



**District-Wide
School Safety Plan
2017-2018**

Newburgh Enlarged City School District District-Wide School Safety Plan

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Policy Statement

POLICY: No. 8130

Newburgh Board of Education

School Safety Plans and Teams

Revised: June 21, 2017

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district- wide school safety plan and building-level emergency response plans regarding violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel, as well as other individuals as may be determined by the Board. This team is responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Board may also appoint a student representative to the district-wide school safety team. However, no confidential building –level emergency response plans shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plans, or confidential portions of the district-wide emergency response strategy.

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The Superintendent of Schools or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan, and shall also ensure that building-level emergency response plans are completed, reviewed annually, and updated as needed, to maintain security. In accordance with law, the building-level emergency response plans(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a school safety team annually that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for

the development and review of a building-level emergency response plan for each district building. The plans shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal, in consultation with the Superintendent, shall annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific

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knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Annual Review and Report

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by **July 15th**. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by **September 1st**.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
New York State School Safety Plans Guidance, issued jointly by the New York State Education Department, New York State Police, New York State Office of

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Homeland Security and New York State Emergency Management Office,
September 2007

Elements of the Comprehensive School Safety Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation, power interruption and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative agreements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs, extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command).
- Plans to contact parents and guardians.
- School building security.
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Emergency Response Plan including review of tests.
- Annual School safety training for staff and students.
- Protocols for bomb threats, hostage-taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of school monitors and other school safety personnel with the requirements for training, hiring and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and recordkeeping.

Responsibilities of the District-Wide School Safety Team

The School District-Wide Safety Team will act as an Advisory Leaders Emergency Response Team (ALERT) with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each

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meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- Recommending training programs for students and staff in violence prevention.
- Disseminating information regarding early detection of potentially violent behavior.
- Developing response plans to acts of violence.
- Communicating the Plan to students and staff.
- Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 200 Logs; Incident Logs; Workers Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- Making recommendations necessary for change.
- Arranging for annual security analysis including the inspections of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committees or Building-Level Team.
- Recommending improved security measures based on school building inspection results.
- Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- Reviewing survey results and recommending actions that are necessary.

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the Newburgh Enlarged City School District include:

- Peer mediation programs
- Character Education and Anti-Violence Programs
- Anti-Bullying Programs
- The Fire Department conducts annual training in elementary school and middle school
- The processes of exercising emergency plans (lockdown, sheltering, evacuation, etc.), are reviewed with all students and they are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-Wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used:

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- Early Dismissal drill.
- Live drill including sheltering, evacuation, or lockdown.
- Table top exercises.
- Emergency Response Team exercises.
- Building pre-clearance searches.

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management, and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

Implementation of School Security

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings, we have implemented the following security measures:

- School monitors shall receive appropriate staff development every school year.
- Visitors will be required to sign in at each building and be issued a visitor's badge. Anyone in the building without a badge will be immediately questioned by building staff and the principal or assistant principal will be informed.
- Annual security reviews.
- Random searches may be considered if deemed necessary
- We will employ any other methods deemed necessary and constantly review our practices.

Early Detection of Potential Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training

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will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the School Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- How to recognize and respond to implied or direct threats of violence by students against themselves.

Other methods for informing parents and students include:

- Gang awareness programs
- Two-hour violence prevention program
- School social worker outreach
- School counselor involvement
- Anger Management programs
- Diversity program
- Anti-Bullying program
- Child abuse prevention
- Suicide Prevention

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school

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building. Such sites may include, but not be limited to, all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

Responses to Violence

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Incident Report Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander until transfer to local law enforcement and the Superintendent.

- Report it to the appropriate law enforcement agency.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evaluate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff, as needed. Notify parents.

Investigation:

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After the incident has occurred, members of the Advisory Leaders Emergency Response Team (ALERT) will conduct a detailed investigation. It is the purpose of ALERT to focus on facts that may prevent recurrence, not find fault. ALERT will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions and kidnapping. Professionals will be utilized from local law enforcement and private consultants, as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The School district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes

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in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Contact	Main Office	Health Office
Balmville	Danny Dottin	845-563-8550	845-563-8555
Fostertown	Maritza Ramos	845-568-6425	845-563-6431
Gardnertown	Lillian Torres	845-568-6400	845-563-6411
GAMS	Marsha Sobel	845-563-8450	845-563-8468
Horizons	Terry Lucas	845-563-3725	845-563-3733
Meadow Hill	Dennis Camt	845-568-6600	845-568-6636
New Windsor	TBA	845-563-3700	845-563-3710
Temple Hill	Ventura Lopez	845-568-6450	845-568-6479
Vails Gate	Ciria Briscoe-Perez	845-563-7900	845-563-7907
Heritage MS	Lynnette Brunger	845-563-3750	845-563-3760
South MS	Lisa Buon	845-563-7000	845-563-7022
NFA Main	Raul Rodriguez	845-563-5400	845-563-5471
NFA North	Matteo Doddo	845-563-8400	845-563-8416
NFA West	Ebony Clark	845-568-6560	

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In general, parent/guardian notification will be conducted by means of the phone tree of

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emergency contacts established in each school building. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. A Bomb Threat Checklist will be available at phone reception areas as part of the School Building Training Pamphlet which will be distributed in each school building.

Hostage-Taking:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call local law enforcement.
- The school principal or designee will issue the appropriate code alert, if necessary, and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist, as requested.

Intrusions:

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The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office and contact local law enforcement.
- The principal or designee will approach the intruder to determine the nature of his/her presence and ask him/her for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuses to leave, inform him/her that he/she is in violation of the law and that the police will be notified. Notify the building principal/main office and call local law enforcement or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once the code is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping Defined as:

Missing Person Defined as:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- The school principal will immediately contact and turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.

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- If alerted to a potential concern during the school day, when a student has not arrived at school or at home, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If student is not legally absent, he/she could be lost, a runaway, or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information, physical description, photo I.D. will be obtained.
- The School Superintendent will be notified.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and his/her departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if the student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- The Principal is informed.
- The Principal will inform the Superintendent or his/her Designee and work to determine level of threat.
- The Principal will contact law enforcement agencies, if necessary.
- The Principal will monitor the situation, adjust response as appropriate, and utilize Building Emergency Response Team, if necessary.

Responses to Implied or Direct Threats of Violence by a Student Against Themselves

Response actions in individual buildings will include:

- The first person aware of suspected or confirmed instances of student self-injury will immediately notify the Principal.
- The Principal will activate the appropriate personnel for response, including the school psychologist and Director of Pupil Personnel Services, and notify the Superintendent when necessary.
- The response team will ensure that the student receives appropriate care, including the care of wounds and an assessment for suspicion of self-injury or suicidality.
- The Principal will act as and/or identify liaison between student, parents, affected faculty/staff and peers.
- When appropriate, parents will be encouraged to follow up with an appropriate outside evaluation for the student.

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- The principal will identify the need for and provide for continued support for the student.
- The principal will consider local law enforcement as a resource.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- The level of threat will be determined.
- If necessary, the immediate area will be isolated and evacuate.
- The Principal will inform the Superintendent or his/her Designee.
- If necessary, initiate lockdown procedures and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate and if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Identification of decision makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
Balmville	Danny Dottin	Beverly Johnson	Lisa Zylberberg
Fostertown	Maritza Ramos	Isabella Santiago	
Gardnertown	Lillian Torres	Marcia Heywood	
GAMS	Marsha Sobel	Una Miller	Tara Marshall
Horizons	Terry Lucas	Ralph Malloy	
Meadow Hill	Dennis Camt	Scott Prokosch	Laura Russell
New Windsor		Melinda Lamarche	
Temple Hill	Ventura Lopez	Ellen Helgans	
Vails Gate	Ciria Briscoe-Perez	Mayda Amabile	
Heritage MS	Lynnette Brunger	Jessica Layne	Carlos Santiago
South MS	Lisa Buon	Rhode Octobre-Cooper	Karriem Bunce
NFA Main	Raul Rodriguez	Susan Valentino	Margaret Chesser
NFA North	Matteo Doddo	Rachel Schuyler	Dr. Clarence Cooper

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Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the Incident Commander (above) will contact local law enforcement to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Orange County Office of Emergency Management, Orange County Department of Mental Health, Orange-Ulster BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Orange County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans. All such assistance and coordination is currently handled through the Orange County Office of Emergency Management.

District Resources Use and Coordination

School Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources, including manpower and Chain-of-Command.

Protective Action Options

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

School Cancellation

1. Monitor any situation that may warrant a school cancellation.
2. Make determination utilizing procedures in place for snow emergencies.
3. Local media is contacted utilizing procedures in place for snow emergencies.
4. Utilize SchoolMessenger to inform parents.

Early Dismissal

1. Monitor situation and confer with Superintendent's Office
2. If conditions warrant, close school.
3. Utilize SchoolMessenger to inform parents.
4. Set up information center for parent inquiries.
5. Retain appropriate district personnel until all students have been returned home.

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Evacuation

1. Determine the level of threat.
2. Contact Transportation Supervisor to arrange transportation.
3. Clear all evacuation routes and sites prior to evacuation.
4. Evacuate all staff and students to pre-arranged evacuation sites. Teachers must remain with their students and take attendance.
5. Account for all student and staff population; report any missing students or staff to Building Principal.
6. Make determination regarding early dismissal.
7. If dismissing early, follow procedures above.
8. Ensure adult supervision or continued school supervision/security.
9. Set up information center for parent inquiries.
10. Retain appropriate district personnel until all students have been returned home.

Power Interruption

6. Monitor situation and confer with Superintendent's Office
7. If conditions warrant, close school.
8. Utilize SchoolMessenger to inform parents.
9. Set up information center for parent inquiries.
10. Retain appropriate district personnel until all students have been returned home.

Sheltering (internal and external)

1. Determine the level of threat.
2. Determine the location of sheltering depending on the nature of the incident.
3. Account for all students and staff. Report any missing staff or students to Building Principal.
4. Determine other occupants in building.
5. Make appropriate arrangements for human needs.
6. Take appropriate safety precautions.
7. Establish a public information office to respond to inquiries.
8. Retain appropriate district personnel until all students have been returned home.

Shelter-In-Place (weather related)

1. Shelter-In-Place is announced by the Incident Commander with intent to move school population to a single or multiple locations in the building.
2. Call the appropriate law enforcement agency.
3. Activate Emergency Response Team.
4. Advise the staff and students to proceed to their designated shelter-in-place area.
5. Staff and students proceed to their designated locations in an orderly fashion.
6. Teachers/Staff must take attendance and forward it to the principal or designee.
7. Principal and designees assist emergency personnel as necessary.

Local Police: City of Newburgh: 561-3131 Town of Newburgh: 564-1100 Town of New Windsor: 565-7000

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8. Consider modified release of students depending on emergency and time of day.

Hold-In-Place (Medical, Security or Maintenance Issue)

1. Hold-In-Place is announced by the Incident Commander. Instruct everyone to remain where they.

Shelter-In-Place (Generic/Non-specific Bomb Threat)

2. Shelter-In-Place is announced by the Incident Commander. Instruct everyone to remain where they are and scan their respective area for anything out of the ordinary.
3. Call the appropriate law enforcement agency.
4. Activate School Building-Level Safety Team and instruct them to scan common areas for anything unusual.
5. If no device is found, decide whether to continue school or evacuate. School district administration may consult with Police to make their decision.

Shelter-In-Place (Specific Bomb Threat)

1. Shelter-In-Place is announced by the Incident Commander.
2. Call the appropriate law enforcement agency.
3. Activate School Building-Level Safety Team. Instruct them to find an internal location to relocate the school population. Scan and clear the location and a route to it. Move those in the affected areas to the established and cleared location.
4. Assist emergency responders as necessary.
5. The school district administration makes the decision regarding evacuation, continuation, or dismissal of school.

Lockdown

1. Lockdown is announced by the Incident Commander, in the event the Incident Commander is unavailable, a trained professional.
2. Call the appropriate law enforcement agency.
3. Immediately gather students from hallways into classrooms or offices (include common areas and restrooms).
4. Teachers/Staff follow pre-established instructions to secure doors. Do not cover hallway windows. Leave the exterior windows, blinds, and lights as they are. Move students out of line-of-sight of hallway windows.
5. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers are not allowed to open doors for anyone under any circumstances.
7. All activities cease. No talking or response to telephones, intercoms, public address systems or other announcements.
8. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.
9. Lockdown will end when you are physically released from your room by emergency responders/local law enforcement or other authority.

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☐ **Lockout**

1. Announce Lockout has been implemented.
2. If lockout has not been initiated by Emergency Responders, Call local law enforcement
3. Activate building emergency plan and implement Incident Command in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and windows.
6. Monitor one main entrance and allow only authorized personnel into building.
7. Classes may continue as normal.
8. The lockout is lifted when the external threat is resolved. Notify as appropriate.

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Executive Director of Facilities
- Director of Pupil Personnel Services
- Transportation Coordinator
- Food Service Director
- Others as deemed necessary

Disaster Mental Health Services

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our ***Critical Incident Response***

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Plan. Depending on the scope of the situation, the Orange County Emergency Management Office may be contacted to help coordinate a County or State-Wide effort.

Training and Providing Information

Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence, including threats and verbal abuse.
- Information on how to recognize and respond to school security hazards.
- A review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to defuse hostile situations.
- Information on how to summon assistance in the event of an emergency.
- Information on special procedures to be utilized in the event of bomb threats, hostage taking, intrusions, or kidnapping.
- Information on post-incident procedures to be followed, including medical follow-up as well as the availability of counseling and referral.
- Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Safety Plan.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program. This will allow us to monitor its success and update the program as necessary. The following forms have been developed for this purpose and will be located in the Forms Section of the School Building-Level Emergency Response Plan.

- Incident Report
- Self-Inspection Security Checklist
- Student/Staff Security Survey
- Bomb Threat Response
- School Building Training Pamphlet
- Training Documentation

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Post Incident Review

Within five days of any emergency response, a debrief will occur that includes members of the School District-Wide Safety Team and all other involved parties.