District-Wide
School Safety Plan

Safety In Our Schools

In compliance with the NYS Safe Schools
Against Violence in Education Act (SAVE Project)

Dover Union Free School District
2368 Route 22
Dover Plains, NY 12522

Approved by BOE: 7/14/2020
Updated: December, 2019
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## School Emergency Response Terms

The State Education Department requires schools in emergency situations to use the following terms. These terms may be used by schools when reporting school incidents to law enforcement.

<table>
<thead>
<tr>
<th>Shelter-In-Place</th>
<th>Hold-In-Place</th>
<th>Evacuate</th>
<th>Lockout</th>
<th>Lockdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to shelter students and staff inside the building.</td>
<td>Used to limit movement of students and staff while dealing with short term emergencies.</td>
<td>Used to evacuate students and staff from the building.</td>
<td>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</td>
<td>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</td>
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</tbody>
</table>

**Shelter-in-Place** is used for situations where students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside.

Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

**Hold-in-Place** is used if there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited.

This is intended to keep students and staff out of the affected area until the situation can be recertified.

**Evacuation** is used when it is determined that it is safer outside than inside the building (fire, explosion, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

**Lockout** is used to quickly ensure all school staff, students and visitors are secured in the school building away from outside danger such as law enforcement activity or other situations where an indirect threat to the school exists.

**Lockdown** is used to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown should involve barricading the door, hiding from view, remaining silent and readying a plan of evacuation as a last resort.
Dover Union Free School District

District-wide School Safety Plan

Section I: Planning Guidelines – General Considerations and Planning Guidelines

A. Vital Educational Agency Information

The Dover Union Free School District consists of three school sites – Wingdale Elementary School, Dover Elementary School, and Dover Middle/High School. Basic data related to each school site follows:

**Wingdale Elementary School**
6413 Route 55
Wingdale, NY 12594
(845) 877-5720

- Grades K-2
- Population of 344 students
- Staff of 36
- Transportation needs – 10 busses and one handicap vehicle
- Key officials:
  a) MaryBeth Kenny, Principal
     - Work telephone: (845) 877-5720 x2413

**Dover Elementary School**
9 School Street
Dover Plains, NY 12522
(845) 877-5730

- Grades 3-5
- Population of 300 students
- Staff of 40
- Transportation needs – 14 busses
- Key Officials:
  a) Herman Harmelink, Principal
     - Work telephone: (845) 877-5730 x3413

**Dover Middle School**
2368 Route 22
Dover Plains, NY 12522
(845) 877-5740

- Grades 6-8
- Population of 350
- Staff of 50
- Transportation needs – 26 busses
Key Officials:
   a) Christopher O’Connor, Principal
       - Work telephone: (845)877-5740 x1131

Dover High School
2368 Route 22
Dover Plains, NY 12522
(845) 877-5750
- Grades 9-12
- Population of 507
- Staff of 71
- Transportation needs – 26 busses

Key Officials:
   a) Eugenia Angelis, Principal
       - Work telephone: (845)877-5750 x1143
   b) Stephen Hicks, Vice Principal
       - Work telephone: W. (845)877-5750 x1167

District Office (located in the High School complex)
- No students
- Staff of 12
- Transportation needs – none

Key Officials:
   a) Michael Tierney, Superintendent of Schools
       - Work telephone: (845)877-5700 x1283
       - E-mail: mike.tierney@doverschools.org
   b) Christopher Prill, Assistant Superintendent for Business
       - Work telephone: (845)877-5700 x1281
   c) Patricia Rizzo, Director of Special Education
       - Work telephone: (845) 877-5700 x1285
   d) Donna Basting, Assistant Superintendent for Curriculum & Staff Development
       - Work telephone: (845)877-5700 x1233
   e) Rudy Abrams, Assistant Superintendent for Buildings & Grounds
       - Work telephone: (845)877-5700 x1209
B. Introduction:

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Dover Union Free School District supports the SAVE Legislation and intends to engage in a planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

Creating and maintaining a safe and secure school district environment is a goal of highest priority. Well beyond one-time special programs or events, a safe environment is established and maintained through continual efforts yearlong. While educating our students is obviously a high priority, we will achieve that objective best by ensuring a healthy, safe, and secure environment for all our students and staff. District efforts for enhancing our school district safety include but are not limited to the following:

- Regular meetings of building and district safety committees
- Staff training and development
- Ongoing faculty and administrative discussions
- Locking of all doors with a single point of entry
- Making available, to certain staff, “walkie talkies” or cell phones for prompt communication abilities
- Practicing “visitor pass” systems and instructing staff to challenge anyone without a pass.
- Creation of a Crisis Plan, Emergency Management Plan, and District-wide Safety Plans
- Hiring of additional support personnel such as social workers, psychologists, and counselors
- Training in use of defibrillators
- Updating of school district policies and Codes of Conduct
- Strict enforcement of threatening or illegal conduct
- Regular monitoring of district transportation efforts and use of video camera(s) on bus(es) for discipline matters
- Encourage all staff to be “visible” and monitor hallways and bathrooms regularly
- Educating students on health and safety matters
- Training students in peer mediation and conflict resolution
- Ongoing inspections and evaluations of the physical plant and grounds of the district along with regular updates
- Conducting of fire and other emergency drills
- Increasing supervision at extracurricular activities
- Increasing after school activities for positive alternatives for students
- Updating of School District Policies
- Camera surveillance at all buildings
• Require all employees to wear badges
• Other items to be determined

The Dover Union Free School District’s (DUFSD’s) District-wide Safety Committee developed the ensuing document.

The plan was developed in compliance with the NYS Safe Schools Against Violence Education Act (Project SAVE). This plan is not intended to replace the Commissioner’s Regulations 155.17 but will be part of the existing district-wide Emergency Plan.

The District-wide School Safety Plan works in conjunction with the following district plans and documents that are in existence:

A. Emergency Management Plan
B. Crisis Intervention Plan
C. School Emergency Response Plan (for each building)

Special thanks are extended to all those who gave of their time to ensure that a well thought out and comprehensive plan was developed.

C. Purpose:

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

D. Identification of School Teams:

The DUFSD has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

• Michael Tierney, Superintendent of Schools
• Christopher Prill, Assistant Superintendent for Business
• Herman Harmelink, Dover Elementary Principal
• MaryBeth Kenny, Wingdale Elementary Principal
• Christopher O’Connor, Middle School Principal
• Genie Angelis, High School Principal
• Rudy Abrams, Assistant Superintendent of Buildings and Grounds
• Keri Pfister, Station Commander
• Kathleen Glynn, High School Nurse
• Sal Ditrocchio, Dutchess County Sheriff’s Deputy, SRO
• Susan Langton, First Student Bus Company
• Susan Conklin, Board of Education Trustee
E. Concept of Operations:

The District-wide plan has been developed through the coordinated efforts of representatives from all four buildings of the district, plus community, Board of Education, and administrative representatives. Linkages occur, as representatives on the District-wide committee are also members of the building-level teams. This linkage combined with the Emergency Management Plans and school policies already in place help enhance continuity between the district and building-level plans.

Committee work and continual review was the focal point of the development of the District-wide plan. Committee members were also charged with sharing the information with the stakeholder groups they represented for the purpose of enhancing the area of input on the plan. The existing Emergency Management Plan, Crisis Intervention Plan, and school policies were additional data utilized in the District-wide plan development.

During any crisis or emergency situation, a central location shall be utilized as the “command center”. This is the site where key personnel with critical information and decision-making authority shall convene to make decisions, direct actions, and communicate information. The chain of command will remain consistent with the chain of command that exists in normal times and is as follows:

- Michael Tierney, Superintendent of Schools
- Christopher Prill, Assistant Superintendent for Business
- Donna Basting, Assistant Superintendent for Curriculum, Staff Development and Technology
- MaryBeth Kenny, Wingdale Elementary Principal
- Herman Harmelink, Dover Elementary Principal
- Christopher O’Connor, Middle School Principal
- Stephen Hicks, High School Assistant Principal

The School District Emergency Response Team, or personnel involved in the decision-making process, will involve the Superintendent of Schools, the Assistant Superintendent for Business, and the Assistant Superintendent for Curriculum, Staff Development, and Technology. Additional personnel involved in the command center decisions will vary with the situation, but would include some combination of the following:

- Building Principal and/or High School Assistant Principal
- Assistant Superintendent of Buildings and Grounds
- Director of Transportation
- School Resource Officer
- Law Enforcement Personnel – NYS Police and/or Sheriff’s Department
- Fire Department Representative
- Emergency Medical Representative
- School Safety Committee Representative
- Board of Education President or Designee
- Other Designated Personnel as Deemed Appropriate
Each building will have a designated command center both inside and outside the respective building as follows:

**Wingdale Elementary School**
- Inside Building – Principal’s Office
- Outside Building – Old Schoolhouse (Astor)
- Outside Alternative – Dover Public Library

**Dover Elementary School**
- Inside Building – Principal’s Office
- Outside Building – Firehouse
- Alternative – Old Public Library (Tabor Wing House)

**Middle/High School**
- Inside Building – Building and Grounds Office
- Outside Building – Pump Station
- Alternative – Football Tower

Each of the Command Centers must have access to a telephone or some other form of communication. Preferably, the designated area will be accommodating to a large number of people that may have to be involved in the decision-making process. Additionally, the Command Center areas should have convenient access to a cell telephone, florescent vests, a megaphone, and basic first-aid supplies.

**F. Communication & Parent Notification:**

Communication is essential during any emergency situation. This would include violent situations, weather related problems, and any other situation deemed to be an emergency. As such, it is important that our district not only have access to varying forms of communication, but that it is predetermined what channels of communication and with whom communication should occur.

Regular and cell telephones are often the primary forms of communication. However, other devices such as “walkie-talkies”, megaphones, and/or P.A. systems are also important. SchoolReach and the DUFSD website will be our primary communication to parents. We would always follow up with letters to parents/guardians. Alternatively, utilization of radio, television, and newspaper media will be additional forms of communication with parents.

During regular school hours and if students and personnel are housed within the school plant, the regular forms of communication (telephone, P.A. system, word-of-mouth, meetings, etc.) would be utilized to inform students and staff of needed information. For hours before or after school, parents and staff members would be notified through SchoolReach as well as the District’s website or via the media (radio and/or television). Some of the key telephone numbers outside the school system are as follows:

<table>
<thead>
<tr>
<th>All Emergencies</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS Police</td>
<td>877-3031</td>
</tr>
<tr>
<td>Dover Highway</td>
<td>832-9567</td>
</tr>
<tr>
<td>First Student</td>
<td>877-3476, 877-3249, or 877-3263</td>
</tr>
<tr>
<td>Transportation</td>
<td>832-6111</td>
</tr>
<tr>
<td>Town Hall</td>
<td>386-3800</td>
</tr>
<tr>
<td>Sheriff’s Department</td>
<td>471-1414</td>
</tr>
<tr>
<td>Fire Department</td>
<td>471-1900</td>
</tr>
<tr>
<td>Red Cross</td>
<td></td>
</tr>
</tbody>
</table>
Employee Emergency Telephone Chains shall be utilized as designed. The Superintendent of Schools and/or his designee may initiate the use of the chain as deemed necessary.

It will be the policy of the school district to contact a law enforcement agency in any violent or potentially criminal emergency matter.

During emergency situations, the Superintendent of Schools and the Board of Education President shall be the designated spokespersons for the district. Unless designated otherwise, they would be the individuals authorized to speak with the media on news-related matters.

In each school year, the Crisis Plan, Emergency Management Plan, and District-wide School Safety Plan will be reviewed and made available with the administrators and directors in each school building. Additionally, the district and each school will always have a staff Emergency Closing/Call Chain in place.

G. Plan Review and Public Comment:
- This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Superintendent’s office.
- 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 will be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan will be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency 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 District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.
Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies:

The DUFSD has developed an aggressive prevention/intervention program. A listing of some of the efforts currently in place follows:

- Middle School Conflict Resolution Training
- Middle School Peer Mediation Training
- Staff Training on Right to Know/DASA
- Student packet on “harassment and bullying”
- Guest speakers on safety-related topics
- An active Diversity Committee
- A Youth for Diversity Student Club
- Ongoing discussions with faculty and students on safety-related topics
- Regular practicing of safety-related drills
- Hiring of additional mental health support personnel
- After school child care and program in the elementary school
- Increased availability of Middle/High School library and extra-curricular activities
- Active safety committees meeting regularly
- Visitor Management System
- CAPE/Alcohol Counselor
- Peer Mediation (DES)
- Character Ed. (DES)
- Personal Safety Program (DES)

The above activities and more are a regular part of the DUFSD program. Professional development activities for all employees of the district on safety-related topics are an ongoing priority. A portion of at least one Superintendent’s Conference Day will be committed annually towards this end. It would also be the intent of the school district to have additional abbreviated sessions on health/safety-related topics. These abbreviated sessions could be accomplished through staff meetings and/or after-hours staff development opportunities. Listings of some of the health/safety topics to be covered with employees and/or students by the district at some juncture are as follows:

- Understanding of SAVE regulations
- Right-to-Know
- Crisis Intervention
- Conflict Resolution
- Dealing with Bullying
- Identifying “At-Risk” Students
- Fire Safety and Prevention
- Pandemic Planning
- Bomb Scare Procedures and Searches
- Character Education
- Sexual Harassment
- Dealing with Intruders
- Drug and Alcohol Education Programs
Beyond our special staff development offerings, health/safety matters must be a regular part of the dialogue in the district. Administrative cabinet meetings, staff meetings, and meetings with parents must incorporate on-going attention to these matters. Additionally, the building and district safety committees must keep health and safety matters at the forefront.

Annually, the district implements on early go-home drill. Fire drills, bus evacuation drills, lockdowns, violent wind, and other drills are now a regular part of our school district safety efforts.

B. Identification and Role of School Safety Personnel:

The DUFSD has safety committees at the district and building level. Composition of these committees is as follows:

**District Safety Committee:**
- Susan Langton, First Student Bus Company
- Michael Tierney, Superintendent of Schools
- Christopher Prill, Assistant Superintendent for Business
- Herman Harmelink, Dover Elementary Principal
- MaryBeth Kenny, Wingdale Elementary Principal
- Genie Angelis, High School Principal
- Stephen Hicks, High School Assistant Principal
- Rudy Abrams, Assistant Superintendent of Buildings and Grounds
- Susan Conklin, Board of Education Member
- Kathleen Glynn, HS Nurse
- Keri Pfister, Station Commander
- Sal Ditrocchio, Dutchess County Sheriffs’ Deputy, SRO
- Matt Pool, Teacher
- Julie Colacchio, Teacher

**Wingdale Elementary Safety Committee:**
- MaryBeth Kenny, Principal
- Teresa McNeill & Joanne DeMaio, Secretaries
- Laurie Silverman, Teacher

**Dover Elementary Safety Committee:**
- Herman Harmelink, Principal
- Marlena Gault, Teacher
- Sally Parks, Teacher
- Rachel McLaughlin, Dover Elementary School Nurse
- Joanne Sadowsky, Custodian
- Sal Ditrocchio, Dutchess County Sheriffs’ Deputy, SRO
The purpose of the District-wide Safety Committee is primarily to give direction to the building-level safety committees. This committee helps keep the building teams aware of new regulations, board policies, and additional expectations of the administrators of the district that need to be implemented. The District-wide Safety Committee is also the link between the buildings, central administration, and Board of Education. This link is important not only for communicative and implementation reasons, but also for budgetary matters. At times when construction projects are in process around the district, this committee helps to review the operations and related safety matters. This committee will also assist in clarifying and guiding the district’s efforts at compliance with the new SAVE regulations.

Building-level safety committees are involved in the direct review of health and safety matters in their specific buildings. A sampling of their specified tasks is as follows:

- Auditing the building’s safety procedures
- Occasional inspection tours of buildings and grounds
- Recommending staff training for safety-related topics
- Reviewing accident reports
- Communicating with and seeking input and concerns from other staff members
- Ensuring that fire and other disaster drills are practiced
- Developing and/or reviewing the Code of Conduct
- Developing the School Emergency Response Plan as per the new SAVE Regulations
- Completing other building-related tasks as needed pertaining to laws, Board of Education Policies, and the new SAVE Regulations
- Making budget recommendations on safety-related matters
- Other items as deemed appropriate

Committees at both the building and district levels must meet a minimum of four times a year and may meet as often as necessary. It is recommended that minutes be maintained of all meetings.

Each committee conducts a self-evaluation of their efforts and the efforts of the district in general. Communities input from both solicited and unsolicited means are also integrated into the evaluation of our safety efforts.

Vital Educational Agency information is kept with our existing Emergency Management Plan. This document is kept in the principal’s office in all buildings.
C. Early Intervention and Detection of Potentially Violent Behaviors:

Enhancing communication among and between students and staff on safety-related matters is an effective prevention strategy. At the faculty level, safety committees at both the building and district levels are one such vehicle for discussion. The District’s Strategic Education Plan also creates an avenue for discussions. Faculty meetings, staff development programs, and administrators’ open-door policy enhance communication.

A number of prevention and intervention strategies have become an integral part of the school system. A few of these efforts are as follows:

- A Diversity Committee is in operation which addresses “respect and tolerance” for diversity
- A special staff development day was offered on violence prevention and addressing “bullying and cyber bullying”.
- Anonymous Alerts© was adopted for district use in reporting bullying and potential safety threats
- Extended-day programs are offered at the Wingdale Elementary School for childcare before school and up until 6:00 pm daily.
- New sports and activities are being offered to students after school. The high school library is also open for extended hours.
- District and building Safety Committees meet regularly throughout the school year.
- Regular classroom instruction occurs on bus safety, playground safety, and safety rules and habits in general.
- A drug and Alcohol Counselor was hired.
- An afterschool study hall was implemented for students involved in extra-curricular activities.

A full listing of early-intervention efforts and strategies are outlined in this document’s introduction.

The DUFSD also believes that setting policy which encourages civility, citizenship, and promotes character education is yet another effective early intervention strategy. The District’s policy on such follows.

D. District’s Policies on Civility, Citizenship, and Character Education/Interpersonal Violence Prevention Education:

- Civility, Citizenship, and Character Education:

  The Board of Education recognizes that teaching students respect, civility, and understanding toward others as well as the practice and reinforcement of appropriate behavior and values of our society is an important function of the school system.

  The DUFSD wishes to foster an environment where students exhibit behavior that promotes positive educational practices, allows students to grow socially and academically, and encourages healthy dialogue in respectful ways. By presenting teachers and staff as positive role models, the District stresses positive communication and discourages disrespectful treatment. This policy is not intended to deprive and/or restrict any student of his or her right to freedom of expression, but rather seeks to maintain, to the extent possible and reasonable, a safe, harassment-free, and educationally-conducive environment for our students and staff.

  Furthermore, the District shall ensure that the course of instruction in grades K-12 includes a component on civility, citizenship, and character education in accordance with Education
Law. Character education is the deliberate effort to help students understand, care about, and act upon core ethical values.

Character Education shall instruct students on the principles of:

a) Honesty  
b) Tolerance  
c) Personal responsibility  
d) Respect for others  
e) Observance of laws and rules  
f) Courtesy  
g) Dignity and other traits which will enhance the quality of students’ experiences in and to the community

As determined by the Board of Regents, and as further enumerated in Commissioner’s Regulations, the components of character education shall be incorporated in existing District curricula as applicable.

The District encourages the involvement of staff, students, parents, and community members in the implementation and reinforcement of character education in the schools.

– Education Law Sections 801 and 801-a

E. Interpersonal Violence Prevention Education:

The Commissioner of Education, pursuant to law, shall make available to the District an interpersonal violence prevention education package for students in grades K-12; and the use of such material will be incorporated as part of the health or other related curricula or programs.

As modified by the Board of Regents, the health curriculum requirements shall provide greater focus on the development of skills, by no later than middle school, that are needed to recognize, cope with, and address potentially violent incidents, including an understanding of the students’ roles in emergency situations, what to do when confronted with another student who is experiencing a mental health problem, and other related skills designated to reduce the threat of violence in the schools.

- Educational Law Sections 804(4)

It shall be the practice of the DUFSD to regularly disseminate informative materials regarding the early detection of potentially violent behaviors, including but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel, persons in parental relation to students, students, and other deemed appropriate to receive such information. The frequency of the dissemination of informative materials shall be at the discretion of the school administrators. These informative materials can be distributed through a variety of forms as follows:

- E-mails
- School Messenger
- Letters
- Newsletters
- Informational Meetings
- Special Presentations
- Guidance Sessions
- Faculty Meetings and Workshop Sessions
- Webpage
- Other avenues as deemed appropriate

The informative materials to be presented shall be monitored by school administrators.

Written material will be reviewed and approved by the building principal before being distributed.
Administrators will, to the extent possible, also preview the contents of guest speakers’ presentations before any actual presentation occurs. Administrators are always encouraged to seek guidance on the appropriateness of the materials from other administrators and/or other support personnel.

F. Hazard Identification:
Potential emergency sites are numerous. A listing of potential emergency sites follows:

- Wingdale Elementary School
- Wingdale Elementary School Playground
- Dover Elementary School
- Dover Elementary School Playground
- Dover Middle/High School
- Dover Middle/High School Playfields
- At all athletic events (home and away)
- On all transportation runs
- To and from special extra-curricular activities
- On all field trips
- Special event sites
- Boilers in all buildings

Because emergencies may occur at various places off school grounds, immediate communication abilities are viewed as critical safety element. Training of staff and students on potential incidents would also be considered as a critical step at enhancing student safety in times of crisis.

Section III: Response Procedures

A. Notification and Activation:
Policies and procedures for contacting appropriate law enforcement agencies, school personnel, parents, and other appropriate agencies were explained in the previous section. Critical phone numbers were also listed. Vehicles of communication included the telephone, intercom, radio/“walkie-talkie”, e-mail, fax, face-to-face, and the media. Parents will be notified through the same media stations used in inclement weather situations as well as through written letters and, on occasion, through telephone chains. The Superintendent of Schools and building principals are the lead persons in emergency communication matters.

B. Situational Responses:
School building security encompasses a number of action steps and procedures for ensuring a safe and secure environment for students and staff. A listing of those procedures follows:

- Each building will lock back and side doors.
- Hall or door monitors will supervise the entrance ways and/or circulate around the hallways to monitor students and ensure that no unauthorized persons are in the building
- Visitors will be expected to wear visitor’s pass in clear view
- Staff members will be encouraged to be visible and question any unfamiliar faces in the school who do not have a “visitor’s pass” in clear view
• School Resource Officer will assist in monitoring all three district buildings
• Administrators will consistently reinforce the established Codes of Conduct as situations warrant
• Annual drills (as required) will be conducted relating to fire safety, bus safety, and other emergency-related matters
• Safety Committees will meet regularly to address safety items preventatively as well as in reaction to incidents
• Faculty meetings will be utilized to discuss safety-related topics
• Staff development offerings will be offered annually in safety-related matters
• Other procedures will be implemented as they evolve from district and building safety committees

Specific response plans follow relating to some varying potential emergency situations.

C. Specific Threat Response Plans:
Threats of violence are matters of serious concern. They can range in seriousness and magnitude from involving individuals to groups and even entire schools. Threats may be verbal, written, and/or physical. Regardless of the form or magnitude, all threats will be taken seriously.

Building level Codes of Conduct will include a baseline of actions to be taken by the District in response to both threats of violence and acts of violence, particularly when they involve individual and/or small groups of students. Each building Code of Conduct will be in place that will inform students and parents proactively as to the consequences of threatening behavior and as a guide to follow when due process is required after such actions.

The District’s Emergency Response Guide is a second resource available in both a proactive and reactive situation. The Crisis Intervention Plan is annually reviewed and has designated key personnel and clear action steps to be taken in times of crisis, which a threatening action could certainly create.

A third available resource for clear guidance in situations involving threats of violence or acts of violence is the District’s Emergency Management Plan. This plan outlines procedures involving bomb scares, civil distractions, fires, and explosions which are all possibilities under the heading of threats or acts of violence. This plan is on file in the Central Office and Principal’s office in all buildings.

The following page represents the District’s policy on “Threats or Actions of Violence”. It should also be reiterated that Codes of Conduct also serve as part of the District policies and practices relating to threats and/or actions of violence.

Following the policy on threats, you will also find procedures for students and staff to follow regarding threats or actions of violence.

Rather than redefining here all the actions to be taken in threats and/or acts of violence, employees should refer to the documents listed above which outline key personnel, procedures, and protocols to be taken in emergency situations. These documents, along with related Board of Education policies, define the appropriate actions to be taken by personnel within this district in safety-related matters.

D. Threats of Violence in School:
The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are
made by students, staff, or others. Threats of violence against students, school personnel, and/or school property will not be tolerated whether or not such threats occur on school grounds or during the day.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, text, phone, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations as well as the Student Discipline Code of Conduct and collective bargaining agreements, as may be necessary.

While acknowledging an individual’s constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and wellbeing of staff, students, and the school environment. Employees and students shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the building principal/designee who shall report such occurrences to the Superintendent. Additionally, the building principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to a faculty member or the building principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Student Discipline Code of Conduct as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the Student Discipline Code of Conduct.

The district shall contact a law enforcement agency in the event of a violent incident or threat of a violent incident as per the guidelines that follow:

- Bomb threat – immediate notification
- Hostage situation – immediate notification
- Intrusion – immediate notification
- Kidnapping – immediate notification
- Fire or explosion – immediate notification
- Fight/physical altercation – at discretion of administration
- Harassment – at discretion of administration

The law enforcement agency could be contacted through 911 or NY State Police (677-6321), or Sheriff’s Department (486-3800). The District may utilize its School Resource Officer as its point of contact for law enforcement.

Notification of parents of a child(ren) involved in an actual or potential violent situation should typically be handled in a personal manner. School administration should contact a parent/guardian by telephone whenever possible. If it is a widespread incident whereby all parents/guardians should be contacted, then written correspondence should be sent out
immediately. Typically, the letter would be a joint effort by the building principal and Superintendent of Schools. If appropriate, the news media could be utilized for communication purposes, at the discretion of the Superintendent of Schools.

1) Procedure for Responding to Threats/Actions of Violence:

   Staff:
   - If it is a low-level action or threat (i.e.- students fighting), staff members may attempt to break up the incident before it escalates
   - Immediately report incident to principal or designee
   - Principal or designee to report incident to Superintendent
   - Inform School Resource Officer (or other local law enforcement official) as deemed appropriate by either principal, Superintendent, or designee
   - Principal to report occurrences to the school psychologist, Director of Special Education, and/or social worker
   - Other emergency services may be called upon depending upon incident (fire department, ambulance, etc.)
   - Principals to refer to Code of Conduct for guidance in handling discipline actions to be taken on matters of violence

   Students:
   - Report all incidents to faculty members, principal, or School Resource Officer
   - Students and parents should review Code of Conducts at the beginning of each school year as a preventative and educational aspect relating to school violence, procedures, protocols, and expectations

2) Procedure for Responding to Bomb Threats, Hostage Taking, Intrusions, and Kidnapping:
Go Home: 
In many emergency situations, school officials are to implement their Go-Home Plans. Most schools already have plans for dismissing students early in the event of snowstorms, heating plant failure, etc. School officials should check those plans to assure that they are up to date. If such plans do not exist, the appropriate school officials should prepare them.

Communications:
- Local police and fire emergency services are alerted and notified
- Parents are notified via local radio, T.V., internet, etc.

Immediate Police Notification:
A bomb threat to a school is a criminal act. Criminal acts are the domain and responsibility of law enforcement officials. The appropriate State, County, or Local law enforcement agency is to be notified immediately of any bomb threat. School personnel are not authorized to determine if a telephoned bomb threat or suspicious package or letter is a hoax. School officials are responsible for information known – i.e.- a bomb threat and to take prudent and reasonable care of students and staff.

a) Police Investigation:

Search Activities:
Law enforcement agencies are responsible for all investigations of criminal activities. Depending upon resources and circumstances, police agencies will determine the number of officers sent to initially look for a suspect device, remove the suspect device, and conduct follow-up investigative activities.

School Staff Search Involvement:
It is not unusual for police officers to request volunteer assistance from school staff. People who can be the most help in looking for something unusual are the employees themselves because they know what belongs and what does not belong in the building. A stranger conducting the investigation does have the advantage of the employee. It should be noted
that the search for something unusual is not akin to touching or handling the suspect object. Only specified and highly trained law enforcement officials are authorized to handle the suspect object once located. School officials and/or employees are not trained to touch, handle, or move a suspected explosive device.

School staff are not trained safety bomb technicians, nor should they be trained for this hazardous duty. School staff, however, are not required to look for unusual objects or be involved in emergency operation if it is not part of their duties. School staff familiar with the building layout and contents may choose to volunteer to assist law enforcement officials in the initial search for a suspected object.

School Staff volunteering or by job duty assisting law enforcement officials, should be prepared to have immediately available for police officers building keys, building floor plans, information about heat, electric, gas, and water shut-off valves in the building. The school emergency management plan should consider procedures for all students and school employees to report any “unusual objects” found. Unusual or suspicious objects found are not to be touched, handled, or moved by anyone except trained law enforcement officers.

**Returning to a Building:**

The Board of Education has the legal authority and responsibility for care of a school building and its occupants. This authority is usually delegated to the Superintendent of Schools. The responsibility of law enforcement personnel is to investigate criminal matters; i.e., bomb threats. After consulting with law enforcement officials regarding their “findings” in a building bomb threat investigation, school authorities must make an informed decision about re-entry into the building. This procedure differs from the legal authority of the fire officials. The fire official, after responding to a fire alarm, has the authority to declare the building safe for re-occupancy. Law enforcement officials investigating a criminal act of a bomb threat have no authority to declare a building safe for re-occupancy. Law enforcement officials report their findings of the criminal investigation to the building administrator. The building administrator has the authority to re-enter the building after a criminal investigation.

Based upon information received from the police, one of four decisions may occur:

1. Re-enter the building and resume classes
2. Relocate the building occupants to another facility
3. Re-enter the building within a set time
4. Have an early dismissal

Given the information about the bomb threat investigation from police officials, school officials are in the best position and have the legal responsibility to determine what would be reasonable and prudent for returning to normal building operations.
b) Criminal Behavior:

Information should be disseminated informing students and staff that the mere reporting of a false bomb threat is a crime that may result in imprisonment and/or civil penalties being imposed against the individual. References for sections of the Penal Law pertinent to bomb threats are contained within the New York State Education Department Guidelines.

c) Telephone Bomb Threat:

Notification of Emergency Plan Activation:

Provisions contained within Section B of this emergency plan will apply to notification as necessitated by a bomb threat.

Preventative Measures Suggested:

Preventative measures as contained within the New York State Education Department Guidelines will be promulgated to all principals to be included in building-specific training.

3) Procedure for Pandemic Threats:

The DUFSD is committed to the health and safety of all its students and employees. The possibility of a pandemic flu outbreak would significantly alter the operations of the school district in many capacities including health-related, educational-related, and community-based implications. As such, it is inherent upon the school district to plan for such possibilities.
It is likely that if a pandemic occurs in a region, State and local Health Department agencies will provide initial alerts to local school districts. The probability also exists that the health agencies will provide guidance to the local school districts and communities. Regardless of this probability, there are some ongoing efforts our district must take to help prevent and/or monitor safety and health-related matters. A few of these steps follow:

1. Building and District Safety Committees meet regularly to review potential safety matters. One item of review is to be the absentee rates of both students and employees. If absentee rates rise dramatically, school officials and the Dutchess County Health Department are to be informed.

2. Schools are to educate and promote hand washing and cold/sneeze etiquette.

3. Schools are to ensure that soap and tissues are readily available to students.

4. Schools are to be cleaned daily at the highest level possible.

5. Students and employees who are ill should be encouraged to stay home until they are well. The District reserves the right to send anyone home who they feel is ill and should not be present in the school.

6. Corresponding sick leave policies and guidelines pertaining to the transportation of ill students will be developed.

The Dutchess County Department of Health (485-3400) should be contacted regarding any potential pandemic problems. Notification of parents in any potential pandemic should typically be handled in a personal manner. In situations involving a small number of students, the school nurse and/or building administrator should contact a parent/guardian by telephone whenever possible. If it is a widespread incident whereby all parents/guardians should be contacted, then written correspondence should be sent out immediately. Typically, the letter would be a joint effort by the building principal and Superintendent of Schools. If appropriate, the news media could be utilized for communication purposes, at the discretion of the Superintendent of Schools.

Like all emergency situations, three primary options exist for the school district. They include (1) closing schools, (2) early dismissal, or (3) sheltering students in place. The Superintendent of Schools, or his designee, in consultation with appropriate persons, would be responsible for making the decision.

E. Protocols for Specific Emergencies:

**Teacher Checklist When Notified of a School Emergency:**
F. Evacuation Sites:

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<th>Evacuation Sites</th>
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**Personnel Checklist for Use in Bomb Threat in School:**

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</table>
Bomb Threat Procedure:
Section IV: Resources & Definitions

Arrangements for Obtaining Emergency Assistance from Local Government Agencies:

Local government agencies and service organizations may have to be contacted from time to time during emergencies. The following protocols are to be followed within the district:

- Superintendent/designee in an emergency contacts 911 center for fire, police, or EMS response
- Superintendent/designee contacts Town Supervisor for assistance if needed
- Director of Buildings & Grounds/designee contacts Highway Department Director for assistance if needed
- Assistant Superintendent for Business/designee contacts transportation companies as needed
- Superintendent/designee contacts Poison Control/Toxic Materials Center if needed
- Local contractors as needed

Procedures for Obtaining Advice and Assistance from Local Officials:

From time to time, local officials will be called upon for their input in emergency situations. This may involve their presence at the Command Center or simply telephone conferencing. The types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/designee in an emergency will contact emergency management coordinator for the region to seek advice
- Superintendent/designee in an emergency will contact the Dutchess BOCES Safety Coordinator to seek advice
- The District has identified resources for an emergency from the Red Cross, Fire Department, Sheriff’s Department, NY State Police, and Town of Dover. The Superintendent/designee can contact one of these agencies for assistance.

District Resources:

- Air Horns
- Buses
- Trucks
- Flashlights
- Walkie-talkies
- Cell phones
- Megaphone
- Hard hats
- Internet
- School Messenger

Protective Action Options:

Four primary options are available to the district for protective actions against potential emergency situations. They include (1) school cancellation, (2) early dismissal, (3) evacuation, and (4) sheltering.
School Cancellation:
• Any situation that may necessitate a school closing is monitored by the Superintendent and his/her designee, in consultation with appropriate personnel
• If a decision is made to cancel school, then the Superintendent/designee must initiate SchoolReach or the Emergency Telephone Chain to inform school personnel of such decisions
• Parents and students are informed through School Reach, the local radio, Internet, and television stations

Early Dismissal:
• The Superintendent/designee will monitor any situation that may warrant an early dismissal
• If conditions warrant, Superintendent/designee will decide to close school
• Transportation supervisor is informed of such decision
• Staff is informed of decision
• Local media is informed of decision to inform parents of early dismissal
• Where in place, School Messenger/telephone chains will be activated to inform parents
• Office and custodial staff will remain on duty until dismissed by the Superintendent/designee
• Information and communication would be established at all Administrative Offices

Evacuation:
•

Sheltering:
•
PROCEDURES:

Lockout/Elevated & Guarded Risk:
If there is a situation and the administration wants to lock out the building, the following procedure will be

Lockdown Procedure:
A. District Support for Buildings

All available district resources will be committed to and support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) as deemed appropriate. This would include, but not be limited to the following:

- Personnel
- Transportation
- Food, water, clothing, shelter
- Communication resources
- Access to media, outside agencies, etc.
- Other resources as deemed appropriate

Beyond district resources, outside law enforcement agencies, health agencies, community resource agencies, and other resources deemed appropriate would be contacted and utilized.

B. Disaster Mental Health Services:

During and following an emergency situation, the Superintendent/designee will activate the district’s Crisis Intervention Team for support service. This team would convene immediately, assess the situation, and plan their supporting efforts. If deemed warranted, mental health support would also be sought from neighboring school districts, Dutchess County BOCES, and local community mental health organizations. Counseling to students and staff will be committed to the extent necessary.

As part of the Crisis Intervention and Emergency Management Plan following the emergency situation, some time will be used to evaluate the district’s plans and efforts during the recent crisis. Plans will be adjusted based upon input from the Crisis Intervention Team and other personnel involved directly in the process.
Summary:

Over the years, differing regulations from the State, along with local expectations, have required that policies, practices, and procedures be set in place in school districts for the purpose of ensuring a safe and secure school district environment for all students and staff. While in each case there have been new variations of expectations, there is also much that overlaps. As such, our district has a number of efforts in place, all aimed at enhancing school safety. While some efforts are preventative in nature, others are intended to ensure that actions to be taken under an “emergency” situation have been clearly thought out and reviewed during “normal” times. The clear intent is that the emergency situation, if not prevented, would at least be better handled, as a clear prescriptive action plan is already in place. To this end, the Dover Union Free School District will have the following documents and plans in place for safety-related items:

1. School District Policies (District)
2. District-wide School Safety Plan (District)
3. Crisis Intervention Plan (District)
4. Emergency Management Plan (District)
5. Code of Conducts (Building)
6. School Emergency Response Plans (Building)

These documents, although individually created, will be organized together as the total guide to follow in emergency situations. Each building and the central office will have these guides on file for use as needed. Furthermore, building and district safety committees should review these plans and procedures annually.

The Dover Union Free School District remains committed to student and staff training on safety-related topics. Training efforts will focus both upon preventative actions as well as handling emergency situations. While the district’s action of choice is always to be preventative, the plans and procedures will help immensely in the event that a crisis does occur.
Appendix I - Subject: Safety and Security:

The Board of Education of the Dover Union Free School District hereby declares that it is the policy of the School District to provide a safe and secure environment to all those persons, students, staff, and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District.

It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:

a) Identify those staff members who will be responsible for the effective administration of the regulations;

b) Provide staff time and other necessary resources for the effective administration of the regulations;

c) Establish periodic written review of the activities of the staff to insure compliance with applicable laws and regulations;

d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students, and affected public;

e) Provide for reports to the Board of Education regarding the significant aspects of safety and security of the District.

Labor Law Section 27-a

Student Safety:

All staff who are made aware of physical and/or verbal threats to students must immediately report these threats against students to the next level of supervisory authority for prompt action. The immediate supervisor must then inform the Superintendent/designee, including any action taken, after learning of such threats to students.

The District shall disseminate this policy to all employees in order to ensure staff awareness.

Hazard communication standard:

All personnel shall be provided with applicable training to comply with the New York State “Right-to-Know” Law and the Hazard Communication Standard.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Rules and regulations will be developed to ensure District implementation of this policy which shall include awareness information, employee training, and record keeping.

New York State Labor Law Section 27-a
12 New York Codes of Rules and Regulations
(NYCRR) Part 820 Article 28
Occupational Safety and Health Administration (OSHA)
29 Codes of Federal Regulations (CFR) 1910.1200
Appendix II - Subject: Early Warning Signs for School Violence

Effective schools take special care to train the entire school community to identify and understand early warning signs of violence. By actively sharing information, schools and communities can provide effective responses. By establishing caring supportive relationships with all children, educators, and families will be aware of the feelings, fears, and needs of students. A frequent review of school records for patterns of behavior or sudden changes of behavior will prove useful.

- **Social Withdrawal**
  Withdrawal from peer social contacts due to feelings of depression, rejection, persecution, unworthiness, etc.

- **Excessive Feelings of Isolation**
  Some loners are potentially aggressive and violent

- **Excessive Feelings of Rejection**
  Rejection without support can lead to violence. Aggressive students rejected by non-aggressive peers seek out aggressive peers who reinforce the aggressive behavior.

- **Victims of Violence**
  Victims of violence and abuse frequently become violent themselves.

- **Feelings of Being Picked On**
  Kids who are teased, bullied, ridiculed, and humiliated sometimes become the bully.

- **Low School Interest/Poor Academic Performance**
  Chronic failure and lack of school success limits capacity to learn, leads to frustration, chastisement, and anger. This often leads to aggressive acting out.

- **Expression of Violence in Writing and Drawing**
  Over representation of violence when directed towards a specific individual, consistently over time is a signal of potential violence.

- **Uncontrolled Anger**
  Anger frequently and intensely expressed in response to minor irritants is potentially dangerous.

- **Patterns of Impulsive, Chronic Hitting, and Bullying**
  If evident early in life and left untreated, may escalate and intensify in later life.

- **History of Discipline Problems**
  Indicative of underlying needs not being met. This results in later life as defiance of authority, violation of rules, and norms and aggressive behavior.

- **Past History of Violent Behavior**
  Age of onset has significant impact on severity of the problem. Intensity of anti-social behavior increases with age. Characterized by violence to people, cruelty to animals, vandalism, fire setting, etc.
• **Intolerance for Differences and Prejudicial Attitudes**
  Intense hatred of others based on race, religion, gender, or sexual orientation. Membership in hate groups or willingness to victimize people with health problems.

• **Drug and Alcohol Use**
  These reduce self-control and minimize the ability to make effective choices.

• **Affiliation with Gangs**
  Anti-social values and norms are supported; acts of violence are the expectation.

• **Access to Firearms**
  Access to and knowledge of firearms increases a child’s risk for violence and becoming a victim.

• **Serious Threats of Violence**
  A detailed, specific, repeated threat of violence towards another should be taken seriously. This is more serious when the student has the means to carry out that threat (available guns).

  **Imminent Warning Signs**

  Whenever the following occur, suspension is called for and the parents should be called immediately. For those that are legal offenses, the police should be called immediately.

  • Serious physical fighting with peers
  • Severe destruction of property
  • Detailed threats of lethal violence
  • Possession of and/or use of firearms or other weapons
  • Other self-injurious behaviors or threats and attempts of suicide
  • Evidence of these precipitating events:
    o Suspension
    o Loss of a relationship
    o Severe rejection
    o Extreme humiliation

  **Warning Signs that Indicate Law Enforcement Officers Should be Called**

  • Serious written or verbal threats to the building and towards staff and students
  • Has a detailed plan (time, place, method, victim); particularly when a child has a history of violence and threatening
  • Carrying a weapon; particularly a firearm that they have threatened to use
Appendix III
Specific Protocols
# PROTOCOL FOR BOMB THREAT

## I. Pre-Emergency Planning:

Development of a Bomb Threat Incident Plan is imperative.

## II. Person Authorized to Take Immediate Action

<table>
<thead>
<tr>
<th>Development of a Bomb Threat Incident Plan is imperative.</th>
<th>1. First Person on the Scene</th>
<th>1. Police/Fire Department</th>
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<td>2. ___________________________</td>
<td>2. Building Administrator</td>
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## III. Persons to be Notified:

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<th>Development of a Bomb Threat Incident Plan is imperative.</th>
<th>1. Police/Fire Department</th>
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<td>3. Superintendent</td>
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## IV. Sequential Response/Action:

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<th>Development of a Bomb Threat Incident Plan is imperative.</th>
<th>1. Person receiving call</th>
<th>1. Established Bomb Threat Incident Plan</th>
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<td>2. Person receiving call</td>
<td>2. Telephone emergency numbers:</td>
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<td>Police......................911</td>
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<td>Fire.......................911</td>
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<td>First Student........877-3476</td>
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<td>Administrator:</td>
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<td>Michael Tierney......877-5700 x1283</td>
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<td>Radio Station:</td>
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<th>Development of a Bomb Threat Incident Plan is imperative.</th>
<th>3. Person receiving call</th>
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<td>4. Emergency Evacuation Plan - Including routes of</td>
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<td></td>
</tr>
<tr>
<td>Building, as appropriate.</td>
<td>5. Termination of emergency. Building is returned to Principal only after authorization by police.</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| **DO NOT MENTION “BOMB SCARE”** | 5. Upon their arrival, advise police (fire department) of situation and follow their instructions.  
  a) Advise superintendent  
  b) Building is turned over to police |
| a) Use public address system, NOT the fire alarm.  
 b) Notify superintendent. | 6. Police (Fire Department) |
| travel within the building to designated outdoor assembly areas and roll-call procedures. A Send-Home plan or evacuation to another school may also be appropriate. | 7. Resume, curtail or cease building operation, as appropriate.  
 a) Notify staff and students. |
# BOMB THREAT – Checklist
## When Evacuation IS Mandatory

<table>
<thead>
<tr>
<th>Obtain information from the person who took the call.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take the bomb threat checklist or any paper where notes are taken.</td>
</tr>
<tr>
<td><strong>CALL 911</strong></td>
</tr>
<tr>
<td>Do not use cellular phones or radios.</td>
</tr>
<tr>
<td>Do not pull the fire alarm.</td>
</tr>
<tr>
<td>Announce evacuation from the building.</td>
</tr>
<tr>
<td>Instruct staff members to do a quick scan of their area before leaving.</td>
</tr>
<tr>
<td>Staff instructions on procedures should be covered at meetings.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Call School Superintendent’s Office (845) 877-5700 x1283.</td>
</tr>
<tr>
<td>Move students at least 300 feet away from the building and if possible 1,000 feet.</td>
</tr>
<tr>
<td>Take attendance of students, teachers, and staff.</td>
</tr>
<tr>
<td>Shut off student payphones.</td>
</tr>
<tr>
<td>Call Transportation Department for busses to respond if needed (845) 877-3476.</td>
</tr>
<tr>
<td>If weather is severe consider moving students to shelter sites listed in Building-level Safety Plan.</td>
</tr>
<tr>
<td><strong>HAVE KEYS AVAILABLE FOR ACCESS TO ALL AREAS.</strong></td>
</tr>
<tr>
<td>Have volunteer staff available to assist the police in searching the building.</td>
</tr>
<tr>
<td><strong>KEEP MEDIA OUT OF THE SCHOOL.</strong></td>
</tr>
</tbody>
</table>
### BOMB THREAT – Checklist
When evacuation is NOT mandatory

**IF YOU DO NOT MEET ALL THE CRITERIA**
**YOU MUST EVACUATE THE BUILDING**

<table>
<thead>
<tr>
<th>Threat is received before the start of the school day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No students are presently in the building.</td>
</tr>
<tr>
<td>Staff must do a “walk-through” of the building to check for suspicious packages.</td>
</tr>
<tr>
<td>***If this occurs during State Exams, then staff members and monitors must also be assigned OUTSIDE the building.</td>
</tr>
<tr>
<td>All students must enter through one point of entry (front doors).</td>
</tr>
<tr>
<td>Staff must monitor all other exits.</td>
</tr>
<tr>
<td>*** If this occurs on a State Exam day, do not let students in earlier than 30 minutes before test time unless there is a time conflict for a particular student or group.</td>
</tr>
<tr>
<td>Upon entry, all students’ bags must be inspected.</td>
</tr>
<tr>
<td>Exam rooms are to be clearly marked and only students taking the exams should be in that area.</td>
</tr>
<tr>
<td>Monitoring must continue all day.</td>
</tr>
</tbody>
</table>
## BOMB THREAT TO OUTSIDE AREAS/PARKING LOT - Checklist

<table>
<thead>
<tr>
<th>CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>No radios or cellular phones.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Notify the School Superintendent (845) 877-5700 x1283.</td>
</tr>
<tr>
<td>All occupants to remain inside the building.</td>
</tr>
<tr>
<td>Move persons outside the building either inside or move them further away.</td>
</tr>
<tr>
<td>Secure the exits and entrances (police and/or School Staff).</td>
</tr>
<tr>
<td>Depending on information given, move students away from outside walls with windows or glass.</td>
</tr>
<tr>
<td>Consider areas: <strong>Gym, Locker Rooms, Stairwells, Classrooms, High Wind Safe Areas</strong></td>
</tr>
<tr>
<td>Are the Office areas and hallways safe from the threat and the potential for glass breakage?</td>
</tr>
<tr>
<td>Command Post set up.</td>
</tr>
<tr>
<td>Make sure the call taker is available for interview with the police.</td>
</tr>
<tr>
<td>Make sure the Bomb Threat checklist is available.</td>
</tr>
<tr>
<td>Based on the threat being outside the building is an evacuation necessary? Principal makes the decision based upon the facts available. (Confer with Superintendent).</td>
</tr>
<tr>
<td>Use a staging area that has been checked for safety.</td>
</tr>
</tbody>
</table>
## Protocol for Hostage Situation

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| Review the Necessary Resources outlined below to determine what preplanning, policies and/or procedures need to be developed in connection with this possible emergency. | 1. First Person on the Scene  
2. _______________________________  
3. _______________________________  
4. _______________________________ | 1. Building Administrator  
2. Police  
3. Superintendent  
4. _______________________________ |

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify hostage situation.</td>
<td>1. First person on the scene</td>
<td></td>
</tr>
<tr>
<td>2. Notify building administrator.</td>
<td>2. First person on the scene</td>
<td></td>
</tr>
<tr>
<td>3. Notify immediately, the superintendent and police.</td>
<td>3. Building Administrator</td>
<td>3. Police emergency telephone numbers. 486-3800. 877-3031</td>
</tr>
<tr>
<td>4. Advise police of situation and follow their instructions.</td>
<td>4. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>5. Notify parents or spouse.</td>
<td>5. Superintendent</td>
<td></td>
</tr>
</tbody>
</table>
| 6. Termination of emergency. | 6. Police  
Building Administrator |                       |
### HOSTAGE SITUATION - Checklist

<table>
<thead>
<tr>
<th>CALL 911 and announce that a LOCKDOWN is in effect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockdown procedures for doors and windows.</td>
</tr>
<tr>
<td>SHUT DOWN BELLS/TONES.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Have custodian and keys available; floor plans; emergency photographs.</td>
</tr>
<tr>
<td>Have teachers report only missing students.</td>
</tr>
<tr>
<td>Try to determine where all students and staff are located.</td>
</tr>
<tr>
<td>AVOID ANY RECKLESS AND/OR IMPRUDENT ACTIONS:</td>
</tr>
<tr>
<td>** Keep a distance</td>
</tr>
<tr>
<td>** Don’t force the issue physically or mentally</td>
</tr>
<tr>
<td>** Don’t make any quick moves.</td>
</tr>
<tr>
<td>** Use Common Sense, only try and talk to the person if there is a strong established rapport.</td>
</tr>
<tr>
<td>Use time (De-escalate).</td>
</tr>
<tr>
<td>Meet the POLICE and prepare for Command Post.</td>
</tr>
<tr>
<td>Call Superintendent’s Office (845) 877-5700 x1283.</td>
</tr>
</tbody>
</table>
# PROTOCOL FOR INTRUDER/ARMED PERSON

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| Develop procedures for identifying unauthorized visitors (intruders). | 1. First Person on Scene  
2. ________________________________  
3. ________________________________  
4. ________________________________ | 1. Building Administrator  
2. Police  
3. Superintendent  
4. ________________________________ |

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify intruder</td>
<td>1. First person on scene.</td>
<td></td>
</tr>
<tr>
<td>2. Notify building administrator</td>
<td>2. School Staff/Pupil</td>
<td></td>
</tr>
<tr>
<td>3. Do not confront armed persons if armed, initiate lockdown procedure. Next page</td>
<td>3. Building Administrator/School Staff</td>
<td>3. Pre-assessment of situation to determine if additional staff should be present initially.</td>
</tr>
<tr>
<td>4. If unarmed escort intruder out of the building</td>
<td>4. Building Administrator</td>
<td></td>
</tr>
<tr>
<td>5. If intruder refuses to leave maintain surveillance and summon police</td>
<td>5. Building Administrator</td>
<td>5. Utilize resource persons indicated in #3 above or other staff who may be present. Police emergency telephone numbers.</td>
</tr>
<tr>
<td>6. Advise police of situation and follow their instructions.</td>
<td>6. Building Administrator</td>
<td></td>
</tr>
</tbody>
</table>
| 7. Termination of contingency | 7. Police  
Building Administrator |  |
## ARMED PERSON OR STUDENT - Checklist

<table>
<thead>
<tr>
<th>CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signal to notify Staff and Security – Initiate <strong>LOCKDOWN</strong> procedures.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Have back-up present with you.</td>
</tr>
<tr>
<td>Do not confront the person.</td>
</tr>
<tr>
<td>Identify the person(s), his/her/their location(s) and where the weapon(s) is/are.</td>
</tr>
<tr>
<td>Lockdown the classrooms.</td>
</tr>
<tr>
<td>Shut down bell/tones.</td>
</tr>
<tr>
<td>If possible, attempt to talk to the person to surrender the weapon.</td>
</tr>
<tr>
<td>It is okay to let the person escape out and away from the building.</td>
</tr>
<tr>
<td>Obtain a physical and clothing description.</td>
</tr>
<tr>
<td>If the student is known, get the personal information for the police.</td>
</tr>
</tbody>
</table>
# PROTOCOL FOR KIDNAPPED PERSON

## I. Pre-Emergency Planning:
Develop attendance procedures to account for pupils and for unscheduled releases during school.

## II. Persons Authorized to Take Immediate Action

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>First Person on Scene</td>
<td>1. Building Administrator</td>
</tr>
<tr>
<td>2.</td>
<td>____________________</td>
<td>2. Police</td>
</tr>
<tr>
<td>3.</td>
<td>____________________</td>
<td>3. Superintendent</td>
</tr>
<tr>
<td>4.</td>
<td>____________________</td>
<td>4. Parents/Guardians</td>
</tr>
</tbody>
</table>

## III. Persons to be Notified

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Building Administrator</td>
</tr>
<tr>
<td>2.</td>
<td>Police</td>
</tr>
<tr>
<td>3.</td>
<td>Superintendent</td>
</tr>
<tr>
<td>4.</td>
<td>Parents/Guardians</td>
</tr>
</tbody>
</table>

## IV. Sequential Response/Action:

<table>
<thead>
<tr>
<th></th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify kidnapping incident</td>
<td>1. First person on scene.</td>
</tr>
<tr>
<td>2.</td>
<td>Notify building administrator</td>
<td>2. First person on scene</td>
</tr>
<tr>
<td>3.</td>
<td>Notify immediately, the superintendent and police.</td>
<td>3. Building Administrator/School Staff</td>
</tr>
<tr>
<td>4.</td>
<td>Advise police of situation and follow their instructions.</td>
<td>4. Building Administrator</td>
</tr>
<tr>
<td>5.</td>
<td>Notify parents or spouse</td>
<td>5. Superintendent</td>
</tr>
<tr>
<td>6.</td>
<td>Termination of emergency</td>
<td>6. Police</td>
</tr>
</tbody>
</table>

Building Administrator
486-3800   877-3031

Police emergency (911)
## PROTOCOL FOR HAZARDOUS MATERIAL SPILLS

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>

### IV. Sequential Response/Action:

| 1. Upon discovery or detection of an oil/gasoline spill on school property:  
a. Call local fire/resource Department  
b. Notify director of facilities  
| 2. Evaluate problem insofar as possible.  
a. Commence established remedial response  
b. Stop source of spill, if possible. | 2. B&G Person | 2. Established emergency remedial operation and maintenance procedures for possible occurrences, including limits of remedial response. |
| 3. Curtail or cease building operation, as appropriate.  
a. Notify staff, parents and students.  
b. Notify Superintendent. | 3. Building Administrator | 3. Public address system, media, pupil transportation system. See 5 below. |
| 4. Notify Superintendent. | 4. Building Administrator/Director of Facilities | |
| 5. Notify NY State Department of Transportation, Regional Office or Hotline: (518) 457-7362  
| 6. Curtail or cease building operation, as appropriate.  
a. Notify staff, parents and students  
b. See also: Loss of Building Contingency | 6. Superintendent | 6. Media |
| Guidelines. | 7. Superintendent  
Director of Facilities | 7. Financial arrangements and contracts by school business official.  
If formal emergency resolution needed, notify Board of Education and school attorney. |
| --- | --- | --- |
| 7. Recovery stage: Complete work as directed by DOT. | 8. Termination of emergency:  
a. Notify staff, parents and students.  
b. Resume building operation. | 8. Work directed by DOT completed.  
Media |
| 8. Department of Transportation (DOT)  
Superintendent |
# HAZARDOUS MATERIALS IN SCHOOL - Checklist

<table>
<thead>
<tr>
<th>CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact BOCES Safety Director (845) 485-4800 ext. 299.</td>
</tr>
<tr>
<td>Attempt to stop flow of substance if possible only if you are able to safely do so.</td>
</tr>
<tr>
<td>Identify the material if possible.</td>
</tr>
<tr>
<td>Identify the material if possible.</td>
</tr>
<tr>
<td>Quantity and characteristics of material.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Shut down ventilation system if possible.</td>
</tr>
<tr>
<td>Call the Superintendent (845) 877-5700 x1283.</td>
</tr>
<tr>
<td><strong>Evacuate the school – CHECK WIND DIRECTION – move students cross-wind or up-wind and not into/against the wind.</strong></td>
</tr>
<tr>
<td>Remove injured if possible.</td>
</tr>
<tr>
<td>Have custodian available with keys; floor plans, and emergency pictures.</td>
</tr>
</tbody>
</table>
**PROTOCOL FOR CHEMICAL/RADIOLOGICAL INCIDENT**

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| Become familiar with County Emergency Management Plan. Coordinate the Send-Home, shelter and evacuation plans with the County Emergency Management Plan. | 1. County Director of Emergency Management  
2. Superintendent  
3. Administration  
4. ______________________________ | 1. Building Administrator  
2. Director of Facilities  
3. Transportation Supervisor  
4. ______________________________ |

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon being notified of a problem, follow directions of the County Director of Emergency Management according to County Plan. Institute appropriate actions(s).</td>
<td>1. Superintendent</td>
<td>1. School district Send-Home, shelter and evacuation plans, transportation system.</td>
</tr>
<tr>
<td>2. Termination of emergency.</td>
<td>2. County Director of Emergency Management.</td>
<td>2. Telephone</td>
</tr>
<tr>
<td>3. RECOVERY: (1) See appropriate emergency guidelines. Contact County Emergency Management Office</td>
<td>3. Superintendent</td>
<td></td>
</tr>
</tbody>
</table>


If you receive a letter, container or package of any kind or if you receive a call stating that any biological contamination is present in the school building follow the steps below:

<table>
<thead>
<tr>
<th>CALL 911/PULL THE FIRE ALARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not touch or move any suspected item nor disturb any location in question.</td>
</tr>
<tr>
<td>Contain the threat to as few people as possible and isolate the area.</td>
</tr>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Close the doors and windows and lock doors if possible.</td>
</tr>
<tr>
<td>Keep those in the area of the item away from uninvolved people. The people in the suspected area of exposure will not be further exposed if the threat is left undisturbed.</td>
</tr>
<tr>
<td>Provide perimeter security.</td>
</tr>
<tr>
<td>It may not be necessary to automatically evacuate the building unless it helps in the emergency response or the location of the threat is unknown.</td>
</tr>
<tr>
<td>Call the School Superintendent (845) 877-5700 x1283 and BOCES Health and Safety at (845) 486-4800 ext. 299.</td>
</tr>
<tr>
<td>Those who have come into direct contact with the threat should not eat, drink, smoke, chew, or rub their eyes, nose, mouth, and ears. It is okay to wash hands and/or affected, contaminated body areas with a large amount of soap and water. Dry off with paper towels and segregate the waste.</td>
</tr>
<tr>
<td>It is not necessary to shut down the heating/air systems unless the threat is directed towards the system.</td>
</tr>
<tr>
<td>Police and EMS Officials will advise further.</td>
</tr>
</tbody>
</table>
## PROTOCOL FOR STORM - SNOW/ICE - WIND/HURRICANE

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Upon being notified of a problem, follow directions of the County Director of Emergency Management according to County Plan. Institute appropriate action(s) according to County Plan.</td>
<td>2. County Director of Disaster Preparedness</td>
<td>2. School district Send-Home, shelter and evacuation plans, transportation system.</td>
</tr>
<tr>
<td>3. Termination of emergency.</td>
<td></td>
<td>3. Telephone</td>
</tr>
<tr>
<td>4. RECOVERY: (1) See appropriate emergency guidelines. Contact County Emergency Management Office.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Protocol for Storm - Snow/Ice – Hurricane

(See also: Thunderstorm/Lightning Storm Pre-Emergency Guidelines)

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| If school is not yet open, make determination to remain closed. | 1. Superintendent  
2. Administrators  
3. __________________________  
4. __________________________ | 1. Superintendent (See Personnel List)  
2. Building Administrator  
3. Transportation Supervisor  
4. Director of Facilities |

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
| 1. If school is in session, monitor weather and road conditions | 1. Building Administrator  
Superintendent | 1. Weather bureau, highway department, Transportation Supervisor, Director of Facilities, news media, radio. |
| 2. Close school if conditions warrant. | 2. Superintendent | |
Transportation Supervisor  
Superintendent | 3. District “Send-Home” Plan, which includes: Pupil transportation system; communications network to recall bus drivers; and media to inform parents. |
| 4. If dangerous or impossible conditions preclude going home, provide shelter. | 4. Superintendent  
Director of Facilities | 4. County Emergency Management Office and Red Cross. |
# PROTOCOL FOR TORNADO

## I. Pre-Emergency Planning:

Prepare a tornado emergency plan. Plan should include instructions to take cover against inside wall in halls, away from windows. Coordinate emergency preparedness plan with County Emergency Management Office.

<table>
<thead>
<tr>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building Administrator</td>
<td>1. Superintendent</td>
</tr>
<tr>
<td>2. ________________________________</td>
<td>2. County Emergency Management Office</td>
</tr>
<tr>
<td>3. ________________________________</td>
<td>3. Director of Facilities</td>
</tr>
<tr>
<td>4. ________________________________</td>
<td>4. __________________________</td>
</tr>
</tbody>
</table>

## IV. Sequential Response/Action:

### Person(s) Responsible

<table>
<thead>
<tr>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Monitor any weather bureau tornado watch/warning.</td>
</tr>
<tr>
<td>1. Building Administrator Superintendent</td>
</tr>
<tr>
<td>1. Radio and television. County Emergency Office</td>
</tr>
<tr>
<td>2. If tornado is imminent, curtail all outdoor activities</td>
</tr>
<tr>
<td>2. Building Administrator</td>
</tr>
<tr>
<td>3. Summon all persons into building(s).</td>
</tr>
<tr>
<td>3. Building Administrator</td>
</tr>
<tr>
<td>4. If tornado is sighted in vicinity of school, institute tornado emergency plan.</td>
</tr>
<tr>
<td>4. Building Administrator Teachers</td>
</tr>
<tr>
<td>4. Public address system.</td>
</tr>
<tr>
<td>5. Termination of contingency.</td>
</tr>
<tr>
<td>5. Building Administrator</td>
</tr>
<tr>
<td>5. Public address system.</td>
</tr>
<tr>
<td>6. RECOVERY: (1) If building is damaged, assess damage and consider Send-Home plan.</td>
</tr>
<tr>
<td>4. Superintendent</td>
</tr>
</tbody>
</table>

### HIGH WIND/STORMS - Checklist

<table>
<thead>
<tr>
<th><strong>A Tornado Watch</strong> is announced, when conditions are favorable over a large area for severe thunderstorms and tornadoes to develop.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Tornado Warning</strong> is announce when a tornado has been detected <strong>TAKE COVER IMMEDIATELY.</strong></td>
</tr>
<tr>
<td>Monitor weather via NOAA or Weather Station.</td>
</tr>
<tr>
<td>Make sure <strong>no one</strong>, student or staff are outside. <strong>IT IS DANGEROUS FOR ANYONE TO STAY IN A CAR – MAKE SURE LOT MONITORS ARE INSIDE.</strong></td>
</tr>
<tr>
<td>Move students away from windows in exposed areas to an inside wall area.</td>
</tr>
<tr>
<td><strong>DO NOT PUT STUDENTS IN CAFETERIAS OR AUDITORIUMS WITH WINDOWS.</strong></td>
</tr>
</tbody>
</table>

### IN THE CASE OF TORNADOES

<table>
<thead>
<tr>
<th>Place spotters in locations to monitor the sky.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF A TORNADO IS SIGHTED OR A WARNING IS ISSUED:</strong></td>
</tr>
<tr>
<td>A. Announce information to staff and initiate the severe weather plan.</td>
</tr>
<tr>
<td>B. <strong>Use floor plan for Evacuation Points.</strong></td>
</tr>
</tbody>
</table>
FIRE AND EXPLOSION

A fire or explosion in a building, or even a false fire alarm, will interrupt and disrupt building activities. The effects may be minor as in the case of a false alarm, but could be major in the case of a fire or explosion. Emergency guidelines which track the extremes of a minor to a major occurrence are included in this section for the following:

- Explosion
- False Fire Alarms
- Fire

In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration to normal activities. Where appropriate, mandates which influence planning and decision making are included in the "Necessary Resources" column of a guideline.

All buildings are to conduct 12 fire drills in the course of the school year. Eight drills are to be completed by December 1 and four additional drills by the end of the school year.
## PROTOCOL FOR EXPLOSION

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| Review the Necessary Resources outlined below to determine what preplanning, policies and/or procedures need to be developed in connection with this possible emergency. | 1. Occupants  
2. Building Administrator  
3. Director of Facilities  
4. Superintendent | 1. Police/Fire Department  
2. State Education Department  
3. ________________________________  
4. ________________________________ |

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
</table>
| 1. Upon occurrence of an explosion in a building:  
a. Sound the building fire alarm immediately, and before attempting to discover source of explosion, or notifying building administrator. | 1. First person on the scene | 1. Established procedures for instructing occupants of their responsibilities for sounding the fire alarm. |
| 2. Evacuate building in accordance with established emergency evacuation plan | 2. Occupants | 2. Emergency Evacuation Plan. |
| 3. Call 911 | 3. Building Administrator  
Designated Administrative Staff | 3. Telephone emergency numbers, fire department direct interconnection. |
| 4. Investigate source and contain fire, if possible or practical. | 4. B&G Staff  
Available school staff who are trained pursuant to “SOSHA” | 4. Fire extinguishers, “SOSHA” training program. |
| 5. Upon their arrival, advise fire department of the situation and follow their instruction. | 5. Building Administrator | 5. NOTE: Upon a fire alarm, the fire department cannot be refused admission to a building; only the fire department can determine that a fire is out or that the building is safe for occupancy (Attorney General: Informal Opinion 81-13). |
| 6. Termination of emergency. | 6. Fire Department | |
| 7. Resume, curtail or cease building operation, as appropriate.  
a. Notify staff, parents and students. | 7. Building Administrator  
Superintendent | 7. Public address system, media, pupil transportation system. |
## EXPLOSION - Checklist

<table>
<thead>
<tr>
<th>PULL THE FIRE ALARM / CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate the Emergency Response Team.</td>
</tr>
<tr>
<td>Notify the Superintendent’s Office by calling (845) 877-5700 x1283.</td>
</tr>
<tr>
<td>Nurse should be directed to assist at scene, until additional help arrives.</td>
</tr>
<tr>
<td>Direct custodian via radio to stand by utility shut-off with keys.</td>
</tr>
<tr>
<td>Head Custodian will meet Emergency Personnel and help direct them to scene.</td>
</tr>
<tr>
<td>Determine location and nature of explosion.</td>
</tr>
<tr>
<td>Have floor plans and maps ready at command post.</td>
</tr>
<tr>
<td>Command post with police/fire.</td>
</tr>
</tbody>
</table>

**VERIFY ATTENDANCE, ONLY REPORT STUDENTS AND STAFF WHO ARE MISSING DO NOT LET STUDENTS LEAVE IN PERSONAL VEHICLES UNTIL ALL ARE ACCOUNTED FOR.**

| Make sure that staff are accounted for. |
| Secure Entrances and Exits. |
| Call and move to alternative site as listed in the Building-level Safety plan if necessary or directed by emergency services. |
# Protocol for False Fire Alarm

## I. Pre-Emergency Planning:

Review the Necessary Resources outlined below to determine what preplanning, policies and/or procedures need to be developed in connection with this possible emergency.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Occupants</td>
<td>2. Building Administrator</td>
<td>3. Director of Facilities</td>
</tr>
</tbody>
</table>

## II. Persons Authorized to Take Immediate Action:

1. Police/Fire Department
2. State Education Department
3. ________________________________
4. ________________________________

## III. Persons to be Notified:

1. Police/Fire Department
2. State Education Department
3. ________________________________
4. ________________________________

## IV. Sequential Response/Action:

<table>
<thead>
<tr>
<th></th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon sounding of the building fire alarm system, false or otherwise:</td>
<td>1. Occupants</td>
<td>1. Emergency Evacuation Plan - Including routes of travel within the building to designated outdoor assembly areas and roll-call procedures.</td>
</tr>
<tr>
<td>a. Evacuate the building in accordance with established Emergency Evacuation Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Summon fire department.</td>
<td>2. Building Administrator Designated Administrative Staff</td>
<td>2. Telephone emergency numbers, fire department direct interconnection.</td>
</tr>
<tr>
<td>a. Notify Superintendent, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Investigate source of alarm and confirm that there is or is not evidence of fire in the area.</td>
<td>3. O&amp;M Staff Available school staff who are trained pursuant to SOSHA</td>
<td>3. Zoned fire alarm system with enunciator panel, if existing; “SOSHA” training problem.</td>
</tr>
<tr>
<td>a. Keep building administrator advised of situation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Upon their arrival, advise fire department of the situation and follow their instructions.</td>
<td>4. Building Administrator</td>
<td>4. NOTE: Upon a fire alarm, the fire department cannot be refused admission to a building; only the fire department can determine that a fire is out or that the building is safe for occupancy (Attorney General: Informal Opinion 81-13).</td>
</tr>
<tr>
<td>5. Termination of emergency.</td>
<td>5. Fire Department</td>
<td></td>
</tr>
<tr>
<td>a. Inform staff and students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Investigate to identify who activated the alarm system</td>
<td>7. Building Administrator</td>
<td>7. Students, staff, local police and fire department.</td>
</tr>
<tr>
<td>a. Institute administrative procedures to determine and/or apprehend the person(s) who maliciously activates the alarm system.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Protocol for Fire Alarm

## I. Pre-Emergency Planning:

Review the Necessary Resources outlined below to determine what preplanning, policies and/or procedures need to be developed in connection with this possible emergency.

### II. Persons Authorized to Take Immediate Action

<table>
<thead>
<tr>
<th>1. Occupants</th>
<th>1. Building Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. _________________________</td>
<td>2. Fire Department</td>
</tr>
<tr>
<td>3. _________________________</td>
<td>3. Superintendent</td>
</tr>
<tr>
<td>4. _________________________</td>
<td></td>
</tr>
</tbody>
</table>

### III. Persons to be Notified

| 1. Building Administrator   |
| 2. Fire Department          |
| 3. Superintendent           |
| 4. _________________________ |

## IV. Sequential Response/Action:

<table>
<thead>
<tr>
<th>IV. Sequential Response/Action:</th>
<th>Person(s) Responsible</th>
<th>Necessary Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon discovery or detection of smoke or fire or evidence thereof: a. Sound building fire alarm immediately and before attempting to discover the fire source, or notify building administrator.</td>
<td>1. First person on the scene Fire/smoke detection system, if existing.</td>
<td>1. Established procedures for instructing occupants of their responsibilities for sounding the fire alarm.</td>
</tr>
<tr>
<td>2. Evacuate building in accordance with established emergency evacuation plan.</td>
<td>2. Occupants</td>
<td>2. Emergency Evacuation Plan - Including routes of travel within the building to designated outdoor assembly areas and roll-call procedures.</td>
</tr>
<tr>
<td>4. Investigate source and contain fire, if possible or practical. a. Keep building administrator advised of situation</td>
<td>4. B&amp;G Staff Available school staff who are trained pursuant to “SOSHA”</td>
<td>4. Zoned fire alarm system with enunciator panel, if existing; fire extinguishers: “SOSHA” training program.</td>
</tr>
<tr>
<td>5. Upon their arrival, advise fire department of their situation and follow their instructions. a. Advise Superintendent</td>
<td>5. Building Administrator</td>
<td>5. NOTE: Upon a fire alarm, the fire department cannot be refused admission to a building; only the fire department can determine a fire is out or that the building is safe for occupancy (Attorney General: Information Opinion 81-13).</td>
</tr>
<tr>
<td>6. Termination of emergency</td>
<td>6. Fire Department</td>
<td></td>
</tr>
<tr>
<td>7. Resume, curtail or cease building operation, as appropriate. a. Notify staff, parents and students</td>
<td>7. Building Administrator Superintendent</td>
<td>7. Public address system, media, pupil transportation system.</td>
</tr>
<tr>
<td>PULL THE FIRE ALARM/CALL 911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave the building follow the Fire Drill procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify Superintendent’s Office (845) 877-5700 x1283.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine if doors to the affected area can be safely closed DO NOT LOCK.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make sure that the keys to the building available for Emergency Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Nurse to stand by with the Principal unless needed for injuries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign staff member to meet and direct Fire Department to the fire.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report to Police/Fire Department Command Post.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact BOCES Safety Director at (845) 486-4800 ext. 299.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**ATTENDANCE <strong>DO NOT ALLOW STUDENTS TO LEAVE IN PERSONAL VEHICLES UNTIL ALL ARE ACCOUNTED FOR</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A flu or viral pandemic could result in excessive absenteeism of both students and employees. At an extreme level, a pandemic could even result in the death of many.

Schools, as sites for large group gatherings of children, employees, and residents, are viewed as potential hotbeds for the spread of illness. This concern would be particularly true if the illness could be spread through coughing, sneezing, or close contact with others. Accordingly, emergency guidelines are to be set in place that help monitor the warning signs and possible pandemic outbreak, as outlined in this section. Preservation of health and safety of all students and employees is of the highest priority.

## Protocol for Pandemic

<table>
<thead>
<tr>
<th>I. Pre-Emergency Planning:</th>
<th>II. Persons Authorized to Take Immediate Action</th>
<th>III. Persons to be Notified</th>
</tr>
</thead>
</table>
| If school is not yet open, make determination whether to open or remain closed. Consultation with Health Department to be appropriate. | 1. Superintendent  
2. Assistant Superintendent for Business | 1. Superintendent  
2. Building Administrators  
3. Transportation Supervisor  
4. Director of Facilities  
5. Board of Education  
6. Community |

<table>
<thead>
<tr>
<th>IV. Sequential Response Action:</th>
<th>V. Persons Responsible:</th>
<th>VI. Necessary Resources:</th>
</tr>
</thead>
</table>
| 1. If school is in session, monitor absenteeism and spread of illness.  
2. Close school if conditions warrant.  
3. Institute “send home” plan.  
4. If quarantine is warranted institute “provide shelter” plan. | 1. Building Administrator  
2. Superintendent  
3. Building Administrator  
   Transportation Supervisor  
   Superintendent  
4. Superintendent  
   Building Administrators  
   Director of Facilities | 1. Nurse reports on absenteeism.  
   Buildings & Grounds ensures hygiene, supplies, etc. are kept well stocked.  
   Contact with Health Department  
2. & 3. District “Send Home” Plan initiated.  
   Contact transportation department & building administrators.  
   Utilize media to inform parents.  
   Initiate web site message and telephone chains.  
4. County Emergency Management Office, Red Cross, & Department of Health contacted. |