

NORTH SALEM CENTRAL SCHOOL DISTRICT DISTRICT EMERGENCY RESPONSE PLAN

Introduction

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

The Putnam/Northern Westchester BOCES, in coordination with the North Salem School District, supports the SAVE legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I	General Considerations and Planning Guidelines
SECTION II	General Emergency Response Planning
SECTION III	Responding to Threats and Acts of Violence
SECTION IV	Communication with Others
SECTION V	Prevention and Intervention Strategies

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

The North Salem School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel and other school personnel.

DISTRICT SAFETY TEAM:

- | | |
|-------------------------|---|
| 1. Dr. Kenneth Freeston | Superintendent of Schools |
| 2. Dr. Kenneth Freeston | District Chief Emergency Officer |
| 2. Dr. Kathleen Murphy | Assistant Principal H.S/M.S |
| 3. Mary Johnson | PQ Principal |
| 4. Barbara Briganti | Director of Business Administration |
| 5. Gary Green | Facilities, Building and Grounds &
Transportation & Technology |
| 6. Andrew Brown | NS Police Department/BOE |
| 7. Andrew Pelosi | BOE |
| 8. Stepahanie Olenik | CSEA |
| 9. Joan Gabel Meyers | CSEA |
| 10. Sean Armstrong | School Resource Officer |
| 11. Kurt Guldan | NS /Office of Emergency /BOE
Management |
| 12. Daniel Dreyer | North Salem Fire Department |
| 13. Chris Pulver | Buildings |
| 14. Joe Senatore | Transportation |
| 15. Skip Floer | Community Member |
| 16. Gail Soto | Community/Town Employee |

The North Salem School District has created a District Crisis Management Team to work in conjunction with the building level teams. The Crisis Management Team are the point people on the District Safety Team and provide direction and support to buildings:

DISTRICT CRISIS MANAGEMENT TEAM:

- | | |
|-------------------------|---|
| 1. Dr. Kenneth Freeston | Superintendent of Schools/ Public Information Officer |
| 2. Mr. Vince DiGrandi | Principal Middle School/High School |
| 3. Dr. Kathleen Murphy | Assistant Principal Middle School/High School |
| 4. Ms. Mary Johnson | PQ Principal |
| 5. Mr. Gary Green | School Facilities, Operations, Maintenance, Transportation
&Technology |
| 6. Ms. Stephanie Olenik | Secretary to School District |
| 7. Lt. Andrew Brown | North Salem Police Department |

C. Concepts of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

- In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.
- Pursuant to Commissioner’s Regulation 155.17(e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building Safety Plans and any amendments will be submitted to the New York State Education Department. Building-level Emergency Response Plans will also be supplied to both local and State Police within 30 days of adoption.

Section II: General Emergency Response Planning

(The District-wide School Safety Plan should provide the framework for the Building-level Emergency Response Plan.)

A. Identification of sites of potential emergency, including:

1. Each school will identify and locate areas of potential emergencies in and around their building. The Director of School Facilities, Operations, Maintenance, and Transportation and building custodian will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs. Representatives of Putnam/Northern Westchester BOCES and local fire department personnel have assisted in these efforts. **(Building Site Plans)**

The location of potential sites,

2. These locations will be listed in each school Safety Plan and placed in building maps supplied to police, fire, EMS, and district personnel.

Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

- A. **System Sites**

Electrical panels/shut off	Gas lines/shut off
Gas appliances	Sewage system
Ventilation/Air conditioning	Water Supply/shut off

- B. **Environmental Problem Sites**

Chemical storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	

- C. **Site considerations**

Nearby streams, ponds, etc.	
Isolated areas	Unprotected gas/electric
Steep areas near school	air conditioning equipment
Playground equipment	

B. Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

1. Procedures for Evacuations:

Procedures for evacuation are found in the Building Site Plans. The evacuation procedures vary from school and situation. Plans include transportation available evacuations and pedestrian evacuation.

2. Procedures for Sheltering On-Site:

Procedures for Sheltering On-Site are found in the Building Site Plans. The procedures vary from school and situation. “*Duck and Cover*” procedures and weather safety zones are designated in each building.

3. Procedures for Sheltering Off-Site:

Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available. These are included in each of the Building Site Plans. The district also has a detailed reunification plan in the event students cannot return to the building.

4. Parental Notification:

The North Salem Central School District uses Blackboard Connect as a communication vehicle from the District, PQ and the MS/HS to parents. We use it for routine announcements and for some emergencies such as power outages. We use the phone, text and email information you provide each year. We can use this service to send both routine and emergency announcements.

Parents need to keep their own and emergency contact information current. It is important the people listed as emergency contacts know that they may receive information from the District in the case of an emergency.

The North Salem Central School District also uses the Superintendent’s News Service. This is an email communication vehicle for weather related closings, delays and emergencies. This service is open to parents and community members. To sign up, go to [northsalemsschools.org](http://www.northsalemsschools.org), click on District, select Superintendents News Service and complete the registration. We urge that both parents sign up and register their emergency contacts. http://www.northsalemsschools.org/district/superintendent_news_service.

In addition every summer, the District sends out our District Reunification and Emergency Communication Flier to parents.

We will also communicate with parents through our District Social Media account.

5. Emergencies include but are not limited to:

Biological	Floods
Intrusions	Bomb Threat
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds/Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package

C. The identification of district resources which may be available for use during an emergency, including the identification of personnel and other resources. (Appendix 1)

These resources will be found in Building Safety Plans.

D. Description of procedures to coordinate the use of school districts resources, manpower during emergencies, including:

- Identification of the officials authorized to make decisions.
 1. Dr. Kenneth Freeston Superintendent of Schools
 2. Mr. Vince DiGrandi Principal North Salem MS/HS
 3. Dr. Kathleen Murphy Assistant Principal North Salem MS/HS

4. Ms. Mary Johnson PQ Principal
5. Mr. Gary Green Facilities, Operations, Maintenance and Transportation and Technology

E. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.

1. Safety Committee will complete inspections and review of all buildings and plans in compliance with rescue regulations - Part 155.4(d) annually each year. All required staff training will be completed by the fall of each year (**blood-borne pathogens, hazmat, other right to know**).
2. All required student safety trainings will be completed annually under the direction of district personnel.

F. Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

1. The District or building personnel in cooperation with local preparedness officials will annually conduct periodic drills and other exercises to test components of the emergency response plans.
 - a. Types of drills to be tested include but not limited to:
 - Fire
 - Bus Drills
 - Intruder lock downs
 - Lockout
 - Communication System Checks
 - School Emergency Response
 - Team Table Top Practices
 - Evacuation
 - Dismissal
 - Sheltering (in-place)(Appendix 6)
 - b. Appropriate staff training will be provided to ensure effectiveness.
 - c. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.

Section III: Responding to Threats and Acts of Violence

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school.

1. Reporting of Threats of Violence to School Authorities
 - a. Students are strongly encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property and can also make reports through our anonymous reporting app for our students which is found on our District's website.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
 - c. Parents and visitors are strongly encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.

2. Investigating Threats of Violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consist and the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff and others in imminent danger require an immediate call to the police.
 - e. Threats in which students make threats against themselves will be investigated and reported to counselors and the police as determined by the building administrator

3. Proactive Security Measures
 - a. North Salem Schools use single point of entry system.
 - All doors are locked except main entrance.
 - Entrance monitored and visitors are required to use Fast Pass system.
 - Visitors are required to wear identification.
 - Visitor access is limited to front door.
 - Escorting visitors is encouraged.
 - All staff wear visible identification badges.
 - North Salem Schools will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - North Salem Schools will hold drills that help promote school safety.

- North Salem Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - The district will continue to investigate security devices and strategies to make schools as safe as possible.
4. Reporting Incidents
 - a. School administrators must keep record of serious threats and acts of violence and report them annually to the state. (**Appendix 5**)
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.
 - c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.
 5. District Policies and Procedures for the following types of threats:

Bomb Threats

A bomb threat is a criminal act and will be treated as one. Any bomb threat to the district will be taken seriously; no bomb threat will be treated as a hoax or a prank. The district will vigorously pursue disciplinary action against any student or staff member caught reporting a bomb threat consistent with the provisions of the school of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution for the parent or guardian of any minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb threat for the expense of responding to the false report or incident.

The Superintendent of Schools shall establish procedures to be followed by all staff and students in the event of a bomb threat in cooperation with local and state law enforcement. The procedures shall be made a part of each school’s emergency management plan and be kept confidential. All appropriate staff shall be given a copy of the procedures, and the Superintendent shall ensure that all staff receive training on their respective roles and responsibilities in the event of a bomb threat. Refer to Policy # 8133 in Appendix.

Hostage-Taking/Intrusion/Kidnapping

In the event of a Hostage-Taking/Intrusion/Kidnapping, the Incident Commander will immediately notify local law enforcement and remain in command until law enforcement arrives. The building plans, which are confidential, will outline specific policies and procedures that will be followed for the incident. Safeguarding of students and staff is paramount and the decision to hold-in-place, evacuate, or lockdown will be made by the Incident Commander. Parents will be notified by Blackboard Connect, etc. with a message on the website, etc. In the event the students need to be transported to an off campus site the transportation chief will make appropriate arrangements to secure the needed resources and parents will be notified by the building plan

accordingly. The District Public Information Officer will disseminate information as per the Incident Commander to the local media outlets.

B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence.

1. Reporting acts of violence to school authorities
 - a. Students are strongly encouraged to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are strongly encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

2. Investigating acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

3. Proactive Security Measures
 - a. North Salem Schools use a single point of entry system.
 - All doors are locked.
 - Entrance monitored and visitors are required to use Fast Pass system.
 - Visitors are required to wear identification.
 - Visitor access is limited to specific location.
 - All staff wear visible identification badges.
 - North Salem Schools will educate students, staff and parents about importance of school safety. Appropriate training will be available.
 - North Salem schools will hold drills to help promote school safety.
 - North Salem Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - The district will continue to investigate security devices and strategies to make schools as safe as possible.

- b. The district will continue to investigate security devices and strategies to make schools safe as possible.
 - c. North Salem Schools have developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained and appropriate administration and staff contacted. Police should be called to remove the student.
 - b. Violent adults are to be reported immediately, to the administration & police to be called.
 - c. Students and staff should be in lock down mode when violent people are in or around the school.
5. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state. **(Appendix 5)**
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
 - c. District and building administrators are authorized to call police to respond to the threat or act of violence.

C. Policies and procedures for contacting law enforcement officials in the event of a violent incident.

- 1. The district policy for reporting threats and acts of violence to police is: Policy #s 8130 & The District Wide Safety Plan **(Appendix 8)**
- 2. The police and local government agencies. **(Appendix 2)**

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.

1. EMERGENCY DISTRICT CLOSING

Should an actual emergency occur, the District Emergency Coordinator or Incident Commander will contact the appropriate agency with the specific nature of the emergency and request assistance.

The Superintendent of Schools is responsible for closing schools in inclement weather or other emergencies. Each administrator will be provided two copies of the emergency closing calling list. One copy is for use at home and the second copy for use during school hours.

Station	
WHUD	100.7
WFAS	103.9
WLAD	98.3

TV NEWS CHANNEL 12	
District Web Page	www.northsalemsschools.org
Internet	www.ctweather.com
Superintendent News Service	On-line notification, signup necessary http://www.northsalemsschools.org/district/superintendent_news_service

- In the event of school closing, the decision will be made by 6:00 a.m. or as soon as possible.
 - The Automated Phone System Calling Chain will communicate this decision. In the event there is a failure of the Automated System, the Building Principals will be notified to initiate the Crisis Phone Calling Chain.
 - Full closure prior to the start of the school day - NO employee will be required to report to work with the exception of the custodial crew, who will be notified as required by the head custodian or Director of School Facilities, Operations, Maintenance, and Transportation.
 - Two-Hour delay all employees should leave for work in order to arrive prior to the students. The Custodian and Transportation Maintenance staff should arrive at their normal time as to clear walks and parking. It is the intention of the district not to close after announcing a two-hour delay, so staff should plan on arriving at their school
 - Early Dismissal Schedule: If weather, or other emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisor. Available calling chains shall be implemented.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child’s school as soon as is practical. This information is limited to information the school is legally permitted to disclose. (**Appendix 4**)

Section IV: Communication with Others

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.

The North Salem School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency situation drills and provided technical assistance. Providers have given approval to the North Salem School to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from Putnam/Northern Westchester BOCES, county and regional mental health agencies.

Our School Resource Officer, Sean Armstrong; North Salem Police and Westchester County Police have access to our locked buildings and grounds during emergencies.

B. The local government agencies North Salem Central School District would obtain assistance from in the event of an emergency are:

State Police- Somers; State Police- Brewster; Town of North Salem Police; Westchester County Police; Putnam County Sheriff; FBI; Croton Falls Fire Department; Westchester County Fire Control and Hazmat; North Salem Ambulance; Brewster Fire and Ambulance; Somers Fire and Ambulance; Putnam Hospital Center; Northern Westchester Hospital; Danbury Hospital; Town of North Salem, Warren Lucas; Westchester County Health Department; DEC-Region 3 Headquarters; DEC- Spills

The North Salem School District Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining assistance. (Appendix 2)

Key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are:

1. North Salem Town Supervisor
2. Highway Supervisor
3. Frank Guglieri - BOCES
4. PNW Risk Management
5. Town Police Department
6. NYSEG

During an emergency North Salem Central School District resources that could be used in the event of an emergency are as follows: The Middle/School High School Building; Pequenakonck Elementary Building; 22 large buses and 22 vans. Some off site locations for our use could be Pequenakonck Elementary School, the Middle/High School, North Salem Bus Garage, Brewster Sport Center, Katonah School District, and the Brewster Central School District.

Coordinating the use of district resources and manpower during emergencies; including identification of the official authorized to make decisions and staff members assigned to provide assistance during emergencies:

- | | |
|---------------------------------------|---|
| 1. Dr. Kenneth Freeston
Officer | Superintendent of Schools/District Chief Emergency |
| 2. Mr. Vince DiGrandi | Principal Middle School/High School |
| 3. Dr. Kathleen Murphy | Assistant Principal Middle School/High School |
| 4. Ms. Mary Johnson | PQ Principal |
| 5. Mr. Gary Green
Transportation & | School Facilities, Operations, Maintenance,
Technology |
| 6. Ms. Stephanie Olenik | Secretary to School District |
| 7. Lt. Andrew Brown | North Salem Police Department |

In the event of an emergency, the District will use Blackboard Connect and the Superintendent's News Service as the system for informing all educational agencies with the district of a disaster. The District Chief Emergency Officer will also contact our first responders and the PNW BOCES Superintendent to assist in informing key regional educational personnel.

C. In case of a school district emergency, maintaining certain information about each educational agency located in the school district: including information on: population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually. (Appendix 3)

SECTION V: Prevention and Intervention Strategies

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

- A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.**
1. North Salem Schools use a single point of entry system whenever possible.
 - a. All doors locked.
 - b. Main entrance monitored and visitors must sign in and out, as well as being buzzed in.
 - c. Visitors are required to wear identification while in buildings during the school day.
 - d. Visitor access is limited to a specific location; escorting visitors is encouraged.
 - e. Staff members wear visible picture identification badges.
 - f. Visitor without identification will be directed to the sign-in area by all staff.
 2. Presently, North Salem has building monitors in the high school and middle school buildings who are used to monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the building principals.
 3. Main entrance and sign-in are monitored by security personnel from Allied Barton.
- B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to:**
1. Policy #s 5400, 5431, 5450.1, 5460, (**Appendix 8**)
 2. Student, staff and parents and community members shall receive information regarding early detection of potentially violent behavior. (**Appendix 4**)
- C. Appropriate prevention and intervention strategies such as:**
1. Training for security personnel and monitors working in a security capacity may include:

- a. individual and group de-escalation techniques,
- b. non-violent conflict resolution skills and
- c. mediation
- 2. The district provides de-escalation techniques and non-violent conflict resolution training to hall monitors and other staff annually. Each building has some staff trained in non-violent conflict resolution.
- 3. Trainings are available during conference days, summer and after school seminars.
- 4. Procedures relating to building security including utilization of staff and security equipment.
 - a. All district schools have night alarm systems.
 - b. All staff have picture ID.
 - c. District uses Fast Pass entry system.

D. Strategies for improving communication among students; and between students and staff; and reporting of potentially violent incidents, through the establishment of:

North Salem High School has a Peer Mediation Program, a diversity awareness program and Amnesty International. The Renaissance Program is a character education and community building initiative. The school continues to provide opportunities for student voices to be heard through the Student Council. Students are exposed to the importance of positive personal relationships through a program offered by The Women’s Center. Students are also encouraged to participate in the Teen Symposium which also deals with positive vs. abusive relationships.

North Salem Middle School has a number of school safety related programs. These programs include, peer mediation, anti-bullying, and a character education program called STAND with small advisory groups. Student voices are heard through the student committee to STAND and the Middle School Student Forum. The 7th grades all participate in "town meetings" as another way for students to communicate.

PQ Elementary School has a wide range of programs that impact school safety. They are delivered through curricular and extra-curricular programs. These programs include:
 October is personal safety month k-5
 Tigers CARE - bully prevention modeled on PBIS
 BE Kind - Kind Campus Curriculum Implementation

The Dignity Act for all students provides an additional layer of support to a safe & secure learning environment. A DAC (Dignity Act Coordinator) has been named and a committee of students and parent representation has been formed.

- 1. Programs that encourage student to staff communication exist in every school. The procedure for anonymous reporting of threats and acts of violence is:
 Establish the means to inform authorities about dangerous behaviors anonymously by use of our District App for on-line reporting that is used at the MS/HS.

Educate students to inform staff / administration about threats and acts of violence.

Require staff to report all violent student acts to the administration for investigation.

2. Staff training programs needed to meet SAVE requirements.

*Two hours of instruction on issues of school safety need to be provided to all employees.

*The District will certify (Via BED in October of each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training included violence prevention and components of mental health

*New employees hired after the start of the school year shall receive training within 30 days of hire

*These can/should include but are not limited to:

- de-escalation training
- warning signals for violence
- non-violent conflict resolution
- emergency response team training
- mediation
- mentoring
- social skills development
- character education
- Dignity for All Students Act
- safety drills
- other

APPENDICES

Appendix 1

District Resources

Appendix 2

Local Government Agencies

Appendix 3

Educational Agencies within the District

Appendix 4

Distribution of Information of Potentially Violent Behavior

Appendix 5

Incident Report Form

Appendix 6

Drill Report Form

Appendix 7

Emergency Closing

Appendix 8

School Policies

APPENDIX 1

DISTRICT RESOURCES

	<u>Name</u>	<u>Building</u>
<u>Medical</u>		
Nurses	Donna DeMeo	PQ Elem.
	Rita Driscoll	H.S./M.S.
School Physician	Dr. Barsch	
Hospitals	Putnam Hospital Center	
	Northern Westchester Hospital	
	Danbury Hospital	
<u>Security</u>		
Century Protective Services	K-12	
<u>Post-critical Incident Response Personnel</u>		
Psychologists	Don Merriman	PQ Elem.
	Jake Ross	PQ Elem.
	Katia Castelli	H.S./M.S.
Guidance Personnel	Melissa Smith	H.S./M.S.
	Jennifer Galligan	H.S./M.S.
	Elizabeth Loughran	H.S./M.S.
	John Davis	H.S./M.S.

APPENDIX 2

LOCAL GOVERNMENTAL AGENCIES

<u>AGENCY/POLICE</u>	<u>CONTACT</u>	<u>PHONE</u>
State Police - Somers	Dispatcher	277-3651
State Police - Brewster	Dispatcher	845-279-6161
Town of North Salem		669-5540
Westchester County Police		769-3100
Putnam County Sheriff		845-225-5523
FBI		633-6000
<u>FIRE DEPARTMENT</u>		
Croton Falls Volunteer FD		277-3333
Westchester County Fire Control & Hazmat		231-1900
<u>AMBULANCE & HOSPITALS</u>		
North Salem Ambulance	Maria Hluskho	669-5111
Brewster Fire & Ambulance		845-279-3678
Somers Fire & Ambulance		248-5555
Putnam Hospital Center		845-279-5711
Northern Westchester Hospital		666-1200
Danbury Hospital		203-797-7000
<u>GOVERNMENT</u>		
Town of North Salem	Warren Lucas	669-5110
Westchester County Health Dept.		637-4700
DEC - Region 3 Headquarters		845-256-3000
DEC - Spills		800-457-7362
<u>HIGHWAY DEPARTMENTS</u>		
North Salem Town Garage	Ward Hanaburgh	669-5310
Southeast - Brewster		845-279-2141
Somers Highway		232-4868
Carmel Highway		845-628-7474
Westchester County Highway		285-2000
Putnam County Highway		845-878-6361
NY State D.O.T.		232-3060
<u>PUTNAM/NORTHERN WESTCHESTER BOCES</u>		
District Superintendent	Dr. James M. Ryan	248-2302
Regional Safety Coordinator	Frank Guglieri	248-2457
<u>OTHER</u>		
NYSEG		800-572-1131
Red Cross		946-6500
Poison Control		366-3030, 1-800-336-6997
Life Threatening Emergencies		911

APPENDIX 3

Educational Agencies Within the District

<u>SCHOOL:</u>	<u>ADDRESS:</u>	<u>POPULATION:</u>	<u>STAFF:</u>	<u>CONTACT:</u>	<u>TELEPHONE:</u>
Purdys Methodist Church Purdys, NY 10578	Rt. 116 Titicus Road	45	6	Kim Dias	276-1350
North Salem Nursery School	296 Titicus Road North Salem, NY 10560	163	21	Karen Weinsten Ginny Fogle	669-8911
Westchester Exceptional Children	Rt.22 Purdys, NY 10578	77	10	Linda Zinn	277-5533

NOTIFICATION OF SCHOOL AND PERSONNEL

SCHOOLS	PERSONNEL	TELEPHONE #
Superintendent – NSCSD	Dr. Kenneth R. Freeston	914-665-5414 x 1010/11
District Chief Emergency Officer	Dr. Kenneth R. Freeston or his designee	914-669-5414 x 1010/11
Facilities	Gary Green	914-669-5414 x 1037/38
HS/MS Principal	Vince DiGrandi	914-669-5414 x 2025/72
HS/MS Assistant Principal	Dr. Kathleen Murphy	914-669-5414 x 2026/29
PQ Principal	Mary Johnson	914-669-5317 x 3040/41
Director PPS	Adam VanDerStuyf	914-669-5414 x 1056/16
School Counsel	Jeffrey A. Kehl Shaw / Perelson	646-253-2345 845-486-4200
School Physician	Dr. Elliot Barsh	914-242-1580
North Salem Nursery School	Karen Midkiff	914-669-8911
YMCA - Director	Bonnie Fogerty	914-276-2398
WEC School - Director	Linda Zinn	914-277-5533
BOCES - Safety Coordinator	Frank Guglieri	914-248-2457
BOCES - Special Ed. Director	Shelley Fleischmann	914-248-2350

ALL EMERGENCIES
FOR FIRE, POLICE & AMBULANCE
DIAL 911

APPENDIX 4

Distribution of Information of Potentially Violent Behavior

<u>Parties Receiving</u>	<u>Type of Information</u>
<u>Method of Dissemination/Information</u>	
Primary Classroom Teacher	anti-bullying, anger management social skill development
Elementary Classroom Teacher	anti-bullying, anger management social skill development, danger Psychologist / Social Worker
indicators, conflict resolution	
Middle School Classroom Teacher Guidance/Psychologist	danger indicators, conflict resolution imminent warning signs, reporting methods Handouts - assemblies
High School Classroom Teacher	danger indicators, conflict resolution imminent warning signs, reporting procedures
Handouts - assemblies	
Staff	warning signs, reporting procedures
Staff development Conference Days materials	de-escalation techniques, anger and conflict management, counseling, Reading techniques
Parents Workshops Newsletters PTO Meetings	warning signs, reporting procedures and referral techniques, de-escalation techniques, anger and conflict management, counseling techniques
Community Workshops Newsletters Forums	Mental Health warning signs, reporting procedures and referral techniques, de-escalation techniques, anger and conflict management, counseling techniques

Mental Health Agencies

Types of Information Dissemination:

- Early warning signs

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- Imminent warning signs
- Prevention programs that work
- Reporting/Referral procedures
- Intervention services in school
- Intervention services out of school
- Available resources for students, staff and community
- Protective strategies for individuals and schools

APPENDIX 6

NORTH SALEM SCHOOL DISTRICT DRILL REPORT

EVACUATION DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

BUS DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

LOCKDOWN DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

LOCKOUT DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

SHELTER DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

TABLE TOP DRILL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

COMMUNICATION SYSTEMS CHECK

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

DISMISSAL

<u>DATE</u>	<u>TIME OF DRILL</u>	<u>TIME TO COMPLETE</u>

APPENDIX 7

Emergency Closings Information

Station	
WHUD	100.7
WFAS	103.9
WLAD	98.3
TV NEWS CHANNEL 12	
District Web Page	www.northsalemsschools.org
Internet	www.ctweather.com
Superintendent News Service	On-line notification, signup necessary http://www.northsalemsschools.org/district/superintendent_news_service

APPENDIX 8

School Policies

Commented [1]: Should our policies be added here?

Commented [2]: I think if you include a link to your policies you are good to go.

5400 STUDENT WELFARE

Student welfare is the central priority of the Board of Education. The Board recognizes that the school district has a responsibility to ensure the safety and security of the students in its care. The Board is dedicated to the promotion of student welfare through medical services, psychological services, social services and support services.

5450.1 NOTIFICATION OF SEX OFFENDERS

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings. In addition, the Superintendent of Schools shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed on the District website of the posting requirement for such information established by this policy and of the availability of the information, upon request. Community residents shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the District Clerk.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

5460 CHILD ABUSE, MALTREATMENT OR NEGLECT IN A DOMESTIC SETTING

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused, maltreated or neglected children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist him or her and his or her family.

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

- Teacher
- Guidance counselor
- Psychologist
- Nurse
- Social Worker
- Teaching Assistants
- Full or part-time paid athletic coach
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate.

The school official will also report the matter to the Building Principal.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within forty-eight hours to the appropriate local child protective service, and to the statewide Central Register.

School employees who are not school officials, as defined above, but who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment are encouraged to report to the Central Register. However, the school employee must report the matter to the Building Principal. If the matter has not yet been reported to the Central Register, the Building Principal shall make the report, in

accordance with state law. In being required to file such report, the Building Principal does not have discretion.

School employees or officials may not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any school official who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants immunity to persons who, in good faith, report instances of child abuse from any liability.

School employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The Board recognizes that knowingly reporting a false claim of child abuse is a violation of state law and this policy acknowledges that it is a crime to do so. The district will make every reasonable effort to ensure the integrity of the district's child abuse reporting process and procedure.

At all times, reports made to the Central Registrar should be documented with the following information: student name, date and time of call, name of Central Registrar Official, ID# of Central Registrar Official. It is important to document this information for both calls accepted by the Central Registrar and those that are not.

School District Relationship with Local Social Service District

The school district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse. The Superintendent, or his or her designee, will represent the district when collaborating with local social service agencies to address instances of abuse or maltreatment, and in the development of policy and procedures regarding abuse or maltreatment (including educational neglect). In addition, the Superintendent will share a copy of the district's attendance policy, [5100](#), with the local social service district.

Training Program and Dissemination of Information

The school district shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment, including the legal implications of reporting and not reporting. Attendance at sessions of this training

program shall be required of all school officials. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance.

The Superintendent shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The Superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy

As required by state law and regulation, the district shall publicize the toll-free number for reporting child abuse and neglect to the Central Register (800-342-3720), and directions for accessing the NYS Office of Children and Family Services website (<http://ocfs.ny.gov/main/cps/>), in both English and Spanish.

8130 SCHOOL SAFETY PLANS AND TEAMS

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 amend a comprehensive district wide school safety plan and building-level emergency response plan(s) regarding crisis intervention, emergency response and management.

Taken together, the district and building plans shall 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 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 crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not be limited to, a representative from the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

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Each Building Principal shall be responsible for appointing a school safety team 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 plan(s) 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 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 plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, 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.

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.

8133 BOMB THREATS

The Board of Education recognizes that the potential harm caused by a bomb threat is not limited to serious personal injury and property damage. A bomb threat can also create an atmosphere of anxiety and panic, which, in turn, can result in the disruption of normal activities and the educational process. The Board further recognizes the district's responsibility to ensure the safety of students, staff and other building occupants whenever a bomb threat is received by being properly prepared with an identified of action to respond to the threat.

A bomb threat is a criminal act and will be treated as one. Any bomb threat to the district will be taken seriously; no bomb threat will be treated as a hoax or a prank. The district will vigorously pursue disciplinary action against any student or staff member caught reporting a bomb threat consistent with the provisions of the student code of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution from the parent or guardian of any minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb for the expense of responding to the false report or incident.

The Superintendent of Schools shall establish procedures to be followed by all staff and students in the event of a bomb threat. The procedures shall be made a part of each school's emergency management plan. The procedures shall include a requirement that any person receiving information about a bomb threat must immediately notify the building administrator or his/her designee who will, in turn, immediately notify the appropriate law enforcement and initiate the planned actions to move all occupants out of harm's way. All appropriate staff shall be given a copy of the procedures, and the Superintendent shall ensure that all staff receive training on their respective roles and responsibilities in the event of a bomb threat.

The Superintendent must inform members of the Board and the parents/guardians of district students as soon as possible after any incident that activates the school emergency management plan, along with actions taken to protect students, staff and property. The Superintendent is also responsible for notifying the State Education Department and the District Superintendent of each bomb threat incident in accordance with requirements established by the State Education Department.