



**PROJECT SAVE (Safe Schools Against Violence in Education)  
ONEIDA CITY SCHOOL DISTRICT SAFETY PLAN**

**INTRODUCTION**

This Oneida City School District Safety Plan is designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination with local and county resources in the event of such incidents or emergencies. The plan is consistent with the more detailed emergency response plans required at the district school building level.

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## ONEIDA CITY SCHOOL DISTRICT SAFETY PLAN

### SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

#### Purpose

The Oneida City School District Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

#### A. Identification of School Teams

The Oneida City School District has created a School Safety Team including the following persons:

Genevieve Brauner– Admin for Tech and Special Programs, (S.A.V.E. Coordinator)  
Randy Andrews – School Resource Officer (Co-Facilitator)  
James Rowley – Assistant Superintendent for Finance  
Dr. Stacey Tice- Assistant Superintendent for Curriculum, Instruction & Assessment  
Brian Gallagher – Principal, Oneida High School  
Alana Boylan – Principal, Willard Prior Elementary  
Bernie Sharlette – Maintenance Supervisor, Oneida School District  
Craig Manderville – Director of Transportation  
Erika Haggerty- School Counselor, Oneida High School  
Stephanie Anderson- School Social Worker, Oneida High School  
Stephanie Burke– School Counselor, Otto Shortell Middle School  
Megan Shene – Teacher, North Broad St. Elementary  
Linda Buschatzke – Teacher, Seneca Street Elementary  
Sharon Bognaski – Nurse, Otto Shortell Middle School  
Dan Degear – Madison County Office of Emergency Management  
Scott Jones– Fire Chief, City of Oneida Fire Department  
Steven Lowell – Police Chief, City of Oneida Police Department  
Krystyna Feola – Sergeant, Madison County Sheriff's Office  
Aaron Alvard - Oneida County Sheriff's Office  
Brian DeRochie – Trooper, New York State Police

#### B. Concept of Operations

- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- The Oneida City School District Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each district school building. This Oneida City School District Safety Plan will guide the development and implementation of individual building-level emergency response plans. Copies of confidential building-level plans will be maintained by the Oneida City School District Office.
- This Plan has been developed using the New York State Education guidance document. It has been reviewed and revised by members of the Oneida City School District School Safety Team prior to public comment.

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- In the event of an emergency or violent incident, the initial response to all emergencies at an individual district school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the District Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving City, County and State resources through established protocols.
- In the event of a Pandemic, the district will collaborate with officials from the Department of Health to establish in-person learning requirements.

### C. Plan Review and Public Comment

- 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 Oneida City School District and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan was originally adopted by the Board of Education on June 14, 2001.
- While linked to the Oneida City School District Safety Plan, Building Level Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Oneida City School District Safety Plan and any amendments will be submitted to the New York State Education Department and NY State Police within 30 days of adoption. Building Level Response Plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the Oneida City School District Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at the District Office.

### D. District and Building-Level Plan Distribution

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the District and Building-Level 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. Building-Level ERP will be filed with the Oneida City School District Office. The District SAVE Coordinator will be responsible for filing District and Building-Level Plans with the appropriate agencies annually.

Agency	Name of Receiving Party
NY State Police	Trooper Brian DeRochie
Oneida City Police Department	Chief Steven Lowell
Madison County Sherriff's Dept	Sergeant Krystyna Feola
Oneida County Sherriff's Dept	Lieutenant Carey Phair

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. Risk Identification: Potential emergency sites and situations

Using the Risk Probability Checklist in Appendix 5, and the recommendations of local law enforcement and emergency response personnel, the Oneida City School District has determined the potential risks to each building with the district.

#### Potential Risks include, but are not limited to:

- Threats of Violence (including Weapons and Civil Disturbance)
- Suicide
- Hostage/Kidnapping
- Natural/Weather Related
- Gas, transformer leaks
- Systems Failure
- Fire/Explosion
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Medical Emergency
- Death
- Pandemic

### B. Actions in response to an emergency

The Oneida City School District has identified the following general response actions to emergency situations:

- School cancellation
- School Building Closure
- Early dismissal
- Evacuation
- Lockdown
- Lockout
- Reunification
- Shelter In Place

#### For School Cancellation

- Monitor situation
- Communication with appropriate personnel and agencies
- Make appropriate determination
- Contact local media
- ParentSquare Robo

#### Pandemic

- Establish in-school operating guidelines created by the Department of Health and government orders.
- Building Closure– academic year / iLearning activation / Hybrid Model - Cohort Learning
- Identify essential and non-essential personnel district wide
- Health Screening forms (staff and students)
- PPE building supplies
- Deep cleaning
- Dedicated isolation zone in each building
- Continuous staff updates by Superintendent

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- Continuous student and parent updates by Superintendent or designee

### **Early Dismissal**

- Monitor situation
- Communicate with appropriate personnel and agencies
- Contact transportation supervisor
- Contact local media
- Set up an information center for parent inquiries
- Retain necessary district personnel until students have been accommodated and situation is resolved

### **Evacuation (before, during or after school hours)**

- Determine level of threat
- Communicate with appropriate personnel and agencies
- Contact transportation supervisor
- Ensure evacuation route is secure
- Evacuate students and staff to pre-arranged site(s)
- Maintain accountability for students and staff through and following evacuation. Report any missing students or staff to Superintendent immediately
- Determine if dismissal is warranted
- In the event of early dismissal, contact local media
- Set up an information center for parent inquiries
- Retain necessary district personnel until students have been accommodated and situation is resolved

### **Lockdown**

- Determine level of threat
- Initiate building lockdown procedure
- Take necessary safety precautions
- Notify District Office and appropriate emergency response agencies
- Account for students and staff. Report any missing students or staff to Superintendent immediately.
- Identify other occupants in building
- Make necessary arrangements for human needs
- Set up information center for parent inquiries
- Retain necessary district personnel until students have been accommodated and situation is resolved

### **Lockout**

- Determine level of threat
- Initiate building lockout process
- All outdoor activities shall cease and be immediately moved indoors (i.e. gym classes, playground, etc.)
- Normal activity will continue within the building
- Report any suspicious activity observed either indoors or outdoors to the main office.
- Alert District Office and appropriate emergency response agencies
- Account for students and staff. Report any missing students or staff to Superintendent.

### **Reunification**

- Designate Reunification Site based on the incident, location and need
- Alert parents/guarding via messaging of reunification site

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- Items needed – To Go Bag / Laptops

**Shelter-in-Place**

- Determine level of threat
- Take necessary safety precautions
- Notify District Office and appropriate emergency response agencies
- Determine location of sheltering based on nature of incident
- Account for students and staff. Report any missing students or staff to Superintendent immediately.
- Identify other occupants in building
- Make necessary arrangements for human needs
- Set up information center for parent inquiries
- Retain necessary district personnel until students have been accommodated and situation is resolved

**Note:** Identification of specific procedures for each emergency are outlined in the confidential Building-Level-Emergency-Response Plans.

**C. District resources and personnel available for use during an emergency**

The Oneida City School District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the confidential Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the confidential Building Level Emergency Response Plans.

<b>Staff Member</b>	<b>Role, Skill on Assignment</b>
Designated Bldg. Administrator(s) & Staff	Building Level Safety/Response Teams
School Nurse	First Aid/Medical
CPR/1 <sup>st</sup> Aid Trained Staff	First Responders
Head Custodian	Physical Plant
Transportation Supervisor	Bus Drivers/Transportation
Counselors/School Psychologist	Crisis Team

**Additional District Resources Available for Use in an Emergency** During an emergency, the District has the following resources available:

<b>Equipment</b>	<b>Location</b>
defibrillator	Each district building and athletics
smoke ejectors	Fire department – via 911
emergency lighting	Each building
portable fire extinguishers	Each building and each bus
spill cleanup/absorbent materials	Custodial Department and Maintenance
first aid supplies	Each building – Nurses Office
stop the bleed kits	All buildings - every classroom

#### D. Coordination of school resources during emergencies

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. In the event of district-wide emergencies or a public health emergency involving a communicable disease the Incident Commander will be the School Superintendent or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building Level Incident Command staff are identified in the confidential Building Level Emergency Response Plans.

See the following appendices for Incident Command and emergency contacts for district-wide emergencies. Appropriate Incident Command and emergency contacts for building level emergencies are contained in confidential building level plans.

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#### E. Annual multi-hazard school training for staff and students

The Oneida City School District will conduct annual training for both staff and students in school safety issues. Training will be planned and coordinated by the district Security Coordinator and district SAVE Coordinator in conjunction with local emergency responders and preparedness officials. Training may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Training for Staff and Students – Appendix 8.

#### F. Staff development

All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

School violence prevention and intervention training as outlined in the district Professional Development Plan will be provided for all staff annually The Administrator for Technology and Special Programs will be responsible for planning and coordinating training.

Staff development resources and other related information are listed in Training for Staff and Students – Appendix 8.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

#### **Policies and procedures for responding to implied or direct threats of violence, suicide or acts of violence by students, teachers, other school personnel and visitors to the school**

The Oneida City School District has enacted policies and procedures dealing with threats and acts of violence as outlined in the S.A.V.E. Plan and the Oneida City School District Code of Conduct, BOE Policy 1005. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

The S.A.V.E Plan outlines procedures for when to contact the district Incident Command and Incident Commander (District-Level Incident Command – Appendix 1) and appropriate law enforcement officials (Emergency Agency Contact Information – Appendix 2). Further contact information is contained in the individual Building Level Emergency Response Plans. In the event of an emergency, law enforcement agencies will be contacted through the 911 system, which will dispatch the appropriate agency. Additionally, the Oneida City School District is in the process of considering silent panic alarm systems for automated notification to law enforcement agencies.

The Oneida City School District will contact appropriate parents, guardians or persons in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building Level Emergency Response Plans.

The Building Level Emergency Response Plans provide detailed response procedures to threats and acts of violence.

#### **B. Actions in response to Individual Acts of Violence**

- Determine level of threat
- Initiate appropriate procedure
- Contact trained de-escalation staff and/or building response team as appropriate
- Contact Superintendent or designee and appropriate emergency response agencies
- Monitor situation and adjust response as necessary

#### **C. Actions in response to Major Threats (Implied or Direct) or Acts of Violence**

- Initiate procedures to safeguard students and staff, lockdown etc.
- Contact Superintendent or designee and appropriate emergency response agencies
- Contact trained de-escalation staff and/or building response team as appropriate
- Determine level of threat
- Follow procedures for transportation if appropriate
- Follow procedures to notify parents and media if appropriate
- Monitor situation and adjust response as necessary
- Debrief situation



**SECTION IV: COMMUNICATION WITH OTHER AGENCIES**

**Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. The local emergency management office information:

<b>Emergency Management Office</b>
Madison County Fire Coordinator 911
Oneida County Fire Coordinator 911
Additional Emergency Contacts: Appendix 2

Additional Agency Contact information is in Appendix 2: Emergency Agency Contact Information and is included in each Building ERP.

**B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

The Oneida City School District will rely on the advice of the local emergency management office listed above.

**C. A system for informing all educational agencies within the District of a disaster**

The Oneida City School District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Emergency Agency Contact Information - Appendix 2.

**D. Maintaining accurate information about each educational agency of the Oneida City School District.**

The following information for each educational agency located within the district is included in the confidential Building-Level Response Plans:

- School population
- Number of staff
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency

The Administrator for Technology and Special Programs will ensure that this information is current and accurate.

## SECTION V: PREVENTION AND INTERVENTION STRATEGIES

### **Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures**

The Oneida City School District utilizes reference checks and fingerprinting according to SAVE requirements for all staff.

Each instructional building will maintain their respective security policies and procedures, as appropriate, that may be found in the confidential Building-level Plan.

#### **Security Measures:**

- All school building doors locked with proximity card reads and single point of entry in all buildings;
- Visitor Sign In: Identify & Log Visitors including the purpose & location of visit;
- Identification Badges – used at all school buildings to identify authorized visitors to the school building;
- ID Badges for all district staff;
- Substitute Badges;
- Three full time armed District-wide School Resource Officers with radio capabilities to 9-1-1.
- See **Appendix 9** for SRO Agreement
- Hall Monitoring – general expectation of staff to monitor halls, as needed;
- Security cameras – Cameras are installed throughout the district. All video feeds are recorded on site at each school building for 30 days with all locations able to be monitored at HS Security Office, School Resource Officer's office and Administrator for Technology's office.
- Fingerprinting – background checks for all new hires after July 1, 2001;
- ParentSquare Emergency Alert System;
- Memorandum of Understanding among law enforcement agencies, the Madison-Oneida BOCES and its component school districts as of Summer 2011;
- Dignity for All Students Act;
- Code of Conduct and other appropriate policies;
- Protective Barriers added to certain areas of each school.

#### **B. Policies and procedures for the dissemination of informative materials**

The District recognizes that the most current data caution against profiling students who have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors.

The Oneida City School District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff. The Oneida City School District may distribute violence prevention information via newsletter, handouts, meetings and district website as appropriate.

**C. Prevention and intervention strategies**

The Oneida City School District currently provides, but is not limited to, the following programs to improve communication and increase violence prevention and intervention:

<ul style="list-style-type: none"><li><input type="checkbox"/> Character Education</li><li><input type="checkbox"/> School Services Program</li><li><input type="checkbox"/> Student Government</li><li><input type="checkbox"/> Counseling Services</li><li><input type="checkbox"/> Student Behavior Plans</li><li><input type="checkbox"/> Dignity For All Students Act</li><li><input type="checkbox"/> Elementary – Empower Me</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> CPI - Crisis Prevention Intervention</li><li><input type="checkbox"/> Conflict Resolution</li><li><input type="checkbox"/> Writing Behavior Plans</li><li><input type="checkbox"/> Counseling</li><li><input type="checkbox"/> At Risk Identification and Interventions</li><li><input type="checkbox"/> Three School Resource Officers district wide</li></ul>
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**D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents**

The Oneida City School District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the Oneida City School District will continue to explore programs based on program needs. All requirements as outlined in the Dignity for All Students Act have been implemented.

The district referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the Oneida City School District Code of Conduct. Additionally, student counselors are available each day for students to share information where the source can remain confidential.

**SECTION VI: RECOVERY**

**A. Continuity of Operations Plan (COOP)**

Ensure there is a Continuity Operations Plan (COOP) in place by the district to ensure primary essential functions, i.e. continuation of learning, staff protocols, core operations, payroll. A site essential plan that details protocols for Public Health Emergencies can be reviewed in **Appendix 6** of this plan.

**B. Post-Incident Response**

The Post-Incident/Crisis Response Team will meet within a reasonable time following an incident to evaluate and assess the response and make appropriate changes to the building level response plan. Any changes made to the building level response plan need to be updated on the district-level copy of the plan.

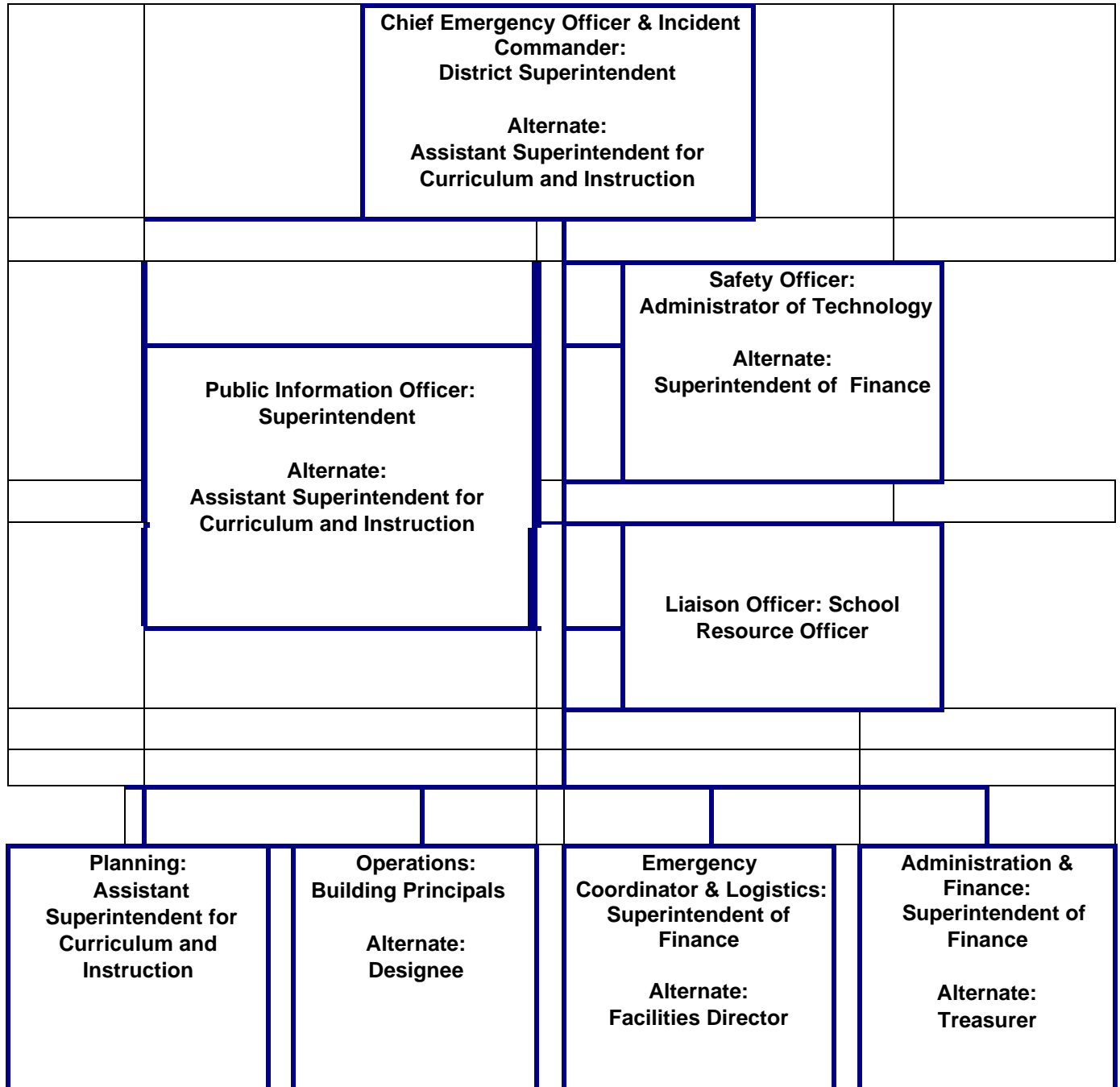
**C. Disaster Mental Health Services**

The Superintendent, or his/her designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan.

During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

**Appendix 1: District-Level Incident Command**

In many ways, Incident Command has been in place since the formation of the first modern schools. In an emergency, the principal assumes control or management responsibility, and activates others as needed. For relatively small incidents, the principal may perform *all* the roles of the ICS structure. In a large-scale incident, the following chart describes the roles of district staff.



**Oneida City School District Incident Command**

**Chief Emergency Officer & Incident Commander – District Superintendent**

- Responsible for the direction of the District response in a district-wide emergency (District Superintendent) or the building response in a building-level emergency (Building Administrator). Facilitating training, ensuring build-level safety plans are updated and drills conducted annually, aid in security policy development and security technology decision-making.

**Emergency Coordinator and Logistics – Superintendent of Finance**

- Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution and carrying out decisions of the Incident Commander.

**Public Information Officer - Superintendent or designee**

- Compiles and releases information to the news media.

**Safety Officer - Administrator for Technology and Special Programs or designee**

- Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

**Liaison – School Resource Officer**

- Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.

**Incident Log – Secretary to the Superintendent**

- Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

**Operations - Building Principals**

- Responsible for directing the implementation of action plans and strategies for incident resolution.

**Planning/Intelligence – Assistant Superintendent for Curriculum and Instruction**

- Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.

**Administration/Finance – Assistant Superintendent for Finance**

- Responsible for all cost and financial matters related to the incident.

**Physical Plant – Maintenance Supervisor**

- Responsible for coordinating mechanical systems such as HVAC, power, etc.

**Appendix 2: Emergency Agency Contact Information**

**In an emergency, dial 911.** They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

<b>AGENCY</b>	<b>TELEPHONE NUMBERS</b>	<b>SECONDARY NUMBERS</b>
Oneida City Police	911	315-363-2323
NYS State Police	911	315-366-6000
Oneida City Fire Department	911	315-363-1910
Oneida Castle Fire Department	911	315-363-4406
Oneida County Sherriff's	911	315-736-0141
Madison County Sherriff's	911	315-366-2318
Durhamville Fire Department	911	315-363-0851
Wampsville Fire Department	911	315-363-2090
Vineall Ambulance Service	911	315-361-1000
Oneida City Hospital	315-363-6000	
Madison County Mental Health	315-336-2215	
Poison Control	1-800-222-1222	
Verizon Telephone	315-890-7711	
National Grid Electric	1-800-867-5222	
National Grid Gas	1-800-867-5222	
Oneida Water Department	315-363-1490	
Department of Public Works	315-363-4800	315- 363-7222
City of Oneida Mayor's Office		315-363-4800 Ext. 137
Public Safety Commissioner		315-363-9111
Fire Chief		315-363-1910
Police Chief		315-363-9111
City Engineer		315-363-4800
Assistant City Engineer		315-363-4800
Sanitary Engineer		315-363-4800
Water Superintendent		315-363-1490
Risk Management M-O BOCES	315-361-5573	
Madison County Health Department	315-366-2361	
Oneida County Health Department	315 - 798-5747	

**Appendix 3: District Emergency Contact Information**

Listing of all school buildings covered by the Oneida City School District safety plan with names of buildings, contact names and telephone numbers of building staff. Home telephone numbers are maintained in the District Office for reasons of confidentiality.

<b>Oneida City Schools</b>			
<i>District Office</i>	<i>Matthew Carpenter</i>	<i>Superintendent</i>	<i>315-363-2550 Ext 2001</i>
<i>District Office</i>	<i>Stacey Tice</i>	<i>Assistant Superintendent for Curriculum and Instruction</i>	<i>315-363-2550 Ext 2002</i>
<i>District Office</i>	<i>Jim Rowley</i>	<i>Assistant Superintendent of Finance</i>	<i>315-363-2550 Ext 2003</i>
<i>Technology Office Located at Oneida High School</i>	<i>Genevieve Brauner</i>	<i>Administrator for Technology and Special Programs</i>	<i>315-363-6901 Ext 2517</i>
<i>Main Office Oneida High School</i>	<i>Randy Andrews</i>	<i>School Resource Officer</i>	<i>315-363-6901</i>
<i>District Office</i>	<i>Jamie Cleveland</i>	<i>Psychologist</i>	<i>315-363-2550 Ext 2013</i>
<i>Maintenance Facility</i>	<i>Bernie Sharlette</i>	<i>Supervisor–Buildings &amp; Grounds</i>	<i>315-363-8555 Ext 2030</i>
<i>Costello Transportation Bldg.</i>	<i>Craig Manderville</i>	<i>Supervisor-Transportation</i>	<i>315-363-5470 Ext 2052</i>
<i>Oneida High School</i>	<i>Hollie Ackerman</i>	<i>Supervisor-Food Service</i>	<i>315-363-6900 Ext 2580</i>
<i>Private Practice</i>	<i>Bassett Healthcare Network</i>	<i>School Physicians</i>	<i>315-231-5400</i>



**APPENDIX 4: Notification and Activation**

In the event of a disaster or an act of violence, the Oneida City School District Superintendent, or his designee, will be notified as appropriate.

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication. Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s). When appropriate staff will contact parents using the information provided on students' emergency contact cards.

RADIO/TV STATION	TELEPHONE NUMBER
<b>UTICA:</b>	
WIBX 950/WLZW Lite 98.7/ WFRG 96 Frog/ODZ Oldies 96/WRUN	315-272-2846
WKTV Ch.2	315-793-3475
<b>SYRACUSE:</b>	
WIXT-TV - Channel 9	315-446-9999 Ext. 2277 or Ext. 2261 1-800-724-9498
News 10 Now	315-234-1010 Ext 2
WSTM-TV Ch. 3	315-477-9660 or 477-9446
WNTQ-93Q	315-472-0200

**Appendix 5: Oneida City School District Risk PROBABILITY CHECKLIST**

	YES	NO	COMMENT
1. Has your region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat		X	
2. Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake	X		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		X	
4. Have <b>forest fires</b> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		X	
5. Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards.	X		
6. Are severe winter storms a frequent occurrence? Natural Hazard: Severe Storms and Blizzards.		X	
7. Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms		X	
8. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		X	
9. Has you state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane		X	
10. Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado		X	
11. Do you live in a western state that has been or might be affected by ash fall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard		X	
12. Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide		X	
13. Is your district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow	X		Earthen Dam behind Oneida Hospital
14. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods	X		May affect transportation
15. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods	X		May affect transportation
16. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	X		Route 365, 5, 46, 13, 31, Conrail and NYS Thruway
17. Are there any factories, warehouses, or disposal areas near your community, which produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials	X		Ammonia storage HP Hood
18. Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community?		X	
19. Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident	X		9 Mile NPP, Scriba, NY

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20. Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident		<b>X</b>	
21. Has your community ever experienced a Pandemic	<b>X</b>		<b>COVID 19 March 2020</b>

**Appendix 6: Public Health Emergencies**

**Oneida City School District  
Continuation of Operations Plan  
Site Essential Employees Protocols**

[In the event the NYS Governor declares a public health emergency involving a communicable disease as per NYS legislation S8617B/A10832]

**Definitions**

**Personal protective equipment** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (As required based on job duties and/or Public Health Department recommendations)

**Site-Essential** shall refer to a designation made that a public employee is **required to be physically present** at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

**Non-site-essential** shall refer to a designation made that a public employee is **not required to be physically present** at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

**Communicable disease** shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual.

**Retaliatory action** shall mean the discharge, suspension, demotion, or discrimination against any employee or other adverse employment action taken against an employee in the terms and conditions of employment.

**Telework for site-essential and non-site essential employees**

Employees not required to be on-site to perform their job functions will have the option to telework if approved by their supervisor. The District will provide hardware and software that will enable telework, to the greatest extent possible.

**Staggered work shifts**

If necessary, the District will assess in-person capacity and conditions to stagger work shifts to reduce workforce density at worksites.

**Personal Protective Equipment**

Employees are encouraged to provide their own personal protective equipment if appropriate for the situation (e.g., face masks). However, as necessary, the District will provide personal protective equipment (as appropriate to their job and exposure) to each site-essential employee and contractor during any given work shift. The District will procure and maintain a supply of PPE as availability permits, as well as cleaning supplies, signage, and other pandemic-related items. Principals, Directors and Department Heads may requisition for supplies.

**Protocol**

The District will follow all procedures and protocols communicated by New York State, Madison County Department of Health and Oneida County Department of Health as appropriate, for preventing the contraction or spread of the communicable disease identified in the state disaster emergency. These procedures and protocols will be communicated through the District website, robo call/email, and/or other means as appropriate. Health screenings, including daily temperature checks, and completion of a

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screening questionnaire, are required for staff, students, and visitors to enter our buildings. Anyone who has a positive response on the screening questionnaire must not come to school/work or be isolated from others and sent home immediately. If a person is isolated, the school will supervise the student or staff member in the isolated area while awaiting transport home. Schools should refer such persons to a healthcare provider and provide resources on COVID-19 testing.

Students and staff exhibiting signs of COVID-19 with no other explanation for the symptoms should be sent to the school health office for an assessment by the school nurse. If a school nurse is not available, the school will contact the parent/guardian to come pick up their ill child or send the staff member home.

If an employee tests positive for such disease, school administrators will collaborate and coordinate with local health officials to assess levels of community transmission and the extent of close contacts (contact tracing) of the individual who tested positive.

The District will immediately and thoroughly disinfect the work area, common area surface and shared equipment of an area that was impacted by the state disaster emergency.

The District will share all available leave opportunities in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

### **Communication**

The District may need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, the District will adhere to the prevailing CDC and DOH guidance for cleaning and disinfecting affected areas, and notify individuals impacted.

The District will follow the most current guidance from the health department in assessing when staff may report to work in person.

The District will comply with its policies and procedures as well as state and federal law pertaining to leave should an employee need to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

### **Tracking**

The District will utilize the mandated daily health screening questionnaire, building sign-in sheets, electronic door access records, and other protocols consistent with CDC and DOH guidelines to aid in the tracking of the disease and to identify the population of anyone exposed.

### **Emergency housing**

Not applicable. District employees are not expected to remain at the worksite and may return home after work each day.

### **List and Description of Site-essential Positions and Justification**

The following titles and positions are considered Site-essential in the event of a declared public health emergency.

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<b>Position</b>	<b>Responsibility</b>	<b>Building</b>
Superintendent	Chief Emergency Officer. Manages District operations.	District Wide
Assistant Superintendent for Finance	Oversees payroll, transportation, buildings and grounds, and cafeteria.	District Wide
Director of Transportation	Provides necessary transportation.	District Wide
Director of Buildings and Grounds	Clean, disinfect and maintain building operations.	District Wide
Food Service Manager	Provide breakfast and lunch to students.	District Wide
Administrator for Technology & Special Programs	Technology and communications.	District Wide
Assistant Superintendent for Curriculum and Instruction	Curriculum and Instruction.	District Wide
Building Principal as determined by Superintendent	Manages building operations and grade level instruction	District Wide
Food service, maintenance, nursing staff, and transportation employees as determined by director	Provides services necessary to continue operations.	District Wide
Technology department as determined by Administrator for Technology & Special Programs	Provides technology services necessary to continue operations.	District Wide
School Resource Officer/ Designee Chief Emergency Officer	Provides safety, security, and student services support.	District Wide

**Appendix 7: Emergency Remote Instruction Plan Guidance**

**Emergency Remote Instruction Plan**

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
  - How will the district ensure that all students have access to a computing device?
    - Oneida City School District provides Chromebooks for all students in grades PK-12.
  - How will the district disseminate computing devices to students?
    - Students keep their devices from year to year. Any students who do not currently have a device can pick up their device from school or under certain circumstances will have the device delivered.
  - How will the district communicate with families about the dissemination of computing devices?
    - The district utilizes ParentSquare to communicate to households.
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
  - Oneida City School District provides applications for students to request cellular hotspots for households that do not have internet connectivity available to them. The district also provides permanent outdoor wireless connectivity at the High School. Outdoor access points can be mounted in additional spaces as necessary for 'parking lot' access. Partnerships with local community locations have also been shared out with families as 'hub' options. Various internet connectivity options allow for students to participate in synchronous and asynchronous instruction during emergency situations that would require remote instruction.
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction of students is supplementary to synchronous instruction.
  - Synchronous Instruction: Teachers should prioritize live instruction through virtual meetings, video conferences, or real-time class sessions. This allows for direct interaction, engagement, and immediate feedback between teachers and students. Attendance will be taken through Google Classroom at 9:00am for elementary students and at the start of each class period at the secondary level.
  - Asynchronous Instruction: School staff may develop and provide supplemental asynchronous learning materials, such as pre-recorded lectures, video lessons, reading assignments, discussion boards, or on-line quizzes. These materials can be accessed by students at their own pace and provide additional learning resources.
  - Proportional balance: While the exact allocation may vary, there is an expectation that synchronous instruction should constitute a significant portion of the overall instructional time, with asynchronous instruction complementing and reinforcing the concepts covered synchronously.
  - Flexibility and Differentiation: School staff should be flexible and differentiate their instructional approaches to accommodate various student needs and circumstances. Some students may require more synchronous instruction for support, while others may benefit from increased asynchronous activities.
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
  - Administrators and instructional staff will work closely with families to help ensure that students have a learning plan that meets their needs. A variety of options will be available to students who don't have access to digital technology, or its use is not appropriate, including:

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- i. Printed learning materials will be provided (e.g., worksheets, textbooks, activity packets) will be distributed to students.
  - ii. Phone-based instruction where teachers can communicate with students to provide guidance, explanations, and support over the phone.
  - iii. Assignments and projects that may include research projects, art projects, hands on activities, and written assignments that can be completed at home.
  - iv. When appropriate, the Oneida City School District will partner with the Public Library, YMCA, and Community Center to provide digital access.
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
  - Synchronous Instruction: Special Education Teachers and related service providers should prioritize live instruction and therapy through virtual meetings, video conferences, or real-time class sessions. This allows for direct interaction, engagement, and immediate feedback between teachers and students. Attendance will be collected for each session.
  - Asynchronous Instruction: School staff may develop and provide supplemental asynchronous learning materials, such as pre-recorded lectures, video lessons, reading assignments, discussion boards, or on-line quizzes. These materials can be accessed by students at their own pace and provide additional learning resources.
  - Proportional balance: while the exact allocation may vary, there is an expectation that synchronous instruction should constitute a significant portion of the overall instructional time, with asynchronous instruction complementing and reinforcing the concepts covered synchronously.
  - Flexibility and Differentiation: School staff should be flexible and differentiate their instructional approaches to accommodate various student needs and circumstances. Some students may require more synchronous instruction for support, while others may benefit from increased asynchronous activities.
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.

On days of remote instruction due emergency conditions Oneida's instructional hours will be claimed as follows: Elementary 5.33 hours, Middle School 5.67 hours and High school 5.80.



**Appendix 8: Training for Staff and Students**

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

Violence prevention, intervention, and response staff development programs for instructional and support staff will be included in Superintendent's Conference Day plans or as otherwise scheduled. Emergency steps and procedures will be reviewed with instructional and support staff at least annually.

At a minimum, the school will conduct the following exercises/drills annually:

1. The annual "Go Home" Drill will be conducted by May 1st of each year as determined by the District Superintendent in consultation with the superintendents of schools.
2. Incident Command System (ICS) Training (Recommended) – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://www.dhSES.ny.gov). Or by contacting your local emergency management agency.
3. The Principal and Building Level Safety Team will: review ERP with staff; conduct full staff and student briefings on roles to perform during an emergency; ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
4. During each school year, the following exercise will be conducted with record maintained on Safety Training Log: Appendix H in the Building Response Plans:

<b>Description of training, drill or exercise</b>	<b>Date</b>
Building Level Safety/Response Team Meetings	Recommended Quarterly
Got to Go Bag Review	At Least Quarterly
"Go Home" drill – Students and Staff – Friday before Spring break	Spring
Fire drills 8-minimum	As required by law
Right-to-Know	Annually by December 1 <sup>st</sup>
Blood-borne Pathogens	Annually by December 1 <sup>st</sup>
FEMA Training	As needed
Tabletop Exercises	Annually by December 1 <sup>st</sup>
Lockdown Drills 4-minimum	As required by law
Elementary Lock Out	Annually by June 1 <sup>st</sup>
Emergency Response Training to Mental Health and Violence Prevention – All Staff	Annually by September 15th

By Regulation: Each building will practice at least one component of their emergency plan at least annually.

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- [Section 807](#) of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of eight drills each school year.
- [Section 807](#) of the Education Law mandates that pupils must receive instruction on lockdown drills. A minimum of four lockdown drills per building shall be conducted each school year.
- [Section 807](#) of the Education Law mandates that the person in charge of any after school event must notify attendees before of any event of the building’s emergency procedures.
- [Section 807](#) of the Education Law mandates that one drill during lunch or assembly or instruction on how to evacuate during lunch or assembly be conducted.
- [8 NYCRR Section 155.17 \(e\)\(3\)](#) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

At least once a year on a Superintendent's Day or other scheduled time, a tabletop drill for each instructional building will be implemented involving representative instructional and support staff. When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials.

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations that may include those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

The Building Level Response Team will evaluate the response along with the facilitators and determine if modifications to the plan are necessary. Evaluations may be conducted through post-drill debriefing or written evaluation summaries.

**Appendix 9: SRO Agreement**

**EMPLOYMENT AGREEMENT - SCHOOL RESOURCE OFFICER**

1. Duties and Responsibilities.

SRO accepts the above appointment as the School District's School Resource Officer, and shall perform the following duties:

- a. Work 40 hours per week, during the Term. SRO's work schedule and the specific hours during which he is to report will be established by the School District's Superintendent. Report directly to the Superintendent or the Superintendent's designee.
- b. Provide for the security and safety of all students, staff, and visitors, protect school property and maintain order in and around the school site.
- c. Provide intervention between students and/or staff using appropriate techniques to calm and control situations.
- e. Under the supervision of the Superintendent or designee, investigate all crimes and incidents occurring on and in the vicinity of school grounds, and complete the appropriate documentation for such investigations.
- f. Report all violations of law, school rules, regulations or policies to school administration.
- g. Enforce all governing New York State and federal laws, rules, and regulations and assist schools in meeting requirements mandated by New York State law.
- h. Advise school administration of any circumstances or situation that may create any potential harm to persons, or damage to, or loss of property.
- i. When feasible and requested to do so by school officials, and in a manner which does not infringe upon individuals' Constitutional rights, screen persons entering the building or school grounds,
- j. Develop and maintain a positive and open relationship with students, administrators, faculty staff and parents.
- k. When requested, participate in meetings with school officials, parents or the School Board to assist in dispute resolution and/or in developing policy and procedures concerning school safety. Additionally, provide information to students and staff in regard to DWIs, weapons, sale of illegal drugs, etc.
- l. legally seize and store/dispose of any illegal substance or contraband seized by school officials as required/not required for evidence in prosecution.
- m. Educate potential school-age victims in crime prevention and safety.
- n. Develop or expand crime prevention efforts for students.
- o. All of the obligations under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class,

2. Term.

- a. This Agreement will be effective as of September 1, 2021 through June 30, 2022 (the "Term"), The parties further agree that this Agreement may be extended for an additional time period based upon mutual, written agreement of the parties.
- b. SRO will be released from his obligation to complete the term of employment provided by this Agreement by submitting a written resignation to the School District at least sixty (60) days prior to

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his leaving. The School District may terminate this Agreement and the employment of the SRO at any time during the term of the Agreement consistent with the provisions of applicable federal, state, or local law.

Authorization to Carry Firearm. The School District and SRO agree that SRO has been authorized by the School District's Board of Education to carry a firearm on School District property for use in connection with his powers and duties under this Agreement as follows:

- a. SRO shall be authorized to carry a firearm on school grounds for use in connection with his powers and duties under this Agreement.
  - b. Nothing contained in this Agreement shall be construed to authorize SRO to possess any firearm on School District property if he is not otherwise properly licensed to possess and carry that firearm, or to authorize SRO to possess any firearm on School District property in violation of any Federal, State, or local law, rule, or regulation.
4. Credentials. SRO shall be and remain at all times properly licensed and/or credentialed in accordance with applicable law to perform services in accordance with this Agreement. SRO shall possess all necessary licenses and permits required to carry a firearm pursuant to Section 4 of this Agreement.
5. Fingerprinting and Criminal Clearance. The School District shall submit SRO's fingerprints to the New York State Education Department ("SED") to facilitate a criminal background check and criminal clearance review process by the SED, unless an authorized representative of the SED informs the School District, in writing, that the need for criminal
6. clearance by SED is obviated for any reason. SRO shall not have direct contact with the School District's students until criminal clearance is obtained from SED, or waived by
- SED, except as explicitly authorized by law.
7. Indemnification. To the extent required by Section 3811 of the Education Law, the Board will defend and indemnify the SRO from claims arising out of the performance of his duties within the scope of his employment. Such defense and indemnification is subject to the SRO complying with all legal requirements for receiving same. If there is a conflict of interest between the Board and the SRO regarding the matter, separate counsel will be appointed to represent the SRO,
8. Confidentiality and Disclosure of Records.
- a, Confidentiality. The parties agree that all information exchanged is considered confidential and subject to provisions of Federal and New York State Law, and will
- be used only for the purposes outlined in this Agreement.

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b. **Records Disclosure.** The SRO agrees to comply with the requirements set forth in the Family Education Rights to Privacy Act (FERPA), the New York State Education Law Section 2-D, and regulations promulgated under those laws, as the same may be amended from time to time. Incorporated hereto by reference and made a part of this Agreement are the terms required by New York State Education Law Section 2-D concerning the disclosure of protected identifiable student, principal and teacher information from disclosure.

9. **Binding Effect.** This Agreement shall be binding upon both parties when fully signed and executed and upon approval of the appropriate governing bodies where required.
10. **Governing Law.** The Agreement shall be construed and interpreted in accordance with the laws of New York State.
11. **Assignment.** This Agreement may not be assigned by either party.
12. **Interpretation.** The language of all parts of this Agreement in all cases shall be construed as a whole, according to its fair meaning, and not strictly for or against any party, regardless of who drafted it.
13. **Waiver.** The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provisions or right. A waiver is effective only if in writing and signed and delivered by the waiving party.
14. **Applicability.** It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof. Any alterations, amendments, deletions, or waivers of the provisions in this Agreement shall be valid only when expressed in writing and duly signed by the parties.

**Appendix 10: SPO Agreement**

Pending