

Manchester-Shortsville Central School District

Red Jacket Schools

1506 State Route 21
Shortsville, NY 14548

New York State Guide to School Emergency Response Planning

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident. Advance planning may or may not include written agreements to help coordinate services between the agencies and school. If Memorandum of Understandings (MOU) are created, a copy shall be maintained in Appendix D. Advanced planning should specify the type of communication and services provided by one agency to another.

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency **and** with the New York State Police within thirty days of adoption.

Send Building Level Safety Plans to:

New York State Police
Headquarters – Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226

Or by email to:

info@safeschools.ny.gov

School ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

The Manchester-Shortsville Central School District's Emergency Response Plans are updated and distributed annually to the New York State Education Department, New York State Police, Ontario County Sheriff's Department, Shortsville Fire Department, and school personnel

Plan Development and Maintenance

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The District School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Names and titles of the District Level School Safety Team members:

| Name | Title | Agency | Contact Information |
|-----------------------|--|-------------------------------------|-------------------------------------|
| Charlene Harvey | Superintendent | Manchester-Shortsville CSD | 585-289-3964 |
| Kevin Henderson | SRO | Ontario county Sheriff's Dept. | 585-289-3966 School 585-396-9366 |
| Jeff McCarthy | Elementary Principal | Manchester-Shortsville CSD | 585-289-9647 |
| Karen Hall | Emergency Response Coordinator and Middle School Principal | Manchester-Shortsville CSD | 585-289-3967 |
| Mark Bracy | High School Principal | Manchester-Shortsville CSD | 585-289-3966 |
| Tate Colburn | Ontario County Sheriff | Ontario County Sheriff's Department | 585-396-9366 |
| Jason Wagner | Parent & Fire Chief | Shortsville Fire Department | 585-289-4485 |
| Betsy Phillips | Elementary Aide | Manchester-Shortsville CSD | |
| Sue Bailey | Elementary Aide | Manchester-Shortsville CSD | |
| Colleen Joy | Middle School Teacher | Manchester-Shortsville CSD | |
| Pat Arsenault | Middle school Teacher | Manchester-Shortsville CSD | |
| Randy Ott | High School Teacher | Manchester-Shortsville CSD | |
| Sue Rosato-Franceschi | High School teacher | Manchester-Shortsville CSD | |
| Chris Bennett | RJEC WFL BOCES Principal | WFL BOCES | 585-289-9649 |

Contact Emergency Response Coordinator, Mrs. Karen Hall at Karen.hall@redjacket.org or call 585-289-3967 or Superintendent Charlene Dehn at Charlene.dehn@redjacket.org or call 585-289-3964 for additional information regarding the school's confidential emergency response plans.