorough process to identify possible hazards, included in the list below:

1. Waterways, Lakes, Rivers and Dams
2. Municipal Water Systems (sources located in Saratoga County)
3. Railways
4. Bridges, Roads, Intersections and Under/Overpasses
5. Known Routes of Hazardous Materials Cartage
6. Airports
7. Large Fuel/Chemical Storage Tanks
8. Industries which handle Hazardous Materials
9. Radiological Industries & Utilities
10. Dumps/Landfills
11. Inactive Hazardous Waste Disposal Sites
12. Rescue/Ambulance/Fire
13. EMS Coordinator
14. Broadcasters
15. Utilities
16. Hospitals
17. Red Cross
18. Saratoga County Sheriff's Department
19. Non-Public Schools
20. Highway Departments
21. College and Universities

**Highlights of Saratoga County:**

**1. Waterways, Lakes, Rivers and Dams:**

Waterways:

- Barge Canal
- Champlain Canal
- Hudson River
- Mohawk River

Lakes:

- |                       |                    |
|-----------------------|--------------------|
| Galway Lake (Private) | Town of Galway     |
| Round Lake (Private)  | Town of Round Lake |
| Saratoga Lake         | Town of Saratoga   |

Dams:

NYSEG Dam	Mechanicville
NIMO Dam	Mechanicville
Cohoes NIMO	Waterford
Crescent NIMO	Halfmoon
Vischer Ferry PASNY	Clifton Park

**2. Municipal Water Systems:**

Ballston Spa Water Supply	5000	Upper & Lower Ballston Spa Reservoirs, Wells
Luther Forest	152	Wells
Mechanicville City	7600	Plum & Baker Brooks, Mechanicville Reservoir
Round Lake Village	1000	Reservoir
Saratoga Springs City	23906	Loughberry Lake, Big Meadow Brook
Schuylerville Village (Washington County)	1400	
Sherwood Forest	100	Wells, Well (Infiltration Gallery)
Stillwater Village	1200	Wells
Waterford Village	3000	Hudson River

**3. Railways**

New York, Susquehanna & Western (D&H-B&M):  
Main Yards off West Avenue, Saratoga Springs

Amtrack Passenger Services

Rail Service from Saratoga Springs

**4. Bridges, Roads, Intersections and Under/Overpasses:**

Bridges:

Crescent Bridge Route 9	Halfmoon
Hemstreet Park Bridge	Mechanicville
Route 4	Waterford
Route 29	Schuylerville
Route 32, Saratoga Avenue	Waterford
Route 67	Stillwater
Route 146, Rexford	Clifton Park

Roads:

Interstate 87 (Northway)	Route 4
Route 9	Route 9N
Route 29	Route 67
Route 146	Route 197
Route 50	

Intersections:

Route 50 & 67	Ballston Spa
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Route 67 & Northway I-87      Ballston Spa  
Malta Avenue & Route 9      Ballston Spa

**5. Primary Routes of Hazardous Materials Cartage:**

Routes I-87, 9, 67, 146, 29, 29A, 9P and 9N.

**6. Airports:**

General Aviation Airport at 600 Geyser Road, Town of Milton  
Southern portion of county on glide path to Albany County Airport

**7. Large Fuel/Chemical Storage Tanks:**

Amann’s Fuels	S. Central Ave.	Mechanicville
Bove Fuels	76 Railroad Street	Mechanicville
CS Pita Fuel Oil	360 Leroux Rd.	Middle Grove

**8. Industries Which Handle Hazardous Materials:**

Many possible industries county-wide

**9. SARA III Locations of Hazardous Materials:**

Ballston Spa:

Calico Colony-Woodland Hills      1 Malta Park Drive

Agway      Route 50      518-885-5318

Burnt Hills:

Knight Orchards of Saratoga County      Goode Street

Clifton Park:

New York Telephone      Groomes Road      518-834-6403

Sherwood Forest/Country Knolls Water Works

PO Box 426      518-371-7850

Mechanicville:

Saratoga County Sewer District #1      PO Box 550      518-885-5381

Tagsons Papers, Inc.      Waterford-Mechanicville Road      518-462-0200

Milton:

Agway, Inc.      141 Sugar Hill Road      518-795-2551

Rock City Falls:

Cottrell Paper Company, Inc.      PO Box 35

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### Saratoga Springs:

Saratoga Mineral Water	11 Geyser Road	518-584-6363
Saratoga Springs (City)	City Hall	518-587-3550
Wilton Water Supply	PO Box 344	
Ball Metal Container Group	1 Adams Road	518-587-6030
Ellsworth Ice Cream, Inc.	120 Division Street	
Espey Manufacturing & Electronics Corp.	230-239 Ballston Avenue	
General Foods Corp.	49 Geyser Road	518-584-7000
Geyser Crest-Heritage Knolls	City Hall	518-587-3550

### Waterford:

Mohawk Paper Mills Inc. (Waterford Mill)	Kings Canal Road, Box 6	
Monsey Products (American Seal Division)	430 Hudson River, Box 340	
Waterford (V) Sewage Treatment Plant	65 Broad Street	
General Electric Co.	260 Hudson River Road	518-233-2646
Grand Union Co.	Mechanicville Road, PO Box 66	

### West Milton:

Knolls Atomic Power Laboratory Kesselring Site Atomic Project Road		518-393-6611
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### Wilton:

Mount McGregor Facility	Mount McGregor	518-587-3960
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## **10. Radiological Industries & Utilities:**

Hospitals

Knolls Atomic Power Laboratory Kesselring Site Atomic Project Road		518-393-6611
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## **11. Dumps/Landfills:**

Various locations throughout the county

## **12. Inactive Hazardous Waste Disposal Sites:**

### Ballston Spa:

Old Agway Store\*\*\*\*

Clifton Park:

Waite Road Site\*

Route 146A Barrell Site\*\*\*

Halfmoon:

Halfmoon Landfill\*\*

Old Halfmoon Landfill\*\*

Constantine Site\*\*

Malta:

Rocket Test Site\*

Mechanicville:

Former Mechanicville Landfill\*\*

D & H/B & M Railroad Yards\*\*

NYSEG\*\*

Milton:

Fawthrop Site\*

TenEyck Sewage Disposal\*\*

Hogback Road Lanfill-Kesselring Site\*\*

Baptist Hill Road Landfill\*\*

Saratoga Springs:

Saratoga Springs Landfill\*\*

Niagara Mohawk Maintenance Facility\*

Van Raait Knitting Mill\*\*

Waterford:

GE-Waterford\*\*\*\*

\* *DEC Classification 2: Significant threat to the public health or environment-action required.*

\*\* *DEC Classification 2A: Significant undetermined pending further investigation.*

\*\*\* *DEC Classification 3: Contains hazardous waste, but does not pose significant threats to environment or public health.*

\*\*\*\* *DEC Classification 4: Site properly closed-requires continued management.*



**8 Internal and External Communication**

**A. Law Enforcement Contact for Violent Incidents**

All District staff, located at any building, are empowered to contact emergency services as the situation may require.

The *Emergency Response Plan*, prepared by the District-wide School Safety Team includes an event-specific notification protocol. The MHRP includes specific procedures for communications and identifies specific staff members and their roles, and therefore is not made public.

After the initiation of a 911 response call, the District will implement Incident Command protocols per New York State policy and procedures.

**B. Disaster Notification to other Educational Institutions**

The Superintendent, or their designee, shall assess the nature of the event or condition, and should it be determined to have a possible effect upon the normal and safe operation of an educational agency located within the district, notification shall be made.

Notification shall be made by telephone immediately upon finding that the event or condition could affect normal and safe operations.

**C. Parental Notification**

Please refer to Appendix A where parental notifications required within the Code of Conduct are defined.

The District employs an automated electronic messaging system that can be configured to issue messages via telephone, email and/or text.

The District's Community Relations Coordinator will be responsible for organizing information that is transmitted to the media and to parents during emergencies. The overall functions of the Coordinator will be:

1. To provide correct information to the public on what is occurring and what the school district is doing in response;
2. To prevent erroneous information from being disseminated;
3. To represent a positive image for the school district, and demonstrate that the district is responding to the situation in an organized and competent fashion;
4. To coordinate with other agencies that may be responding to the situation to ensure that the public is receiving a clear and consistent report of official information;

5. To act as a liaison between the media/public and school district officials who are involved in decision making and the operational response to the emergency;
6. To organize the districts response to parents as they inquire either via telephone or in person as to the health and safety of their children.

**9 Responses to Specific Emergencies**

**A. Plans for Responses to Specific Emergencies**

The District's *Emergency Response Plan* includes detailed information and procedures on the appropriate responses to over thirty emergencies, including but not limited to the following:

1. Bomb Threats
2. Civil Disturbances
3. Hostage Taking
4. Intrusions
5. Kidnappings
6. Fire and Explosions
7. Toxic Exposures
8. School Bus Accidents
9. Natural Disasters
10. System Failures

Associated with these categories are training, drills and exercises, as discussed in **Section 3**, that are conducted to test the effectiveness of the plans and provide relevant information to students and staff.

**10 Responses to Implied or Direct Threats**

The Superintendent of School or designee is responsible for determining whether a threat requires a response based on situational factors.

If a threat is deemed credible, the notification procedures outlined in the *Emergency Response Plan* are then initiated.

**11 Responses to Acts of Violence**

The District's *Emergency Response Plan* and *Building Level Safety Plans* include detailed policies and procedures for responding to acts of violence by students, teachers, other school personnel and/or visitors to the District.

The Ballston Spa School District holds a situational emergency management philosophy. Therefore, each employee of the Ballston Spa School District is empowered in good faith to observe, assess, and react to what their senses determine to be an emergency for notifications or dispatch of emergency resources.

After the initiation of a 911 response call, the District will implement Incident Command protocols per New York State policy and procedures.

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

The Ballston Spa School District has arranged with Village, Town and County government officials, and the responding emergency agencies, to coordinate service provision during an emergency. The District's *Emergency Response Plan* includes detailed information about who the Incident Commander will contact during an emergency. This information is sorted by specific emergency.

At the request of those agencies, initial notification to emergency response units of the government shall be through the County 911 system.

**13** Obtaining Advice and Assistance from Local Government Officials

As soon as an emergency condition is identified, the intent of the Ballston Spa School District is to summon the appropriate emergency government resources to respond to the emergency, as expediently as possible. Initial notification to emergency response units shall be through the County 911 system.

The Ballston Spa School District holds a situational emergency management philosophy. History has found that the establishment of hierarchy trees of staff, or their designees, being the “authorized emergency contact” for notifications or dispatch of emergency resources, is counter-productive to the purpose stated above.

To satisfy the stated purpose, each employee of the Ballston Spa School District is empowered in good faith to observe, assess, and react to what their senses determine to be an “emergency”. The safety of the entire Ballston Spa School District community is the responsibility of each member of this community.

The *Emergency Response Plan* assigns responsibilities to staff positions, titles and functions for the successful management and conclusion of emergency events, once an event is initiated.

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

The Ballston Spa School District shall make all resources available to governmental agencies in response to an emergency. Resources available include, but are not limited to:

**Facilities:**

Three school building campuses comprising approximately 780,000 square feet, including six equipped nurse stations.

Bus Garage vehicle repair facilities.

**Material:**

A school bus fleet is available to be used for emergency transportation, with additional service vehicles available.

**Supplies:**

Quantities and the location of these resources are included in the *Emergency Response Plan*.



**15** Coordinating the Use of District Resources and Manpower

The Superintendent, or their designee, is authorized to release District resources and manpower during an emergency.

At the building level, Principals or their designee, are authorized to release building resources and manpower during an emergency.

Lists of individuals with specialized training are included in the *Emergency Response Plan*.

**16** Protective Action Options

The District's *Emergency Response Plan* and *Building Level Safety Plans* have detailed plans for conducting protective actions during an emergency, including the following:

1. School Cancellation
2. Early Dismissal
3. Evacuation
4. Sheltering

**17 Recovery**

District Level Support for Buildings

The District has developed a building-specific Violence and Crisis Response Program. This program is designed to ensure that school based intervention teams are able to provide immediate and comprehensive services following a crisis.

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**Appendix A**

Code of Conduct