



**District-Wide  
School Safety Plan  
2020-2021**

# Newburgh Enlarged City School District District-Wide School Safety Plan

## Table of Contents

### Section I – General Considerations & Planning Guidelines

Policy Statement.....	4
Comprehensive district-wide school safety team and plan .....	4
Building-level emergency response teams and plans .....	5
Annual Review and Reports .....	6

### Section II – Risk Reduction/ Prevention and Intervention

Elements of the Comprehensive School Safety Plan .....	7
District Chief Emergency Officer .....	7
Responsibilities of the District-Wide School Safety Team .....	8
Risk Reduction/Prevention and Intervention Strategies .....	9
Training, Drills and Exercises .....	9
Implementation of School Security .....	10
Early Detection of Potentially Violent Behavior .....	11
Hazard Identification .....	12

### Section III- Response

Responses to Violence .....	12
Reporting.....	12
Investigation .....	13
Follow-up .....	13
Evaluation .....	13
Disciplinary Measures .....	13
Code of Conduct .....	14
Emergency Response Protocols (Notification and Activation) .....	14
Bomb Threats .....	15
Hostage Taking .....	15
Bus Accidents.....	16
Intrusions .....	16
Kidnapping .....	17
Responses to Acts of Violence (Implied or Direct Threats) .....	18
Responses to Implied or Direct Threats of Violence by a Student Against Themselves .....	18
Responses to Acts of Violence (Actual) .....	18
Response Protocols .....	19
School Building Chain-of-Command .....	19
Emergency Assistance and Advice from Local Government .....	19
District Resources Use and Coordination .....	20
Protective Action Options .....	20
School Cancellation .....	20
Early Dismissal .....	20
Evacuation .....	20
Power Interruption .....	21
Sheltering (Internal and External) .....	21
Shelter In-Place (Weather Related) .....	21
Shelter In-Place (Generic/Non-specific Bomb Threat) .....	21
Shelter In-Place (Specific Bomb Threat) .....	22
Lockdown .....	22
Lockout .....	22

### Section IV- Recovery

Recovery – School District Support for Buildings.....	23
Disaster Mental Health Services .....	23
Training and Providing Information .....	23

# Newburgh Enlarged City School District District-Wide School Safety Plan

Forms and Recordkeeping .....24  
Post Incident Review .....24  
**Section V – Pandemic Flu**  
Introduction .....24  
Communicable disease notification .....24  
World Health Organization Pandemic Alert Phases .....25  
District response alerts .....25  
Pandemic response actions.....28  
Pandemic Response Planning Consideration .....30  
Operation Continuity .....35  
Student Education Continuity.....41

# Newburgh Enlarged City School District District-Wide School Safety Plan

## **Policy Statement**

### ***POLICY: No. 8130***

#### ***Newburgh Board of Education School Safety Plans and Teams***

Adopted: November 22, 2016

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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

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 knowledge of the potential perpetrator: supervisors, teachers, students and parents. The

## Newburgh Enlarged City School District District-Wide School Safety Plan

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  
8620, Bus accidents

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

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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 work force 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.

### **District Chief Emergency Officer**

The Chief Emergency Officer (CEO), Matthew Tindall, is responsible for coordinating the communication between school staff and law enforcement/first responders. The CEO is responsible for ensuring that staff understand the district level safety plan and shall be responsible for updating the building level emergency response plans annually.

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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 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.

This team uses the National Incident Management System (NIMS) Incident Command structure with a designated chain-of-command. Individual members of the Team will be activated to fulfill needed roles depending on the scope of emergency. The Team is generally comprised of:

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison
- Planning Officer
- Operations Officer
- Logistics Officer
- Finance & Administration Officer



## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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.
- National Incident Management System (NIMS) training for emergency response team members

### **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:

- 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.

Education Law § 807 requires that schools conduct eight (8) evacuation and four (4) lockdown drills each school year. When planning drills, consideration will be given to how schools may modify their drill procedures to minimize risk of spreading infection during pandemic outbreaks. Conducting drills is an important part of keeping students and staff safe in an emergency, however, steps should be taken to minimize the risk of spreading infection while conducting drills.

## Newburgh Enlarged City School District District-Wide School Safety Plan

Evacuation Drills will be conducted on a “staggered” schedule, where classrooms evacuate separately rather than all at once, and appropriate distance is kept between students to the evacuation site.

Lockdown Drills will be conducted without “hiding”/ “Sheltering” but will be provided an overview of how to shelter or hide in the classroom.

Online emergency procedure instructional aides will be provided to students who are not in school if following a “hybrid” in-person model.

### **Description of Duties of School Monitors and Community Resource Officers**

**School Monitor:** All School Monitors must be registered with New York State as security officers. As a Security Guard (also referred to as a School Monitor), each guard must complete an eight hour and a sixteen hour security officer’s course. In addition, the Security Guards have received further training in observing behaviors, assessing situations to prevent, identify and respond to any given situation.

**Community Resource Officer (CRO):** A Community resource officer is a certified law enforcement officer who is assigned full time to a school. The CROs promote a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for law enforcement. They educate students by visiting classrooms and making presentation on school safety. They work with school administrators to investigate criminal violations, which involve students as suspects or victims, and they assist students with law related concerns.

### **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.
- School access will be controlled during the regular school day to screen visitors prior to entrance into the building. Consistent with NECSD Board Policy and Code of Conduct, an approved visitor to a school will present valid government issued photo identification, and signed in.
- Annual security reviews.
- The district does contract with the City of Newburgh Police Department for the services of a Community Resource Officer (CRO).
- Video Surveillance
- Metal Detectors

## Newburgh Enlarged City School District District-Wide School Safety Plan

- 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 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

## Newburgh Enlarged City School District District-Wide School Safety Plan

- 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 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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **Investigation:**

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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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 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:

<b>School</b>	<b>Contact</b>	<b>Main Office</b>	<b>Health Office</b>
Balmville	Lisa Buon	845-563-8550	845-563-8555
Fostertown	Joseph Duffy	845-568-6425	845-563-6431
Gardnertown	Danny Dottin	845-568-6400	845-563-6411
GAMS	Una Miller	845-563-8450	845-563-8468
Horizons	Robert Glowacki	845-563-3725	845-563-3733
Meadow Hill	Scott Prokosch	845-568-6600	845-568-6636
New Windsor	Dennis Camt	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	Chante Brooks	845-563-7000	845-563-7022
NFA Main	Edgar Glascott	845-563-5400	845-563-5471
NFA North	Matteo Doddo	845-563-8400	845-563-8416
NFA West	Ebony Clark	845-568-6560	

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

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

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

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **Bus Accident:**

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 bus company will contact emergency services, Director of Transportation and Building Administration of the school covered by the bus.
- The building Administrator will dispatch an administrator and the transportation director will meet at the scene of the accident.
- Emergency services agencies (police, fire, EMS will take charge of the accident scene upon their arrival.
- The Administrator will notify the School Superintendent.
- All injured and potentially injured persons (as determined by EMS personnel) will be transported to area hospitals. The number of ambulances utilized and hospital destinations will be determined by the on-scene emergency services personnel
- Parents/Guardians will be notified by any reasonable means of the accident and the condition of their child.

### **Intrusions:**

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.



## Newburgh Enlarged City School District District-Wide School Safety Plan

### **Kidnapping Defined as:**

T

he taking of a person against his or her will from location to another or confining that person to a controlled space.

### **Missing Person Defined as:**

A child under the age of 18 who has left home without permission and without good cause.

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.
- 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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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.
- 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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

### 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

<b>School Building</b>	<b>IC #1</b>	<b>IC #2</b>
Balmville	Lisa Buon	Rhode Cooper
Fostertown	Joseph Duffy	Isabella Santiago
Gardnertown	Danny Dottin	Marcia Heywood
GAMS	Una Miller	Tara Marshall
Horizons	Robert Glowacki	Karriem Bunce
Meadow Hill	Scott Prokosch	Laura Russel
New Windsor	Dennis Camt	Suk Ku (Christoper) Lee
Temple Hill	Ventura Lopez	Maria Pearson
Vails Gate	Ciria Briscoe-Perez	Eileen Cruz
Heritage MS	Lynnette Brunger	Jessica Layne
South MS	Chante Brooke	Vincent Brancato
NFA Main	Edgar Glasgott	Susan Valentino
NFA North	Matteo Doddo	Rachel Schuyler
NFA West	Ebony Clark	

### 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

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

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.

#### **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. Utilize SchoolMessenger to inform parents.
6. Account for all student and staff population; report any missing students or staff to Building Principal.
7. Make determination regarding early dismissal.
8. If dismissing early, follow procedures above.
9. Ensure adult supervision or continued school supervision/security.
10. Set up information center for parent inquiries.

## Newburgh Enlarged City School District District-Wide School Safety Plan

11. Retain appropriate district personnel until all students have been returned home.

### **Power Interruption**

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.

### **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.
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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

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.

### **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.

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **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 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.

## Newburgh Enlarged City School District District-Wide School Safety Plan

- 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

### **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.

### **Pandemic Flu Plan**

#### **INTRODUCTION**

A pandemic is an epidemic that spreads rapidly around the world with high rates of illness and death. Although people are exposed to different strains of the flu virus every year, history has shown that several times each century, entirely new flu strains develop. Because no one has had a chance to develop immunity to the new flu strain, it can spread rapidly and widely. If the changed virus causes serious illness and easily spreads from person to person, a pandemic can occur.

Pandemics are different from seasonal flu outbreaks. Small changes in influenza viruses that people have already been exposed to cause seasonal flu outbreaks. A new flu vaccine is developed each year to protect people against the expected changes in existing viruses. That is why annual flu shots are needed and are effective. However, since an influenza



## Newburgh Enlarged City School District District-Wide School Safety Plan

pandemic is caused by an entirely new strain of flu virus, preparing a vaccine in advance is not as simple as it is for seasonal flu.

The outbreak of a pandemic flu can cause major disruptions throughout the community and the nation. Although potentially devastating, through proper planning and response the effects of an outbreak can be dealt with in a timely and efficient manner. The purpose of this section is to help minimize the impact of a pandemic flu upon the operations of the district. Additionally, through timely notification and education for students, staff and parents of the district, it is hoped that the impact upon the community can also be lessened.

NOTE: As evidenced pandemic flu, the size, scope and severity of the event may dictate a change in district procedures. It is imperative to keep abreast of developing pandemic flu concerns and communicate regularly with the Orange County Department of Health for proper guidance.

### **COMMUNICABLE DISEASE NOTIFICATION/CONTAGIOUS DISEASE OUTBREAK**

Due to the nature of how a pandemic flu would start, its spread could possibly be tracked. With this said, there may be warning signs that the pandemic is getting nearer. In order to accurately time the proper action steps for a pandemic, it is imperative that the school district work closely with the local health department to determine if a pandemic flu has reached our area. It is possible that a pandemic flu could initially be mistaken for some other type of illness or it could hit our area in the first wave. In any case, it is important that any notification of a communicable disease be responded to and evaluated by proper authorities in order to determine the proper course of action relative to the disease.

### **WORLD HEALTH ORGANIZATION (WHO) PANDEMIC ALERT PHASES**

The World Health Organization (WHO) established six influenza response alert phases as part of its Global Influenza Preparedness Plan. The information below shows the six phases along with the public health goals associated with each phase.

#### **W.H.O. PANDEMIC ALERT PHASE CHART PHASES**

#### **PUBLIC HEALTH GOALS**

#### **Interpandemic phase**

##### **Phase 1. Low Risk of Human Cases**

No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.

Strengthen influenza pandemic preparedness at the global, regional, national and local levels.

##### **Phase 2. Higher Risk of Human Cases**

No new influenza virus subtypes have been detected in humans. However, a circulating

Minimize the risk of transmission to humans; detect and report such

## Newburgh Enlarged City School District District-Wide School Safety Plan

animal influenza virus subtype poses a substantial risk of human disease.

transmission rapidly if it occurs.

### Pandemic alert

#### **Phase 3. No or very limited human-to-human transmission**

Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

#### **Phase 4. Evidence of increased human-to-human transmission**

Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

#### **Phase 5. Evidence of significant human-to-human transmission**

Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.

Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.

Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures.

### Pandemic period

**Phase 6. Efficient and sustained human-to-human transmission** Pandemic: increased and sustained transmission in general population.

Minimize the impact of the pandemic.

### **World Health Organization / Newburgh School Response Alerts**

The Newburgh Enlarged City School District will use the WHO Pandemic Alert Phases as its basis for implementing a District Pandemic Alert Level. The district will then combine this information, along with information from the local health department regarding the types of transmission currently affecting the population and the location of outbreaks, in order to implement the correct district response level.

Although it may be possible to track the general course of a pandemic, there are too many variables to predict the exact nature of when and how a pandemic will strike our area. **In order to ensure the latest information is factored into any district decisions, it is imperative that the district maintain communication with the local health department and be prepared to implement changes to the alert levels based on their advice and guidance.**

## Newburgh Enlarged City School District District-Wide School Safety Plan

### DISTRICT PANDEMIC ALERT LEVEL CHART

Alert Phases	Phase Description	WHO Alert Phases	District Pandemic Alert Level
Inter-pandemic phase	Low risk of human cases	Phase 1	
New virus in animals, no human cases	Higher risk of human cases	Phase 2	Planning and Preparation
	No or very limited human-to-human transmission	Phase 3	
Pandemic alert	Evidence of increased human-to-human transmission	Phase 4	Level 1
New virus causes human cases	Evidence of significant human-to-human transmission	Phase 5	Level 2
Pandemic	Efficient and sustained human-to-human transmission	Phase 6	Level 3

### DISTRICT PANDEMIC ALERT LEVELS

In addition to using the WHO Pandemic Alert Phases to help determine the District Pandemic Alert Level, the district will also utilize current local information gathered from local health department sources.

Based on the established District Pandemic Alert Level, the district will perform certain activities as dictated by the following tables. These activities will be relative to the current threat.

### Local Pandemic Information Chart (County Health Dept. Information)

What type of transmission is confirmed?	Where are the cases?	Are there cases in New York	District Pandemic Alert Level
---	----------------------	-----------------------------	-------------------------------

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

		<b>or Orange County?</b>	
Person-to-person transmission	Anywhere outside North America	No	Planning & Preparation
Person-to-person transmission	Anywhere inside North America (except New York)	No	Level 1
Person-to-person transmission	In New York State	Yes	Level 2
Person-to-person transmission	In Orange County	Yes	Level 3

### **PANDEMIC RESPONSE ACTIONS**

#### **Planning & Preparation Level**

- Monitor national situation through communication with County of Orange and NYS Departments of Health.
- Communicate with other districts, BOCES, police, health services, media relations and other departments for planning efforts.
- Brief the superintendent on a regular basis and identify essential staff that can maintain the district's facilities operations during an emergency.
- Meet and coordinate activities with County of Orange DOH Public Health Officials.
- Review the plan for the districts response to Pandemic Influenza outbreak.
- Develop a policy for suspension of classes due to a Pandemic Influenza outbreak.
- Determine the roles and the responsibilities of faculty and staff to prevent the spread of influenza.
- Decide how and when to encourage or require students, faculty & staff to stay home when they are mildly ill.
- Ensure that standardized surveillance/disease recognition procedures are in place and implemented.
- Educate students, faculty and staff on how and why it is important to improve personal hygiene. Use simple non-medical ways to reduce the spread of influenza such as covering coughs and sneezes, washing hands and staying home if you are sick.
- Work with County of Orange DOH Public Health Officials to determine whether the schools should be cleaned differently or more often if a pandemic occurs.

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Consider alternate learning strategies such as collaborative agreements with public television or local cable access stations, teleconferencing, lessons on CDs or online for children with Internet access at home.
- Review the health needs of students. Some students may have a greater risk of infection. Encourage those families to talk to their health care provider. Some may need to be more cautious in keeping children at home.
- Acquire HEPA Air Filter Units and N-95 respirators for Health Offices and School Nurses, surgical masks, disinfecting wipes for B&G staff to sanitize door knobs and other surfaces and waterless hand sanitizer systems for faculty, staff, students and visitors.
- Train nurses, faculty and staff in flu-symptom recognition.
- Remember that a person who is infected doesn't show symptoms right away. Children who are getting ill may exhibit different behavior than usual, such as eating less or being irritable.
- Educate staff, students and parents about the differences between annual/seasonal flu, bird flu or any flu- like illness, and what could occur in a pandemic.

### **Level 1: Anywhere inside North America (Except New York)**

- Essential Health Office staff will receive N-95 respiratory protection training and fit testing.
- Provide updates to the BOE on a periodic basis and discuss what information is being given to District Wide Health and Safety Committee.
- Meet to discuss methods to provide regular updates to staff, students and parents on preparedness and response activities. The team should meet approximately once a month.
- District Wide Health and Safety Committee will meet with BOCES Risk Management to be informed of the provisions of New York State Executive Law 2-B and NYS Public Health Laws which authorize officials to order certain actions (i.e. The County Commissioner of Health has the authority to suspend mass gatherings or to order schools to close for a specific period of time).
- Begin Heightened Surveillance Reporting.
- Send out Parent Letter initial Outbreak, informing parents that schools remain open; include tip sheets and informational resource list.
- Work with County of Orange DOH Public Health Officials to issue a press release announcing that schools remain open but parents need to prepare.
- Post flu prevention signs throughout school facilities and administrative offices.
- Encourage all students, faculty and staff to wash their hands thoroughly with soap and water before eating, after bathroom use and after sneezing and coughing. When hand washing is not possible, school should consider providing hand sanitizing rubs that contain at least 60% alcohol. Alcohol- based sanitizers cause skin dryness, irritation and rashes so provide an emollient, lotion or cream for moisturizing.
- Make sure any additional cleaning is carried out throughout the building and not targeted to one classroom or site.

### **Level 2 Anywhere in New York (In addition to Level 1 actions)**

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Distribute N-95 respirators, surgical masks, and other necessary PPE to Health Offices for issuing as specified by the Orange County Commissioner of Health.
- Consider possible restrictions to athletic events, vendors, visitors and conferences/group activities.
- BOCES Risk Management will review the situation with the Orange County Health Department as the pandemic progresses (or at least weekly) and provide updates to the BOE and superintendent.
- Prepare for calls to the schools from parents seeking information. Be prepared to direct parents to the proper source for more information. All schools should have information on a variety of pandemic, educational, and health resources.

### **Level 3: In Orange County (In addition to Level 2 actions)**

- BOCES Risk Management, after consultation with the Orange County Department of Health, will explain details to the BOE of the suspension of certain activities, including sporting events, field trips, fine art performances and other large group activities as specified by the Orange County Commissioner of Health.
- BOCES Risk Management, after consultation with the Orange County Department of Health, will explain details to the BOE that activities at district cafeterias, dining and other rooms i.e. (faculty rooms) be suspended as ordered by the O. C. Commissioner of Health.
- BOCES Risk Management, after consultation with the Orange County Department of Health, will explain details of the order to BOE to close school as a means to prevent the further spread of pandemic influenza. BOCES Risk Management, after consultation with the Orange County Department of Health, will explain details to the BOE of the order to re-open schools.
- Return to Heightened Surveillance Reporting.
- Continue monitoring the national situation through communication with County of Orange and NYS Departments of Health.
- If students show signs of illness start Level 3 procedures again.

### **PANDEMIC RESPONSE PLANNING CONSIDERATIONS**

In order to effectively deal with the negative impact of a pandemic flu upon the operations of the school district, it is imperative that plans are developed that encompass a variety of actions and circumstances. Through proper planning, it is possible to identify potential pitfalls and develop appropriate mitigation methods.

#### **Pandemic Awareness Education:**

Prior to, and throughout the course of a pandemic, there is information that needs to be shared with students, staff, faculty and families that will help them prepare for and or respond to the effects of an outbreak. At certain points, depending on the current District Pandemic Alert Level, there will be requirements to provide education on pandemic related topics.

#### **Student Awareness Education**

##### **Students (Planning and Preparation Level)**

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Educate students on how and why it is important to improve personal hygiene. Use simple non-medical ways to reduce the spread of influenza through proper hand washing, covering coughs and sneezes appropriately and staying home if you are sick.
- Educate students about the differences between annual/seasonal flu, bird flu or any like illness, and what could occur in a pandemic.
- Educational Media:
  - Classroom instruction
  - Handouts

### **Students (Level 1 Alert)**

- Continue student education through the posting of flu prevention signs throughout all buildings.
- Continue student education by encouraging and mirroring acceptable hygiene methods. Highlight the importance of frequent hand washing, particularly before eating, after bathroom use and after coughing or sneezing.
- Continue student education through daily PA announcements on proper measures to take to reduce the spread of influenza.
- Educational Media:
  - Faculty reinforcement of learned hygiene skills.
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

### **Students (Level 2 Alert)**

- Continue student education by encouraging and mirroring acceptable hygiene methods.
- Continue student education through daily PA announcements on proper measures to take to reduce the spread of influenza.
- Educational Media:
  - Faculty reinforcement of learned hygiene skills
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

### **Students (Level 3 Alert)**

- Continue student education by encouraging and mirroring acceptable hygiene methods.
- Continue student education through daily PA announcements on proper measures to take to reduce the spread of influenza.
- If schools are closed, provide alternative instruction methods.
- Educational Media:
  - Faculty reinforcement of learned hygiene skills.
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

## Newburgh Enlarged City School District District-Wide School Safety Plan

### Faculty/Staff Response Planning

#### Faculty/Staff (**Planning and Preparation Level**)

- Educate faculty and staff on their roles and responsibilities in helping to prevent the spread of influenza.
- Educate faculty and staff on how and why it is important to improve personal hygiene. Use simple non-medical ways to reduce the spread of influenza through proper hand washing, covering coughs and sneezes appropriately and staying home if you are sick.
- Educate faculty and staff about the differences between annual/seasonal flu, bird flu or any like illness, and what could occur in a pandemic.
- Train staff in influenza symptom recognition.
- Educational Media:
  - Faculty and staff meetings
  - Handouts
  - Staff newsletters

#### Faculty/Staff (**Level 1 Alert**)

- Continue faculty and staff education through the posting of flu prevention signs throughout all buildings.
- Encourage good hygiene practices, particularly frequent hand washing.
- Provide informational updates to faculty and staff as they become available.
- Educational Media:
  - Faculty and staff meetings
  - Handouts
  - Staff newsletters
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### Faculty/Staff (**Level 2 Alert**)

- Provide informational updates to faculty and staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Faculty and staff meetings
  - Handouts
  - Staff newsletters
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### Faculty/Staff (**Level 3 Alert**)

- Provide informational updates to faculty and staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Faculty and staff meetings
  - Handouts
  - Staff newsletters



## Newburgh Enlarged City School District District-Wide School Safety Plan

- Posters (General hygiene and flu topics.)
- PA announcements (General hygiene and flu topics.)
- Mailings

### **Nurse Response Planning**

#### **Nurses (Planning and Preparation Level)**

- Educate nurses on how to recognize the signs and symptoms of influenza.
- Educate nurses on the proper means to maintain surveillance of influenza cases.
- Train nurses on the proper use of N-95 respirators (include fit test) and surgical masks.
- Educational Media:
  - Staff meetings
  - Classroom instruction (Conference days or other training days.)
  - Handouts
  - Health bulletins

#### **Nurses (Level 1 Alert)**

- Provide informational updates to nursing staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Memorandums
  - Health bulletins
  - Staff meetings
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### **Nurses (Level 2 Alert)**

- Provide informational updates to nursing staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Memorandums
  - Health bulletins
  - Staff meetings
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### **Nurses (Level 3 Alert)**

- Provide informational updates to nursing staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Memorandums
  - Health bulletins
  - Staff meetings
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

## Newburgh Enlarged City School District District-Wide School Safety Plan

### **Custodial Staff Response Planning**

#### **Custodial Staff (Planning and Preparation Level)**

- Educate custodial staff on how and why it is important to improve personal hygiene. Use simple non-medical ways to reduce the spread of influenza through proper hand washing, covering coughs and sneezes appropriately and staying home if you are sick.
- Educate custodial staff about the differences between annual/seasonal flu, bird flu or any like illness, and what could occur in a pandemic.
- Train custodial staff in influenza symptom recognition.
- Train custodial staff in the proper way to perform disinfection as a means to control the spread of influenza. Include information about the importance of PPE.
- Educational Media:
  - Classroom instruction
  - Staff meetings

#### **Custodial Staff (Level 1 Alert)**

- Provide informational updates to custodial staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Staff meetings
  - Memorandums
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### **Custodial Staff (Level 2 Alert)**

- Provide informational updates to custodial staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Staff meetings
  - Memorandums
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

#### **Custodial Staff (Level 3 Alert)**

- Provide informational updates to custodial staff as they become available.
- Encourage good hygiene practices, particularly frequent hand washing.
- Educational Media:
  - Staff meetings
  - Memorandums
  - Handouts
  - Posters (General hygiene and flu topics.)
  - PA announcements (General hygiene and flu topics.)

### **Parent/Guardian Response Planning**

#### **Parents/Guardians (Planning and Preparation Level)**

- Educate parents/guardians on pandemic related concerns such as how to control the spread of infection through implementing good hygiene practices in the home and the difference between seasonal flu-bird flu and pandemic flu.

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Educational Media:
  - Mailings
  - Student carry home handouts
  - District web site
  - School newsletters

### **Parents/Guardians (Level 1 Alert)**

- Provide updated information to parents/guardians on pandemic flu as dictated by the current threat.
- Educational Media:
  - Mailings
  - Student carry home handouts
  - District web site
  - School newsletters

### **Parents/Guardians (Level 2 Alert)**

- Provide updated information to parents/guardians on pandemic flu as dictated by the current threat.
- Educational Media:
  - Student carry home handouts
  - District web site
  - School newsletters

### **Parents/Guardians (Level 3 Alert)**

- Provide updated information to parents/guardians on pandemic flu as dictated by the current threat.
- Educational Media:
  - Mailings
  - Student carry home handouts
  - District web site
  - School newsletters

## **OPERATION CONTINUITY**

### **Buildings & Grounds Operational Continuity:**

An inherent part of planning for the effects of a pandemic flu outbreak is to consider the operational aspects of the district during normal operations and periods of mandated school closures. This section will provide general information related to buildings & grounds activities and operations.

### **Normal Operations (Planning and Preparation Level)**

- Ensure surface areas are cleaned regularly. Utilize disinfectant hand wipes on heavily used areas such as doorknobs and light switches.
- Maintain appropriate staffing levels in all buildings and respond to increased influenza outbreaks by increasing frequency of surface disinfection.

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Acquire stockpiles of hand sanitizers, surgical masks, N-95 respirators, and non-latex examination gloves. Keep additional stores of disinfectant on hand in order to respond to increased outbreaks.
- Meet with Orange County Health Department officials to determine proper cleaning and disinfection protocols during increased pandemic alert levels.

### **Normal Operations (Level 1 Alert)**

- Continue normal disinfection and cleaning protocols and increase frequency based on local outbreaks.
- Maintain stockpiles of items identified above.

### **Normal Operations & School Closures (Level 2 Alert)**

- NOTE: School may be closed at this stage.
- Increase cleaning and disinfection frequency.
- Distribute stockpiled material to schools as needed and or directed.
- School Closures:
  - Assign custodial staff to their normal locations.
  - As staffing levels fall due to illness, redistribute staff as appropriate. If needed redistribute buildings & grounds staff based on needs not job title.
  - Ensure adequate staff is available to maintain facility mechanical systems.

### **Normal Operations & School Closures (Level 3 Alert)**

- NOTE: School may be closed at this stage.
- Increase cleaning and disinfection frequency.
- School Closures:
  - Assign custodial staff to their normal locations.
  - As staffing levels fall due to illness, redistribute staff as appropriate. If needed redistribute buildings & grounds staff based on needs not job title.
  - Ensure adequate staff is available to maintain facility mechanical systems.

### **Food Service Operational Continuity**

Food service operations are needed during periods of extended school closure. During these times, it is important for food service to develop contingency plans.

- Food service department should prepare for periods of staff shortages.
  - Consider reducing the number of items being served.
  - Serve cold lunches only.
  - Redistribute staff based on shortages.
- Food service department must plan for minimizing exposure of students to illness.
  - Consider distributing packed bag lunches for eating in classrooms rather than cafeteria.
  - Consider serving food bulk style to classrooms.
  - Consider providing bottled water for use in the schools in order to minimize use of fountains.
  - Consider the use of masks for servers.

### **Nursing Operational Continuity:**

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

During certain phases of a pandemic flu, school nurses play an integral part in helping to reduce its effects by identifying infection in students and staff, tracking and reporting influenza cases, and providing care for the sick until they can be turned over to the appropriate caretaker. In order to operate effectively under the adverse conditions of a pandemic, school nurses must implement certain measures.

### **Normal Operations (Planning and Preparation Level)**

- Implement and or review procedures for the standardized surveillance/disease recognition.
- Review the health needs of students. Some students may have a greater risk of infection. Encourage those families to talk to their health care provider.
- Be prepared to answer general questions from parents/guardians regarding pandemic flu, bird flu, and seasonal flu.
- Identify additional rooms for use as auxiliary health offices. If large enough, consider using as the main health office.
- Identify areas that must be handled by a registered nurse and train other staff to perform certain medical support tasks. (Building Response Team personnel should be the first choice.)
- Coordinate methods of communication between the nurses' office and attendance in order to track illnesses. Include methods for both staff and student attendance information.

### **Normal Operations (Level 1 Alert)**

- Continue standardized surveillance/disease recognition. Begin heightened reporting.
- Ensure N-95 respirators and additional supplies of surgical masks, non-latex examination gloves and hand sanitizer have been received. (Stored by Buildings & Grounds in district warehouse.)

### **Normal Operations & School Closures (Level 2 Alert)**

- NOTE: School may be closed at this stage.
- Continue surveillance/disease recognition and heightened reporting.
- Prepare to issue N-95 respirators and surgical masks as directed by health department officials.
- Prepare for increased phone calls from parents/guardians. Have additional resource information available.
- Communicate with the district Health Services Facilitator Open auxiliary health office or move operations to the auxiliary office as needed.
- Consider the use of the Building Response Team for additional support if overwhelmed with sick students. (The building administrator must activate this team.)
- School Closures:
  - Report to work if directed.

### **Normal Operations & School Closures (Level 3 Alert)**

- NOTE: School may be closed at this stage.
- Continue surveillance/disease recognition and heightened reporting.

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Prepare for increased phone calls from parents/guardians. Have additional resource information available.
- Communicate with the district Health Services Facilitator regarding nursing shortages for your facility.
- Open auxiliary health office or move operations to the auxiliary office as needed.
- Consider the use of the Building Response Team for additional support if overwhelmed with sick students. (The building administrator must activate this team.)
- School Closures:
  - Report to work if directed.
  - As school reopens, prepare to continue level 3 alert protocols. In particular, attention should be paid to surveillance in order to identify additional response actions.

### **Surveillance and Reporting Protocols**

In order to assist in determining the size and scope of a pandemic flu as it finds its way into the local area, it is important that Orange County Health Department officials are provided with the latest information on flu-like illnesses. A component of this early detection and notification are the school nurses. The Middletown School District will work closely with the Orange County Health Department to track the progress of pandemic flu and its impact on the attendance of students and staff.

### **School Level Monitoring & Reporting: (Nurses)**

- Teach students, staff and parents healthy habits to prevent illness.
- Teach procedures of care to provide for those who are ill.
- Teach staff, students and parents, measures to limit the spread of the flu.
  - Hand, cough and sneeze hygiene
  - Social distancing
- School Nurses will continue to send completed Monthly Report Forms to the Health Services Facilitator as per current district procedure. This report provides an accounting of monthly activity in the Health Office, including number of students seen for illness and communicable disease and number of students sent home for illness (fever, new cough, rash, vomiting).
- School Nurses will report any flu-like illnesses and absences to the Health Services Facilitator. This includes any fever of more than 100 degrees Fahrenheit and cough and/or sore throat (in the absence of a known cause). Other symptoms may include nasal congestion, muscle aches and fatigue.
- In the event that there is an increased risk of pandemic flu (District Pandemic Alert Level 1), the monthly monitoring will change to weekly. Weekly monitoring of staff attendance will also begin. If the Orange County Health Department determines that there is person-to person transmission of the new virus within New York State (District Pandemic Alert Level 2), heightened surveillance monitoring will be changed to daily reports of flu-like illness and absences for both staff and students.

### **District Level Monitoring & Reporting: (Health Services Facilitator)**

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

## Newburgh Enlarged City School District District-Wide School Safety Plan

- Conduct training for district nurses on contagious disease recognition/surveillance procedure.
- Teach students, staff and parents healthy habits to prevent illness.
- Teach procedures of care to provide for those who are ill.
- Teaching staff, students and parents measures to limit the spread of the flu.
  - Hand, cough and sneeze hygiene
  - Social distancing
- Staff or students with any flu-like illness (fever of more than 100 degrees Fahrenheit and cough and/or sore throat (in the absence of a known cause) will be required to stay home. If symptoms occur while at work or school, they will be excluded and referred for appropriate medical care.
- Monthly Report Forms from each district building will be reviewed and compiled, noting any significant increase in student illness or absences.
- At District Pandemic Alert Level 1 (person to person transmission of new virus anywhere inside North America, but none within New York), weekly monitoring reports of students and staff illness and attendance will be reviewed and shared with the Superintendent and the Health Services Facilitator. The information will also be forwarded to the Orange County Health Department who will monitor it along with the statistics for the entire county.
- If the District Pandemic Alert Level rises to level 2, heightened surveillance monitoring will be changed to daily reports and this information will be forwarded to the Superintendent of Schools, the Health Services Facilitator and the Orange County Department of Health.

### **Bus Service Operational Continuity:**

#### **Normal Operations (Planning and Preparation Level)**

- Ensure buses are cleaned regularly. Utilize disinfectant hand wipes on heavily used areas such as doorknobs and hand rails.
- Provide Pandemic Awareness training material to drivers.
- Consider training additional office staff as drivers in order to cover shortages due to illness.

#### **Normal Operations (Level 1 Alert)**

- Continue normal bus disinfection and cleaning protocols and increase frequency based on local outbreaks.
- Track driver call outs (sick) and review list of on call drivers.
- Notify the district if call outs will impede student transportation.

#### **Normal Operations & School Closures (Level 2 Alert)**

- NOTE: School may be closed at this stage.
- Increase bus cleaning and disinfection frequency.
- Use back up drivers as warranted due to call outs.
- Inform the district if driver illness may effect student transportation.
- School Closures:
  - Communicate with district officials to determine length of closure.



## Newburgh Enlarged City School District District-Wide School Safety Plan

- Maintain adequate staffing levels and vehicle maintenance levels to ensure school re-opening is conducted in a timely manner.

### **Normal Operations & School Closures (Level 3 Alert)**

- NOTE: School may be closed at this stage.
- Increase cleaning and disinfection frequency.
- Inform the district if driver illness may effect student transportation
- School Closures:
  - Communicate with district officials to determine length of closure.
  - Maintain adequate staffing levels and vehicle maintenance levels to ensure school re-opening is conducted in a timely manner.

### **Administrative Operational Continuity:**

The continuity of administrative services could be greatly impacted during a pandemic. However, there are typical administrative functions that must be considered critical and plans developed to ensure important tasks are performed.

In the event of mandatory (Department of Health ordered) **school closure**, and or the number of illnesses in the district become burdensome, the following functions of the district must remain operative in order to perform critical services or tasks:

- Payroll/Finance
  - In preparation for a pandemic, the business office should encourage all staff members to sign up for direct deposit.
  - The Business Office should determine the minimal number of personnel required to perform critical tasks and arrange for adequate coverage.
  - In the event of a pandemic, it will be vitally important for staff, whether working, ill or home due to school closure, to receive a paycheck. Additionally, district generated bills for materials and services must continue to be paid in a timely fashion.
- Buildings & Grounds
  - See Buildings & Grounds section for tasks and responsibilities.
  - The Executive Director of Buildings and Grounds will designate work locations and redistribute staff based on the progress of the outbreak.
- Personnel
  - In the event of a pandemic, there may be a variety of administrative tasks that are time sensitive and or regulatory in nature. Additionally, there may be employee benefit related tasks because of the outbreak.
  - The Assistant Superintendent of Human Resources should determine the minimal number of personnel required to perform critical tasks and arrange for adequate coverage.
- Technology



## Newburgh Enlarged City School District District-Wide School Safety Plan

- In the event of a pandemic flu, the technology department will need to provide a variety of services in order to keep the district operational. Some of these may include:
  - Maintaining technology infrastructure.
  - Updating information on the district web site.
  - Maintaining critical communications infrastructure.
  - The Director of Technology should determine the minimal number of personnel required to perform critical tasks and arrange for adequate coverage.
- District Command and Control
  - During a pandemic when schools are closed and a high volume of staff, members are ill, it is not unreasonable to assume that this will also effect key leadership positions in the district.
  - It is imperative that the district maintain effective leadership throughout the duration of a pandemic.
  - For command and control purposes during a pandemic outbreak, the chain of command is:
    - Superintendent of Schools: Dr. Roberto Padilla
    - Deputy Superintendent: Mr. Ed Forgit
    - Assistant Superintendent: Mr. Chris Bayer

### **STUDENT EDUCATION CONTINUITY**

As a result of increased pandemic flu activity it may be necessary to close schools for an extended period of time. During this time the continued education of students must be considered. Continued education will be held online.

In the event of district wide school closings consideration must be given for appropriate teacher staffing levels to accommodate the method or methods of student education selected. As with staffing levels for other critical components for the district during a pandemic, appropriate teacher staffing levels must be determined and plans made for acquiring and maintaining these levels.

Consideration may also to be given for possible reduction or elimination of scheduled spring and summer recess in order to accommodate educational needs.