

**Hilton Central School District Safety Committee**

**Annual Review and Update**

<b><u>Year</u></b>	<b><u>Date of Review</u></b>	<b><u>Year</u></b>	<b><u>Date of Review</u></b>
2002	June 20, 2002	2011	
2003	June 19, 2003	2012	
2004	June 25, 2004	2013	
2005	Not Done	2014	
2006	Not Done	2015	
2007	Not Done	2016	
2008	Not Done	2017	
2009	Not Done	2018	
2010	Not Done	2019	

**HILTON CENTRAL SCHOOL DISTRICT  
DISTRICT-WIDE SCHOOL SAFETY PLAN**

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**HILTON CENTRAL SCHOOL DISTRICT**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**

Introduction:

School districts are potentially at risk to a variety of acts of violence, as well as natural and manmade disasters. Emergencies and violent incidents in school districts are critical situations that must be addressed in an expeditious and effective manner.

The District has developed a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and other emergencies and to facilitate the coordination of District responses with community/county resources. The district-wide plan is responsive to the needs of all District schools and is consistent with the individual building level emergency response plans.

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

A. Purpose

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

B. Composition of District-wide School Safety Committee

- Assistant Superintendent for Business
- Assistant Superintendent for Human Resources
- Hilton Central School District School Board Representative
- Director of Buildings and Grounds (District Emergency Coordinator)
- Director of Food Service
- Director of Athletics
- Assistant Principal – Northwood
- Assistant Principal – Village Elementary
- Head Bus Mechanic
- Bus Mechanic
- Maintenance Mechanic
- School Nurse – High School
- Head Custodian – Merton Williams Middle School
- Director of Hilton-Parma Recreation

- Parent Volunteer
- Parent Volunteer
- Student Representative – High School
- Student Representative – Merton Williams Middle School

C. Concept of Operations

- The District-wide School Safety Plan is directed linked to the individual Building-level Emergency Response Plans. Protocols reflected in the District-wide plan shall guide the development and implementation of the Building-level plans.
- In the event of an emergency or violent incident, the initial response will be undertaken by the School Emergency Response Team.
- Upon activation of the School Emergency Response Team, District and local emergency officials, as called for in the response action, shall be notified.
- District and local emergency service efforts may be supplemented by County, regional, or State resources as necessary.

D. Plan Review and Public Comment

- This plan shall be reviewed and updated by the District-wide School Safety Committee on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans shall be formally adopted by the Board of Education only after at least one public hearing that provides for the opportunity of participation by school personnel, parents, students, and other interested parties.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and are not subject to disclosure under Article 6 of the Public Officers Law, or any other provision of law, in accordance with Section 2801-a of the Education Law.

## **Section II: General Emergency Response Planning**

A. Identification of sites of potential internal and external hazards or emergency situations:

- Senior High School – 400 East Avenue (H.S.)
- Merton Williams Middle School – 200 School Lane (M.W.)
- Village Elementary School – 100 School Lane (V.E.)
- West Avenue/QUEST Elementary School – 225 West Avenue (W.A.)
- Northwood Elementary School – 433 North Greece Road (N.W.)
- Transportation Facility – 300 School Lane (T.F.)
- Short-Term Suspension Classroom – 225 West Avenue (S.T.S.)

B. The potential emergency situations/locations/response matrix which follows was developed by the district-wide planning team in consultation with building level personnel and outside agency representatives.

### Emergency Response Options:

- Cancellation                      Cancel school prior to the start of the school day.
- Delay                                Postpone the start of the school day.
- Early Dismissal                  Dismiss school prior to the end of the school day.
- Evacuation                        All occupants are directed to leave the facility.
- Lockdown                         Exterior and/or interior doors are shut and locked.
- Medical Intervention            Medical professional(s) service brought on-site to respond to a medical need.
- Relocation                        Building occupants moved to another building.
- Shelter in Place                 Building occupants housed protectively in a facility “safe” location.
- Take Cover                        Building occupants are moved to designated internal protected areas within the facility and assume “take cover” position on the floor.

## Potential Emergency /Location/Response Matrix

Emergency Response Option (see attached sheet).

Potential Internal/External Hazard or Emergency Situation	<u>HS</u>	<u>MW</u>	<u>VE</u>	<u>WA</u>	<u>NW</u>	<u>TF</u>	<u>STS</u>	<u>Probable Response</u>
1. Allergic Reaction	X	X	X	X	X	X	X	Medical Intervention
2. Anthrax/Biohazard Release	X	X	X	X	X	X	X	Shelter in Place, Evacuation
3. Asbestos Fiber Release					X			Evacuation, Relocation
4. Athletic Injury	X	X	X	X	X			Medical Intervention
5. Bomb Threat	X	X	X	X	X	X	X	Evacuation
6. Bus Accident	X	X	X	X	X	X		Medical Intervention
7. Chemical Spill	X	X	X	X	X	X		Shelter in Place
8. Chlorine Gas		X						Evacuation
9. Crisis Management Situation	X	X	X	X	X	X	X	Lockdown
10. Drug Overdose	X	X	X	X	X	X	X	Medical Intervention
11. Fire/Explosion	X	X	X	X	X	X	X	Evacuation
12. Flood					X			Cancel
13. Food Poisoning	X	X	X	X	X			Medical Intervention
14. Fuel Spill/Leak						X		Relocation
15. Hazardous Material Release	X			X	X		X	Evacuation
16. Head Trauma	X	X	X	X	X	X	X	Medical Intervention
17. Heat Plant Failure	X	X	X	X	X	X	X	Cancel
18. Hostage Situation	X	X	X	X	X		X	Lockdown
19. Individual with Weapon	X	X	X	X	X	X	X	Lockdown

Potential Internal/External Hazard or Emergency Situation	<u>HS</u>	<u>MW</u>	<u>VE</u>	<u>WA</u>	<u>NW</u>	<u>TF</u>	<u>STS</u>	<u>Probable Response</u>
20. Medical Emergency	X	X	X	X	X	X	X	Medical Intervention
21. Natural Gas Leak	X	X	X	X	X	X	X	Evacuation
22. Severe Weather Incident	X	X	X	X	X	X	X	Shelter in Place, Take Cover, Early Dismissal
23. Sexual Assault	X	X	X	X	X	X	X	Medical Intervention
24. Spinal Injury	X	X	X	X	X	X	X	Medical Intervention
25. Substance Abuse	X	X	X	X	X	X	X	Medical Intervention
26. Suicide Attempt/Threat	X	X	X	X	X	X	X	Medical Intervention
27. Suspected Child Abuse	X	X	X	X	X			Medical Intervention
28. Transportation Fleet Loss							X	Postpone, Cancel
29. Unauthorized Removal of Student	X	X	X	X	X		X	Lockdown
30. Utilities Failure	X	X	X	X	X	X	X	Cancel, Delay, Early Dismissal
31. Violent Actions	X	X	X	X	X	X	X	Lockdown, Evacuation

## C. General Response Action Procedures

- Cancellation: The Superintendent, or his/her designee, will determine the need for this response. He/she will cause the pre-established media contacts to be made. Student, parents, faculty/staff should monitor the local media for announcements. Established calling tree networks are implemented. Telephone auto attendant greeting is updated with cancellation message. Automated message notification system is activated.
- Early Dismissal: The Superintendent, or his/her designee, in consultation with the Transportation Director, will determine whether school is to be dismissed early, when, and which buildings will be included. He/she will cause the pre-established media contacts to be made. Administrators in the building to be included in the response will be responsible for the telephoning of parents that need to be alerted. The District telephone auto attendant greeting will be updated to convey the effected buildings and applicable times. The automated message notification system will be activated. Evening activities in the effected building(s) shall be cancelled unless expressly approved by the Superintendent.
- Evacuation: The Superintendent, or his/her designee, local police/fire authorities, or individual in charge of a building consistent with pre-established response procedures, e.g., bomb threat, may make the decision to evacuate a building. In addition, the activation of the fire alarm system is a universal signal for all occupants to immediately leave the building. Upon an authorized directive to evacuate, or activation of the fire alarm system, all occupants are to immediately leave the premise in an orderly manner following pre-established routes where applicable. All occupants are to be accounted for. All students shall remain under the control and authority of the school district until dismissed. Evacuated occupants are to remain out of the building until an “all clear” communication is received from the authority in charge.
- Lockdown: The Superintendent, or his/her designee, shall initiate the lockdown response, specifying the buildings to execute the response and the scope (all or partial doors and windows) to be implemented. The Superintendent, or his/her designee, will determine the involvement of local public safety authorities and the extent to which the information will be shared with the media and parents/guardians. On-site administration shall be responsible for overseeing the execution of the lockdown response ordered. The Superintendent, or his/her designee, shall determine when the response can be terminated. Building administration shall be responsible for communicating the termination of the response to building occupants.
- Medical Intervention: The School Nurse (school day) or Athletic Trainer (after school athletic injuries) is notified and provides initial medical intervention. The Nurse/Athletic Trainer determines whether more sophisticated medical treatment or emergency medical service is warranted

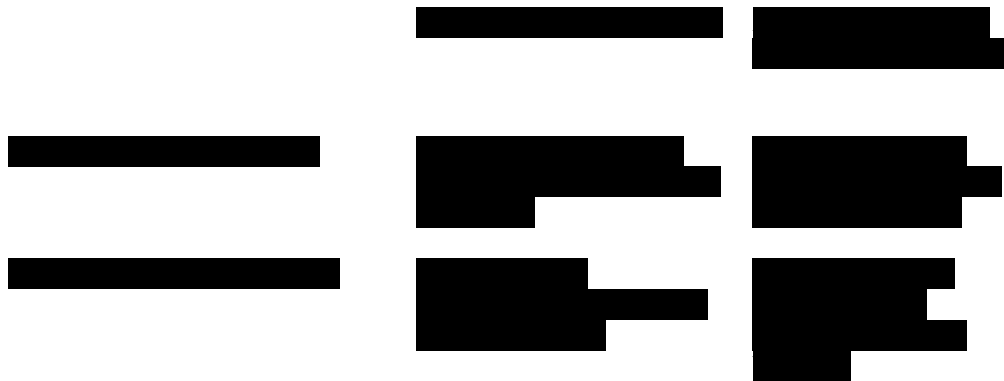
and contacts parents/guardians/spouse or the local ambulance service to bring about the desired level of medical treatment.

If a serious situation calls for medical intervention in the absence of the School Nurse or Athletic Trainer, the individual in charge of the building at the time is empowered to call for the local ambulance service to respond, evaluate the situation, and determine the proper course of medical intervention. Unless the urgency of the situation dictates otherwise, this determination should be made in consultation with the victim and/or victim's family.

- Relocation: The Superintendent, or his/her designee, shall make the relocation decision in conjunction with the effected building administrations and the Transportation Director, if busing will be required. Building Administration from the building from which occupants are being removed is responsible for the necessary parental notifications. Decisions related to media notification and/or auto attendant message updating will be determined on an individual basis by the Superintendent or his/her designee.
- Shelter in Place: The Superintendent, or his/her designee, or Building Administration if the urgency dictates and the emergency plan response calls for it (e.g., Anthrax treat or hazmat incident), shall activate this response. On-site administration shall be responsible for the sheltering areas to be occupied. All occupants are to remain in the sheltered areas until an official "all clear" is received from building administration.
- Take Cover: The District Emergency Coordinator, or his/her designee, (severe weather) or Building Administrator (civil disturbance/violence) can initiate a "take cover" response. Upon receipt of such a directive, building occupants are to immediately proceed to their assigned severe weather take cover location, or get under their desks if specifically directed to do so by building administration. All individuals shall assume the "take cover" position and remain in this location/position until such time as the response is terminated by building administration.

D. Sheltering Sites:

<u>Building Name</u>	<u>Internal Locations</u>	<u>External Sites</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



E. Threats: Policies and procedures for responding to implied or direct threats by students, staff and visitors:

Anyone issuing an implied or direct threat is required to be escorted by a staff member to a building administrator. The building administrator, in conjunction with the Threat Assessment Team, will evaluate the seriousness of the threat utilizing the Threat Assessment document (see Appendix 3) and follow up with necessary actions including but not limited to:

- a) disciplinary action as outlined in the District’s Code of Conduct Board policy.
- b) referral to counseling.
- c) law enforcement involvement.
- d) Superintendent’s hearing and possible suspension for students or SED sanctions for staff.
- e) bomb threat – make up lost instruction time.

F. Acts of Violence: Procedures for staff and for building administration:

- Student Fight:
  - a) Staff responsibilities:
    - 1) If the student fight involves a physical confrontation, the staff member should use their best judgment regarding their own ability to separate the students and proceed accordingly.
    - 2) Make verbal contact in a calm, low-toned voice.
    - 3) If behavior does not cease, shout, “STOP” and then lower your voice and encourage students to talk about the issues someplace else.
    - 4) Try to get the individuals to a more isolated area so they can calm themselves without concern for the reactions of their peers, or try to get the area emptied of other students so there is less audience and less danger.
    - 5) Do not leave students alone until they are calmed down.
    - 6) Discuss their behavior and its consequences only after they are calm.

- 7) Understand that violence is time-lined; if you can delay long enough, it will subside.
- 8) Never grab or touch a violent student unless they are causing harm to themselves or others.
- 9) Give the student a choice by clearly stating “You and I must go to the principal’s office. If you refuse to go with me, I will notify the principal’s office, who will probably call the police.”
- 10) If the students refuse to cooperate by rendering the above steps invalid, notify a building administrator that you need help with a violence problem.

b) Building Administrator’s Responsibilities:

- 1) Assess situation and intervene if requested by a teacher.
- 2) Send all available staff to the area to demonstrate a show of force.
- 3) Call 911 if students refuse to cooperate.
- 4) If necessary, call the superintendent’s office who will ensure that the necessary administrators are notified, from among the following:
  - Operations
  - Business
  - Safety
  - Media Relations
- 5) Assist police in any way requested.
- 6) Follow disciplinary action according to your own code of student conduct.
- 7) File an incident report.

G. Armed Student Procedures for staff and for building administration:

a) Staff responsibilities:

1. Notify principal’s office ASAP and advise whether a weapon is suspected or visible.
2. Try to calm the student and others.
3. STOP
  - ❖ DO NOT APPROACH STUDENT
  - ❖ DO NOT ATTEMPT TO CONFISCATE THE WEAPON
4. If a weapon is visible, or student is threatening, ask the student in a calm voice for permission to evacuate the rest of the class.
5. Evacuate quietly, if allowed, to a protected area at least 750 feet away if possible.
  - ❖ Take class plan book and attendance records with you.
6. If evacuation is not allowed, keep talking with the student (if it does not cause further agitation) until police arrive.
  - ❖ Ask the student to stop what he/she is doing
  - ❖ Ask, “What is wrong, or what do you want?”
7. When police arrive, do as they advise.
8. After incident, file reports ASAP.

b) Building Administrator's Responsibilities:

1. If weapon is suspected:
  - a. Isolate the student with backpack, purse, books, and other personal possessions.
  - b. Ensure that at least 2 adults are present at this meeting.
  - c. Tell the student what is suspected and ask the student to produce the weapon.
  - d. If the student denies or refuses, ask the student to empty pockets and all other containers.
  - e. Metal detectors may be used to scan students.
  - f. If search yields nothing, 2 adults and the student go to the student's locker for a search.
  - g. If an illegal weapon is found, police are contacted to remove student from campus.
  - h. Notify a parent.
  - i. Call the Superintendent if the situation warrants.
  - j. Follow the disciplinary action according to the district's code of conduct.
  
2. If weapon is visible:
  - a. Call 911.
  - b. Call the superintendent's office who will ensure that the necessary administrators are notified, from among the following:
    - ❖ Operations, Business, Safety, Media Relations
  - c. Escort police to scene.
  - d. Stay out of view of student.
  - e. Work with police officers as directed.
  - f. Under advisement of police officers, consider the following options:
    - Option 1:** Announce a "secret code" on the PA system, which means all teachers will lock doors. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
    - Option 2:** Evacuate the building.
  - g. Maintain calm.
  - h. Refer media calls to media relations.

H. Hostage Taking:

This would be a person taken and held, against their will, by means of physical force or threat of harm and held by an individual until certain conditions are met. A hostage situation must be carefully surveyed and evaluated. The safety of the hostage(s), faculty, and police is the most important consideration in any hostage situation. Trained negotiators know that the more time that is gained, the more likely it is the situation will be concluded without violence.

1. Directions to all staff:

Actions to take:

- ❖ Immediately contact the building administrator who will call 911 for the police and send a counselor to the scene immediately for negotiating.
- ❖ Initiate school lockdown.
- ❖ Avoid any reckless and/or imprudent action, i.e., don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.
- ❖ Use time as a tool to de-escalate this very tense situation.
- ❖ Get down if you hear a loud noise.
- ❖ Identify the hostage taker, location, and any weapons.
- ❖ Contain the situation and, if possible, remove all innocent persons.
- ❖ Let the professionals negotiate.

2. If you are taken hostage:

- ❖ Don't force the issue physically or mentally, keep a distance, don't make quick moves, etc.
- ❖ Change your mind set from one of authority to "hostage".
- ❖ Keep your cool! Don't "power trip."
- ❖ Do not become a spokesperson for the system.
- ❖ Do not defend system/school.
- ❖ Do not negotiate, dictate, confront, antagonize, defend, or plead.
- ❖ Make yourself human, i.e., talk about you wife, husband, children, etc. If you are seen as a human being and less like a stranger, the potential for injury decreases.
- ❖ Carefully evaluate an escape plan. Any escape does have the potential to cause injury to you and others.

I. Kidnapping/Abduction:

There are two primary types of abduction:

- ❖ Kidnapping: taking of a person by abduction.
- ❖ Custodial Interference: a relative of a child less than 16 years old who intends to hold such child permanently or for a protracted period of time and, knowing that he/she has no legal right to do so, takes or entices such child from lawful custodian (i.e., school environment).

1. Directives to all staff:

- ❖ Immediately contact the building administrator who will call 911 for the police.
- ❖ Initiate school lockdown.
- ❖ Gather pedigree information regarding the missing child.
- ❖ Identify the last person(s) who were with the child.
- ❖ Try to identify any potential witnesses – this is crucial to the success of locating the child quickly and unharmed.

J. Severe Weather:

The District maintains a weather information network that includes: NOAA Weather Radio, Monroe County Fire Radio, computerized weather information, and TVs. Weather is monitored on a continuous basis in the Buildings and Grounds and Transportation Office. Upon receipt of a severe weather broadcast, the Buildings and Grounds Office shall immediately alert all schools, designated departments, and school/day care centers within the Hilton Central School District boundaries and give them direction as follows:

- Watch:
  - ◆ Conditions may affect the area in question
  - ◆ Curtail outside activities
- Warning:
  - ◆ Conditions are imminent and are highly likely to occur in a very short time
  - ◆ Close windows/doors
  - ◆ Lower window blinds
  - ◆ Turn off electrical equipment
  - ◆ Avoid high ceilinged areas (gyms, auditoriums, cafeterias)
- Take Cover:
  - ◆ Move to designated “take cover” location (internal corridors, away from exterior windows)
  - ◆ Assume “duck and cover” position on the floor

K. Civil Disturbance (Riot, Sit-Ins, Racial Conflict, Long Altercations):

Contact the building administrator providing location of disturbance, what is taking place, number of people involved and intentions of the group if known. The building administrator will contact the district superintendent and police if assistance is needed. The building administrator will notify staff. The staff will move students away from areas where violent confrontations may occur. The building administrator will isolate problematic individuals (police assistance may be necessary). Schools should not be dismissed unless it can be achieved without risk to students and staff.

The district superintendent will follow up with police, community leaders, and other appropriate parties for opening school the next day. The building administrator will update staff before school begins. Counselors may also need to be called in and be available the following day.

L. School Bus Accident:

The driver will contact the transportation supervisor immediately with any type of bus accident. The driver will then ensure children are out of the danger area and request through the transportation supervisor’s office assistance for ambulance, fire, or another vehicle to transport students. The transportation supervisor will notify the district office of the incident and then drive out to the accident scene. The district office will contact the building administrator. The transportation

supervisor will update the district superintendent every 20-30 minutes. If the students need to be transported to the hospital, the district superintendent will assign a designee to go to the hospital to be on-site. The building administrator will be responsible for notifying the parents of children who are injured or will be late arriving home.

M. Gas Leak Procedure:

- Notify Building Principal.
- Principal will call 911 and announce evacuation away from affected area (do not use the fire alarm to activate evacuation if you have a bell type alarm).
- Teachers – evacuate to designated areas and account for students – maintain supervision.
- Principal determines if evacuation is complete – check with teachers for unaccounted children. Then notify emergency coordinator (Superintendent) of staff and student status. Prepare student release procedures for parents picking up students.
- Emergency Coordinator notifies operations group and set up command post.
- Director of Buildings and Grounds turns off gas to building, determine source of leak, and establish a repair plan. Notify the Emergency Coordinator of plan.
- Nurses should be prepared to provide emergency first aid measures at the location where students are gathered.
- Bus drivers should be activated to “stand by” status in case re-entry to the building is not possible and the “go home” plan must be implemented.

N. Intruders:

This would consist of any person entering the school that is not school personnel or a registered student. Staff and faculty should automatically recognize and question the presence of unauthorized persons on school grounds.

Directives to all staff:

- ❖ Determine whether the person is a legitimate visitor or a threat to school safety.
- ❖ Escort all visitors to the office to sign in and obtain a badge.
- ❖ If a person is suspected of posing a threat:
  - Immediately contact the building administrator who will call 911 for the police.
  - Initiate school lockdown.
  - Do not engage in a violent confrontation. Take every other step to ensure your safety and that of students.
  - Identify the person, person’s location, and note if any weapons are visible.
  - Contain the situation and, if possible, remove all innocent persons.

O. Bomb Threat:

All bomb threats will be reported to the building administrator immediately. When a bomb threat is received via telephone, the recipient will record information on the telephone threat checklist if possible.

The building administrator will:

- a) Notify all staff via the PA system to “secure your area and await further instruction.” This announcement triggers staff to: 1) conduct a visual search of their respective rooms; 2) prepare students to gather personal belongings for pending evacuation; 3) indicate on their room door that the room has been searched; 4) await evacuation instructions.
- b) Notify 911 that a threat has been received.
- c) Direct team in searching exits, pathways, and final evacuation destination/gathering area for suspicious items.
- d) Direct orderly evacuation to outside area, or to other buildings for sheltering, or to an inside area that has been cleared and sanitized as weather dictates.
- e) Direct bomb search team efforts from the Command Post.
- f) Determine that the building is safe for re-entry or send students home.

P. Chemical Spill:

For chemical spills inside the building, staff members will keep students away from the spill and notify the building administrator immediately. Building evacuation and the assistance of outside agencies may be necessary depending on the nature of the spill. Contact 911.

For hazardous chemical spills outside, students will be sheltered inside and air intakes will be shut-off and sealed if necessary. The assistance of outside agencies may be required depending on the nature of the spill. Contact 911.

Q. Fire/Explosion:

Any staff or student who sees smoke or fire is directed to pull the fire alarm to evacuate the building. The building administrator will notify 911 to insure the alarm was received. Staff will assist students from the building following drill procedures, take attendance, and supervise students until the emergency is over. The fire department will determine if and when the building is safe for re-entry.

R. Biological Threat (i.e., Anthrax):

If a biological threat is received via telephone, the recipient will record information on the telephone threat checklist if possible.

If a letter or package is received which threatens a biological exposure, the recipient will:

- a) Immediately re-close the letter or package, cover with a box or larger envelope and avoid further contact.

- b) Immediately prevent persons from leaving or entering the room.
- c) Notify building administrator outside of exposed area.
- d) Avoid touching face or mucus membranes until they can thoroughly wash with soap and water.
- e) Reduce air movement (shut off fans, close windows).

The building administrator will:

- a) Call 911 for assistance and follow the directions regarding the movement of students and staff.
- b) Turn off ventilation systems to limit air movement if the threat warrants it.

S. Radiological (Nuclear) Incident:

Upon being notified of a problem, inform the building administrator and district superintendent of the incident. The building administrator will notify staff and follow procedures as advised by the county coordinator. Procedures will most likely be “shelter in place” or “go home.” Schools within 30 miles of a nuclear power plant will need to coordinate procedures and notification directly with the potential source.

T. Epidemic:

The problem needs to be identified and brought to the attention of the school nurse, school doctor, building administrator, district superintendent, and public health officials. The public health officials and the school doctor will provide recommendations for the school to follow. The district superintendent will provide information to the media of what the present actions of the district are.

### **Section III: District Resources**

- A.1. Trained staff willing to assist in an emergency
- A.2. Heavy Equipment Inventory
- A.3. Bus and Vehicle Inventory
- A.4. Fuel Inventory
- A.5. Cafeteria Capacities/Inventory Summary
- B. Procedure to coordinate District resources and manpower
- C. Policies and procedures for annual multi-hazard school training for staff and students
- D. Procedures for drills and exercises
- E. Coordination of Disaster and Mental Health Services

A.1. Trained first aiders

**Hilton Cadets**  
**Fall Coaches Directory 2011-12**

COACH	SPORT	HOME PHONE #	BUSINESS PHONE #	SITE
Jeff Merkel	Boys Cross Country JV/V			HS/Parma Park
Rich Lipani	Boys Football V		X 2269	High School
Andy Forman	Boys Football V		X2269	High School
Billy Harmon	Boys Football V			High School
Todd Scaccia	Boys Football V		X 3174	High School
John Bopp	Boys Football JV			High School
Jeff Parizek	Boys Football JV		X 3232	High School
Larry Minch	Boys Football Freshman		X 3111	High School
Geoff Russo	Boys Football Freshman		X2127	High School
Mike Heise	Boys Mod B Football		X 5507	High School
Nick Warner	Boys Mod B Football		X2209	High School
Ken Krause	Boys Soccer V		X2230	High School
Mike Butler	Boys Soccer JV			High School
Paul Davis	Boys Soccer Mod A			HS/Merton Williams
Scott Lutes	Boys Soccer Mod B		X 4533	Merton Williams
Rob Steinorth	Boys Volleyball V			High School
Andrew Fetzner	Boys Volleyball JV			High School
Craig Gross	Boys Volleyball Mod B		X 2269	Merton Williams
Laurie Miller	Coed Cheerleading V		X 2227	High School/ NW
Randi Swan	Coed Cheerleading JV			High School/ NW
Kelly Roethel	Cheerleading Mod A		X4400	High School/ NW
Rob Berg	Coed X Country Mod B		X 3156	High School/Parma Park
Mike Szczepanik	Girls X Country V/JV		X 2220	High School/Parma Park
Amanda Marts	Girls Field Hockey V			High School
Colleen Coles	Girls Field Hockey JV		X 4502	High School
Steve Sorensen	Girls Soccer V		X 3206	High School
Pam Stadtmiller	Girls Soccer JV		X 5192	High School
Scott Moon	Girls Soccer Mod A		X 6181	Merton Williams
Christina Smith	Girls Soccer Mod B		X 3230	Merton Williams
Lindsay Henahan	Girls Swimming V			Merton Williams
Terrie Goeddertz	Girls Swimming V			Merton Williams
Jeff Sadowski	Girls Swimming JV			Merton Williams
Chris Monfiletto	Girls Tennis V		X 2315	High School
Joe Brock	Girls Tennis JV		X 2395	High School
Kevin Hunt	Girls Volleyball V			High School
Mike Brooke-Gay	Girls Volleyball JV		X2250	High School
Tara Merino	Girls Volleyball Mod B		X 2147	Village Elementary

A.1. Trained first aiders

**Hilton Cadets**  
**Winter Coaches Directory 2011-12**

<b>COACH</b>	<b>SPORT</b>	<b>HOME PHONE #</b>	<b>BUSINESS PHONE #</b>	<b>SITE</b>
Troy Prince	Boys Basketball V			High School
Steve Sorensen	Boys Basketball JV		X 3206	High School
Kevin Whelehan	Boys Basketball Mod A		X 4533	Village Elementary/HS
Jeff Murphy	Boys Basketball Mod B		X 3174	Merton Williams
Jim Feely	Boys Bowling		X 2376	Clover Lanes
Chris Monfiletto	Boys Ice Hockey V		X 2315	Lakeshore
	Boys Swimming V			Merton Williams
Terrie Goeddertz	Boys Swimming V			Merton Williams
Jeff Sadowski	Boys Swimming JV			Merton Williams
	Co-ed Swimming Mod B			Merton Williams
	Boys Wrestling V			High School
Craig Gross	Boys Wrestling JV		X2269	High School
Nick Warner	Boys Wrestling Mod B		X 2209	Merton Williams
Jeff Merkel	Boys Indoor Track VJV			High School
Mike Szczepanik	Girls Indoor Track VJV		X 2220	High School
Andy Fetzner	Indoor Track V/JV			High School
Jeff Eichas	Girls Basketball V		X 2391	High School
Joe Ralyea	Girls Basketball JV		X 2304	High School
Jim Eichas	Girls Basketball Mod A			Village Elementary
Rich Lipani	Girls Basketball Mod B		X 2269	Merton Williams
Jim Feely	Girls Bowling		X 2376	Clover Lanes
Laurie Miller	Girls Cheerleading V		X 2227	High School/ NW
Randi Swan	Girls Cheerleading JV			High School/ NW
Kelly Roethel	Girls Cheerleading Mod. A		4400	High School/ NW

A.1. Trained first aiders

**Hilton Cadets**  
**Spring Coaches Directory 2011-12**

<b>COACH</b>	<b>SPORT</b>	<b>HOME PHONE #</b>	<b>BUSINESS PHONE #</b>	<b>SITE</b>
Jeff Murphy	Boys Baseball V		X 3174	WA Fields
Phil D'Agostino	Boys Baseball JV		X 3129	WA Fields
Kevin Whelehan	Boys Baseball Mod A		X 4533	WA Fields/Parma Park
	Boys Baseball Mod B			WA Fields/Parma Park
Dave Heise	Boys Golf		X 2318	Salmon Creek
Dave Moore	Boys Lacrosse V			High School
	Boys Lacrosse JV			High School
Sean Roche	Boys Lacrosse Mod B		X6047	Merton Williams
Joe Brock	Boys Tennis V		X 2395	High School
Chris Monfiletto	Boys Tennis JV		X 2378	High School
Jeff Merkel	Boys Track V			High School
Craig Gross	Boys Track V		X2136	High School
Joe Ralyea	Boys Track JV		X 2304	High School
Andy Forman	Coed Track Mod B		X 2269	High School
Debi Lipani	Coed Track Mod B		X 3242	High School
Veronica Lyons	Coed Track Mod B		X2387	High School
Brenda Masshiotta	Girls Field Hockey Mod. B		X4308	Merton Williams
Amanda Marts	Girls Lacrosse V			High School
Larry Minch	Girls Lacrosse JV		X 3111	High School
Tara Pittman	Girls Lacrosse Mod B			Merton Williams
Amy Centola	Girls Softball V		X 2275	High School
BillSmith	Girls Softball JV		X 4151	High School
Pam Stadtmiller	Girls Softball Mod A		X 5192	Village
Kristi Travers	Girls Softball Mod B		X3095	Village
Mike Szczepanik	Girls Track V		X 2220	High School
Andy Fetzner	Girls Track V			High School

A.2 Heavy Equipment Inventory

**MAINTENANCE VEHICLE INVENTORY**

TYPE OF VEHICLE	VEHICLE #	USE
(School Lunch) Refr.	500	Transport of food, supplies, equipment
2004 Chevrolet Van	501	Maintenance, 2-way radio
International Salt Truck	502	Transport bulk materials, salting, 2-way radio
Ford Pick-up		
Truck	503	Head Groundsman District Vehicle, 2-way radio
Ford Van	504	Head Maintenance Mechanic district vehicle, 2-way radio
Jacobsen HR9016	505	Large mower, mowing
Dodge Caravan	506	Maintenance, 2-way radio
John Deere Zero Turn Mower	517	Mowing
Zero Turn Mower "ZTR"	517	Mowing
	528	Transport of personnel, supplies, equipment, 2-way radio and snow plow
Dodge 4 w/d pick-up		
Dodge Caravan	529	Buildings & Grounds Director's District Vehicle, 2-way radio
Cargo Van w/liftgate	530	Transport supplies, equipment, personnel, 2-way radio
John Deere 2520 Tractor	531	Pulling, snow removal, w/#200CX loader, 2-way radio
Ford Van	532	Maintenance, 2-way radio
Suburban	533	Recycling, 2-way radio
Pick-up with cap	534	Transport supplies, equipment, personnel, 2-way radio
John Deere #5320	535	Pulling, plowing, mowing, 2-way radio w/ #541 loader
Tractor w/PTO (ford)	536	Pulling, irrigation, mowing
Dodge Caravan	537	Maintenance
Chevrolet Van-Bus	541	2-way radio, Maintenance
Dump truck	542	Transport supplies, equipment, materials, 2-way radio, snow plowing
Ford Van	547	District Courier, 2-way radio
Jacobsen Turf Cat	550	Mowing, snow removal
2000 Chevrolet Van	552	Maintenance, 2-way radio

A.3. Bus and Vehicle Inventory

BUS #	CAPACITY	FUEL TYPE	RADIO	LIFT
1	66	D	Y	
2	66	D	Y	
3	66	D	Y	
4	66	D	Y	
5	66	D	Y	
6	66	D	Y	
7	65	D	Y	
8	65	D	Y	
9	65	D	Y	
10	65	D	Y	
13	66	D	Y	
14	66	D	Y	
15	66	D	Y	
16	66	D	Y	
17	66	D	Y	
18	66	D	Y	
19	66	D	Y	
20	24	G	Y	X
21	24	G	Y	X
22	24	G	Y	X
23	24	G	Y	X
24	65	D	Y	
25	65	D	Y	
26	65	D	Y	
27	66	D	Y	
28	66	D	Y	
29	66	D	Y	
30	66	D	Y	
31	20	G	Y	
32	20	G	Y	
33	24	G	Y	X
34	24	G	Y	X
35	65	D	Y	
36	7	G	Y	
37	7	G	Y	
38	66	D	Y	
39	66	D	Y	
40	66	D	Y	
41	66	D	Y	
42	66	D	Y	
43	66	D	Y	
44	66	D	Y	
45	65	D	Y	
48	65	D	Y	
49	65	D	Y	

50	65	D	Y	
51	65	D	Y	
52	65	D	Y	
53	65	D	Y	
54	65	D	Y	
55	65	D	Y	
56	65	D	Y	
57	65	D	Y	
58	65	D	Y	
59	20	G	Y	
62	7	G	Y	
63	7	G	Y	
64	7	G	Y	
65	7	G	Y	
66	7	G	Y	
67	7	G	Y	
68	65	D	Y	
69	65	D	Y	
70	65	D	Y	
71	65	D	Y	
72	65	D	Y	
73	65	D	Y	
74	65	D	Y	
75	65	D	Y	
76	65	D	Y	
77	65	D	Y	
78	65	D	Y	
79	65	D	Y	
80	20	G	Y	
81	20	G	Y	
87	66	D	Y	
88	66	D	Y	
89	66	D	Y	
90	66	D	Y	
91	66	D	Y	
92	66	D	Y	
93	24	D	Y	X
94	24	D	Y	X
95	24	D	Y	X
96	24	D	Y	X
97	65	D	Y	
98	65	D	Y	
99	7	G	Y	

A.4. Fuel Inventory

All of the following are in underground fuel storage tanks at the Transportation Facility:

- 10,000 gallons diesel fuel.
- 4,000 gallons diesel fuel.
- 1,000 gallons unleaded regular gas.

A.5. Cafeteria Capacities/Inventory Summary

	<b><u>Normal Daily Feeding Capacity</u></b>	<b><u>Average Food Supply in Storage</u></b> (Example: (one feeding per day/100 persons))
High School	580	Two weeks
Merton Williams	378	Three days
Northwood	425	Three days
Village Elementary	525	Three days
West Avenue	195	Three days

B. Procedure to coordinate the use of school district resources and manpower during emergencies:

1. Contact the District Emergency Coordinator (Director of Buildings and Grounds) or Assistant Emergency Coordinator.
2. Coordinator/Assistant Coordinator will activate the District Emergency Response Plan and notify the following:
  - Superintendent.
  - Assistant Superintendent for Business Operations.
  - Pertinent Building Administrators/Program Directors informing them of the emergency situation and the District resources required to execute the appropriate level of response.

3. An Incident Command Post will be established at the incident scene to coordinate the deployment of District resources.

The Incident Command Post shall be staffed as follows:

- Emergency Coordinator (Director of Buildings and Grounds).
  - Superintendent.
  - Assistant Superintendent for Business Operations.
  - Building Administration.
  - Program Directors as indicated in the response plan for the emergency situation.
4. Decisions related to school closing, cancellation, early dismissal, sheltering, and lock-down shall be made by the District Superintendent or his/her designee.
  5. Decisions related to evacuation, medical intervention, crisis management, and lockdown will normally be made by the Building Principal or his/her designee.
  6. Severe Weather response action decisions will be made by the District Emergency Coordinator, or Head Mechanic in his/her absence.
  7. The Transportation Director or his/her designee is authorized to make decisions associated with a school bus accident emergency response.
  8. The District Emergency Coordinator, or Assistant Coordinator in his/her absence, is empowered to make emergency plan response decisions normally reserved for the Superintendent or Building Principal, or Transportation Director in the event of their absence or that of their respective designees.

- C. Policies and Procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related multi-hazards:

The Hilton Central School district will annually review with staff and students their respective roles in the execution of critical emergency response actions called for in the District Emergency Preparedness Plan.

- D. Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercise, are developed in coordination with local and county emergency responders and preparedness officials:

As the initial plan is developed, and annually as the plan is updated, the Emergency Coordinator will submit a draft of the plan to each local emergency responder agency and the Monroe County Office of Emergency Preparedness for review and compatibility with the resources and operational procedures of the local agencies and the County-wide plan.

Each year, the District Emergency Coordinator will conduct at least one test of the Emergency Response procedures for each student-occupied facility. The tests will be conducted in cooperation with local agency and County emergency management officials to the extent possible and practical.

- E. Coordination of Disaster Mental Health Services:

Arrangements for and the coordination of post disaster mental health services in affected school buildings will be undertaken by the District-Wide Crisis Management Steering Committee as per the Hilton Central School District Crisis Management Plan. Please refer to the plan overview, resource inventory, and action flowchart included in Appendix II, pp. 39-97.

## **Section IV: Responding to Threats and Acts of Violence**

### A. Threats

See Section II-B, page 8.

### B. Acts

See Section II-B, pages 8 and 9.

### C. Contacting appropriate law enforcement officials in the event of a violent incident:

All staff are required to notify the Building Principal (or designee) immediately upon the threat or discovery of a violent incident. The Building Principal (or designee) will assess and determine the seriousness of the situation and contact law enforcement immediately if the situation so warrants.

- Monroe County Sheriff's Department – 911
- Greece Police Department (Northwood School only) – 865-9200
- New York State Police – 279-8890

### D. Response to violent situations:

See Section II-B, pages 8-11.

### E. Parental/Guardian Contacts:

For incidents involving individual or several students, the parents/guardians of all students directly involved will be notified the same day as the occurrence by the Building Principal (or his/her designees) regarding the pertinent details of the incident. Whenever an incident places, or could place in the future, the safety of the general student population in jeopardy, all parents/guardians will be informed of the circumstances of the incident via letter sent home with the students on the same day as the occurrence.

### F. Post Incident Recovery:

Immediately following the threat of, or an actual violent incident:

1. The Building Principal will activate the Building Crisis Intervention Team (BCIT) and secure an assessment of the impact of the incident upon the students and faculty/staff.
2. The Building Principal will inform the Superintendent of the situation and potential impact. They will discuss associated needs and potential options

related to communication and the applicability of internal and external resources.

3. The Building Crisis Intervention Team will determine if a building level crisis intervention response is called for, develop a crisis intervention plan, and execute the plan.
4. The BCIT will determine if assistance from the District-Wide Crisis Management Steering Committee is applicable. If so, a request for assistance shall be generated.
5. The District-Wide Crisis Management Steering Committee will bring its plan and the resources, both internal and external, identified within the District Crisis Management/Intervention Plan to bear upon the situation.

Note: See Appendix 2 (pp. 39-97), an overview of the Hilton Central School District Crisis Management Plan, resource inventory, and action flowchart.

**Section V: Communication with Others**

A. Local Emergency Service and Governmental Contacts:

Emergency assistance contacts and requests can be made to the above as follows:

State Police		279-8890
Monroe County Sheriff Dept.	Emergency dispatcher	911
	Subzone "C" (North Chili)	753-4470
	Patrick O'Flynn	753-4178
Greece Police		865-9200
New York Park Police		964-3010

**WEATHER FORECAST INFORMATION**

Judy Levan National Weather Service, Buffalo Office WHEC (546-5670)		716565-0204
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**MONROE COUNTY**

Emergency Operations Center		753-3810 473-7087 (fax)
Health Department		753-2991
Public Safety		753-3014
Transportation		753-7720

**DISASTER SERVICE**

American Red Cross		241-4400 241-4401 (fax)
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FIRE DEPARTMENTS

HILTON

Emergency Dispatch	911
Fire Hall	392-8601
Exempt Hall	392-5400
Fax	392-6279

Chief Joseph Lissow

Dep. Chief Steve Carter

LAKESHORE

Emergency Dispatch	911
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NORTH GREECE

Emergency Dispatch	911 or 865-1321
Business Only	865-2887
	865-1323 dialer
	865-2887 office

WALKER

Emergency Dispatch	911
Fire Hall	964-3692
Fax	964-9679

HAMLIN

Emergency Dispatch	911
Fire Hall	964-2330

BROCKPORT

Emergency Dispatch	911
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SPENCERPORT

Emergency Dispatch	911
Fire Headquarters	352-6115

**EMERGENCY PLAN TELEPHONE LISTING  
MUNICIPAL CONTACTS**

<u>TOWN OF PARMA</u>		<u>Office</u>	<u>Home Address</u>	<u>Phone Number</u>
Supervisor	P. McCann	392-9462	[REDACTED]	[REDACTED]
Highway Supt.	B. Speer	392-9464	[REDACTED]	[REDACTED]
Town Clerk	D. Curry	392-9461	[REDACTED]	[REDACTED]
Disaster Coordinator	J. Barton	392-9449	[REDACTED]	[REDACTED]
Town Hall		P: 392-9461 F: 392-6659		

<u>VILLAGE OF HILTON</u>		<u>Office</u>	<u>Home Address</u>	<u>Phone Number</u>
Mayor	J. Lee	392-4144	[REDACTED]	[REDACTED]
Village Manager	J. Surrige	392-4144	[REDACTED]	[REDACTED]
DPW Supervisor	M. McHenry	392-9632	[REDACTED]	[REDACTED]
Assistant DPW	K. Brown		[REDACTED]	[REDACTED]
Village Clerk	S. Pearce	392-4144	[REDACTED]	[REDACTED]
Village Garage		Village Office	[REDACTED]	

<u>TOWN OF HAMLIN</u>		<u>Office</u>	<u>Home Address</u>	<u>Phone Number</u>
Supervisor	P. Terry	964-8981	[REDACTED]	[REDACTED]
Highway Supt.	S. Baase	964-2640	[REDACTED]	[REDACTED]
Town Clerk	K. Rickman	964-2421 x102	[REDACTED]	[REDACTED]
Town Garage		964-2460	[REDACTED]	
Civil Defense	L. Nettnin	964-2640	[REDACTED]	[REDACTED]
Town Hall Phone	964-2421	Town Fax	[REDACTED]	

<u>TOWN OF CLARKSON</u>		<u>Office</u>	<u>Home Address</u>	<u>Phone Number</u>
Supervisor	P. Kimball	637-1131	[REDACTED]	[REDACTED]
Asst. Supervisor	W. Ely	637-1131	[REDACTED]	[REDACTED]
Highway Supt.	D. Goodwin	637-1132	[REDACTED]	[REDACTED]
Town Clerk	S. Mattison	637-1130	[REDACTED]	[REDACTED]
Town Garage	M. Wright	637-1133 637-1142 (F)		

<u>TOWN OF GREECE</u>		<u>Office</u>	<u>Home Address</u>	<u>Phone Number</u>
Supervisor	J. Auberger	723-2311	[REDACTED]	[REDACTED]
Commissioner of Public Works	C. Ziarko	225-4590	[REDACTED]	[REDACTED]
Highway Dept.		225-4590		
Police Dept.	T. Baxter	865-9200		
Town Offices		225-2000 (PH)	225-1915 (F)	

B. Procedures for obtaining advice and assistance from local government officials including the County official responsible for implementation of Article 2-B of the Executive Law:

By contacting 911, the system for coordinating the delivery of assistance from local and county agencies will be activated. Direct contacts to municipal agencies can be undertaken using the contact information listed in Section IV-A.

C. System for informing all educational agencies within the Hilton Central School District of a pertinent emergency response activation or disaster:

The Emergency Coordinator, or his/her designee, shall notify all educational agencies within the District boundaries of any emergency situation that may effect their operation. See agency listing and phone numbers listed in D.

D. Information about the educational agencies within the Hilton Central School District boundaries:

School Name	Population	# of Staff	# of Buses Needed	Key Officials	Business & Home Phone #'s
St. Paul Lutheran	74	17	2	Mark Ball	392-4000 ext 226 (days) [REDACTED]
Lake Ontario Baptist Academy	48	5	1	Nicholas Russo	964-3470 (days) [REDACTED]
Hilton Community Child Care				Abby Bristol	392-5060
Parma Free Center Nursery School				Pam Merrill	392-5792
TLC Adventures in Child Care				Theresa Croce	392-9255

## **Section VI: Prevention and Intervention Strategies**

### A. Policies and Procedures Related to School Building Security:

All faculty/staff are required to actively participate in measures developed by Building Administration in conjunction with Central Office to enhance school safety and security. These include the following:

1. Limiting access to the building by locking down designated entrance doors at scheduled times both during the school day and following the school day and on weekends and holidays.
2. Wearing employee picture I.D. badges at all times while on duty in the school building. Substitutes wear non-picture I.D. badges while on duty.
3. Being highly cognizant of strangers and/or individuals without proper employee/substitute/visitor/vendor badges and being assertive in approaching them to determine the legitimacy of their presence in the building and the need to register in the main office.
4. Reinforcing positive safety/security practices of students. Prompt intervention when significant negative practice is observed.
5. Modeling positive safety/security practice.
6. Being knowledgeable with respect to personal responsibilities as related to emergency response plan execution.
7. Being familiar with the Building Crisis Intervention Plan and one's role within it.
8. Promptly reporting any student incidents if violent behavior or threats of violence to Building Administration.
9. High School Security Staff – reducing and controlling traffic flow within the building and throughout the school campus.
10. High School Security Staff – training in the use of specialized safety/security measures such as the use of metal detection equipment.

### B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors:

Such information shall identify family, community, and environmental factors which can be shared with administrators, faculty/staff, parents/guardians, students, and other persons appropriate to receive same. Dissemination shall include, but not be limited to:

- The sharing of pertinent intake information regarding specific students by administrators and counselors with faculty/staff.
- Alternative Education social worker shares pertinent student information with appropriate school staff and administrators.
- Selected staff meets systematically with probation officers, juvenile officers, and social services staff in connection with specifically identified high risk for violence situations.
- Post incident meeting or informing staff to discuss future strategy.

C. Prevention and intervention strategies shall include, but not be limited to the following:

- Collaborative agreements with local law enforcement officials designed to ensure that District Security personnel are adequately trained to de-escalate potentially violent situations.
- Non-violent conflict resolution programs.
- Peer mediation.
- In-school suspension, Saturday School, and Behavior Management Programs.
- Staff training programs:
  - a) TCI Training.
  - b) Review of staff handbook/District Emergency Plan essentials.
  - c) Threat of violence assessment.
  - d) Crisis Management Plan review.
  - e) Code of Conduct review.
  - f) Selected discussion at faculty meetings.
  - g) Selected Superintendent Conference Day presentations/workshops.
- Student programs:
  - a) Peer mediation.
  - b) Conflict resolution.
  - c) PBIS/Character education.
  - d) Review of student handbook and Code of Conduct.
  - e) Teacher led class discussion on selected violent behavior issues.
- Ready availability of the District Trauma, Illness, and Grief Team; counselors and social workers in each building trained to recognize and address student, parent/guardian, or faculty/staff concerns with respect to violent tendencies or behavior.

C. Strategies for improving communications among students, between students and staff, and related to the reporting of potential or actual violent incidents:

- Conflict resolution.
- Peer mediation.
- Creation of a forum or designation of a mentor for students concerned with bullying, violence, or sexual assault.
- Anonymous reporting mechanisms related to actual or potential violence.
- Character education.
- PBIS.
- Development of meaningful, ongoing rapport with individual students by building counselor/social worker professional.

E. Security Personnel

1. Job Descriptions: The Hilton Central School District employs security personnel in the Board of Education approved positions of Youth Assistant and Elementary Youth Assistant.
2. Training of Personnel: All personnel meet/exceed the NYS training requirements for a Security Guard upon hiring, 40 hours of “on the job” training occurs prior to being assigned “solo.” Annual reviews and evaluations are conducted to assess performance and the effectiveness of training.
3. Hiring and Screening: Educational/professional/personal requirements related to the positions are specified in the attached Job Description documents. In addition, a background investigation is conducted on applicants prior to hiring. This consists of a federal and state criminal record check as well as a review of past employment. Further, all educational records are verified.

Candidates are interviewed by the Assistant Superintendent for Human Resources, Assistant Superintendent for Business, and the Building Principal. Recommended candidates are then forwarded to the Board of Education for appointment. Candidates are then fingerprinted with the fingerprints forwarded to the State Education Department for a criminal background check.

Appendix I:

**HILTON CENTRAL SCHOOL DISTRICT  
EMERGENCY PLAN TELEPHONE LISTING**

**BUILDING CONTACTS**

	<b>WORK</b>		<b>HOME</b>
<b>NAME/TITLE</b>	<b>PHONE</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>HIGH SCHOOL</b> —400 East Avenue, Hilton, NY 14468			
Brian Bartalo, Principal	392-1000, x 2021 [REDACTED]	[REDACTED]	[REDACTED]
David Leahy, Asst. Principal	392-1000, x 2242 [REDACTED]	[REDACTED]	[REDACTED]
Michael Zaffuts, Asst. Principal	392-1000, x 2300 [REDACTED]	[REDACTED]	[REDACTED]
Scott Wilson, Asst. Principal	392-1000, x 2243 [REDACTED]	[REDACTED]	[REDACTED]
Ellen Reitter, Secretary to Principal	392-1000, x 2409		
Cheryl Macklem, Nurse	392-1000, x 2247	[REDACTED]	[REDACTED]
Greg Ingham, Head Custodian	392-1000, x 2145	[REDACTED]	[REDACTED]
Bobby Coss, Night Custodian	392-1000, x 2145	[REDACTED]	[REDACTED]

[REDACTED]

<b>WORK NAME/TITLE</b>	<b>PHONE</b>	<b>HOME ADDRESS</b>	<b>PHONE</b>
<b>MERTON WILLIAMS-200 School Lane, Hilton NY 14468</b>			
Tim Dobbertin, Principal	392-1000, x 3099	[REDACTED]	[REDACTED]
Suzanne Goff, Asst. Principal	392-1000, x 3096	[REDACTED]	[REDACTED]
Carolyn Greif, Secretary to Principal	392-1000, x 3098	[REDACTED]	[REDACTED]
Cheri Schwind, Nurse	392-1000, x 3193	[REDACTED]	[REDACTED]
James Dawson, Head Custodian	392-1000, x 3000	[REDACTED]	[REDACTED]
TBA, Night Custodian	392-1000, x 3000	[REDACTED]	[REDACTED]

**NORTHWOOD ELEMENTARY-433 North Greece Road, Hilton, NY 14468**

Kirk Ashton, Principal	392-1000, x 4523	[REDACTED]	[REDACTED]
Karen Bolinger, Asst. Principal	392-1000, x 4522	[REDACTED]	[REDACTED]
Pat Romansky, Secretary	392-1000, x 4526	[REDACTED]	[REDACTED]
Angie Grasso, Nurse	392-1000, x 4512	[REDACTED]	[REDACTED]
Roy LeBeau, Head Custodian	392-1000, x 4530	[REDACTED]	[REDACTED]
Jeff Najder Dee Wake, Night Custodian	392-1000, x 4530	[REDACTED]	[REDACTED]

**VILLAGE ELEMENTARY-100 School Lane, Hilton, NY 14468**

Tracie Czebatol, Principal	392-1000, x 5101	[REDACTED]	[REDACTED]
Brian Lumb, Asst. Principal	392-1000, x 5102	[REDACTED]	[REDACTED]
Patricia Wagar, Secretary	392-1000, x 5197	[REDACTED]	[REDACTED]
Brit Brattlie, Nurse	392-1000, x 5104	[REDACTED]	[REDACTED]
Karen Dawson, Head Custodian	392-1000, x 5180	[REDACTED]	[REDACTED]

[REDACTED] **WORK**

**HOME**

NAME/TITLE	PHONE	ADDRESS	PHONE
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**TRANSPORTATION FACILITY-300 School Lane, Hilton, NY 14468**

Fred Paye, Director	392-1000, x 7400 *392-1007	[REDACTED]	[REDACTED]
Silvia Rodak, Dispatcher	392-1000, x 7401	[REDACTED]	[REDACTED]
Karen Kanous, Secretary	392-1000, x 7402	[REDACTED]	[REDACTED]
Paula Schroth, Head Bus Driver	392-1000, x 7403	[REDACTED]	[REDACTED]
Marty Maier, Head Mechanic	392-1000, x 7405	[REDACTED]	[REDACTED]

Cell Phones: **739-7115 or 739-7118**

**CENTRAL OFFICE – 225 West Avenue, Hilton, NY 14468**

David Dimpleby, Superintendent	392-1000, x 7041 [REDACTED]	[REDACTED]	[REDACTED]
Steve Ayers, Asst. Superintendent	392-1000, x 7034	[REDACTED]	[REDACTED]
Scott Massie, Asst. Supt. for Human Resources	392-1000, x 7021	[REDACTED]	[REDACTED]
Laura Whitcomb, Director of Special Education	392-1000, x 6056	[REDACTED]	[REDACTED]
Maureen Thayer, Director of Student Services	392-1000, x 6055	[REDACTED]	[REDACTED]
Betsy Forjone, Secretary to Superintendent	392-1000, x 7043	[REDACTED]	[REDACTED]
Mike Menear Head Custodian	392-1000, x 6128	[REDACTED]	[REDACTED]
Willie Hyde, Night Custodian	392-1000, x 6128	[REDACTED]	[REDACTED]

**QUEST SCHOOL – 225 West Avenue, Hilton, NY 14468**

Karen Spillman, Principal	392-1000, x 6101 [REDACTED]	[REDACTED]	[REDACTED]
Donna Grace, Secretary	392-1000, x 6100	[REDACTED]	[REDACTED]
Ann Sanger, Nurse	392-1000, x 6153	[REDACTED]	[REDACTED]
Lynn Sarratori, Health Aide	392-1000, x 6155	[REDACTED]	[REDACTED]

[REDACTED]