



# SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Superintendent of Schools

Department of Public Safety

Thomas Ristoff, Director

## MEMORANDUM

### Exhibit 3.)

#### Chief Emergency Officer-Syracuse City School District

The designation of the superintendent's designee, the Director of Public Safety, as the district chief emergency officer whose duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building level emergency response plans;
- Ensure staff understanding of the district-wide school safety plan;
- Ensure the completion and yearly update of building-level emergency response plans for each school building;
- Assist in the selection of security related technology and development of procedures for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including training in the emergency response plan;
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and