

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.

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| 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. Vince DiGrandi | MS/HS Principal |
| 5. Barbara Briganti | Director of Business Administration |
| 6. Gary Green | Facilities, Building and Grounds & Transportation & Technology |
| 7. Andrew Brown | NS Police Department/BOE |
| 8. Andrew Pelosi | BOE |
| 9. Stephanie Olenik | CSEA |
| 10. Joan Gabel Meyers | CSEA |
| 11. Kathryn Ticker | NSTA |
| 12. Sean Armstrong | School Resource Officer |
| 13. Kurt Guldán | NS /Office of Emergency /BOE Management |
| 14. Daniel Dreyer | North Salem Fire Department |
| 15. Chris Pulver | Buildings |
| 16. Joe Senatore | Transportation |
| 17. Skip Floer | Community Member |
| 18. Gail Soto | Community/Town Employee |
| 19. Maria Hlusko | NS Volunteer Ambulance Captain |

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. Sgt. 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 prior to September 1 each year.
- 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 Police via the NYSED Business Portal. Building-level Emergency Response Plans will also be supplied to local 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 Shelter in Place**

Procedures for sheltering in place are found in the Building Level Emergency Response Plans. The shelter in place plans vary from school and situation. “*Duck and Cover*” procedures and weather safety zones are designated in each building. Plans include sheltering for an extended period of time.

2. **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.

3. **Procedures for Hold in Place**

Procedures for hold in place are found in the Building Level Emergency Response Plans. The hold in place plans may vary from school and situation.

4. **Procedures for Evacuations:**

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

5. **Procedure for Lockout**

Procedure for lockout are found in the Building Level Emergency Response Plans. The lockout procedures may vary from school and situation.

6. **Procedure for Lockdown**

Procedures for lockdown are found in the Building Level Emergency Response Plans. These procedures are in accordance with NYSED guidance and best practices.

7. **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.

8. **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:

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|------------------------------------|---|
| 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 | School Facilities, Operations, Maintenance, Transportation & Technology |
| 6. Ms. Stephanie Olenik | Secretary to School District |
| 7. Sgt. 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, 5430, 5431, 5450.1, 5460, 5460.1 (**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. |
| | Danielle Zaetz | PQ/MS/HS (shared) |
| 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

AGENCY/POLICE

State Police - Somers
State Police - Brewster
Town of North Salem
Westchester County Police
Putnam County Sheriff
FBI

CONTACT

Dispatcher
Dispatcher

PHONE

277-3651
845-279-6161
669-5540
769-3100
845-225-5523
633-6000

FIRE DEPARTMENT

Croton Falls Volunteer FD
Westchester County Fire Control &
Hazmat

277-3333
231-1900

AMBULANCE & HOSPITALS

North Salem Ambulance
Brewster Fire & Ambulance
Somers Fire & Ambulance
Putnam Hospital Center
Northern Westchester Hospital
Danbury Hospital

669-5111
845-279-3678
248-5555
845-279-5711
666-1200
203-797-7000

GOVERNMENT

| | | |
|---------------------------------|--------------|--------------|
| Town of North Salem | Warren Lucas | 669-5214 |
| Westchester County Health Dept. | | 637-4700 |
| DEC - Region 3 Headquarters | | 845-256-3000 |
| DEC - Spills | | 800-457-7362 |

HIGHWAY DEPARTMENTS

| | | |
|----------------------------|----------------|--------------|
| 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 |

**PUTNAM/NORTHERN
WESTCHESTER BOCES**

| | | |
|-----------------------------|-------------------|----------|
| District Superintendent | Dr. James M. Ryan | 248-2302 |
| Regional Safety Coordinator | Frank Guglieri | 248-2457 |

OTHER

| | | |
|------------------------------|--|--------------------------|
| 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

| SCHOOL: | ADDRESS: | POPULATION: | STAFF: | CONTACT: | TELEPHONE: |
|----------------------------------|---|--------------------|---------------|-------------------------------|-------------------|
| Purdys Methodist Church | Rt. 116 Titicus Road Purdys, NY 10578 | 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 Superintendent – NSCSD | PERSONNEL Dr. Kenneth R. Freeston | TELEPHONE # 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 |
| Handouts - assemblies | Guidance/Psychologist | procedures |
| 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 |
| | Mental Health | |
| Community Workshops Newsletters Forums | | 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
- 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 5

NORTH SALEM SCHOOL DISTRICT INCIDENT REPORT FORM

Department _____

| | |
|---------------------------|--|
| Type of Incident | |
| Location | |
| Date | |
| Time | |
| Person Reporting Incident | |
| Command Post Manned by | |
| Type of Response | Sheltering <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Early Dismissal <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Evacuation <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | School Cancellation <input type="checkbox"/> Yes <input type="checkbox"/> No |

Notifications made to:

| Contact Person | Time | Date | Comments |
|----------------|------|------|----------|
| | | | |

| <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> |
|-------------|----------------------|-------------------------|
| | | |
| | | |
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| | | |
| | | |

COMMUNICATION SYSTEMS CHECK

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

DISMISSAL

| DATE | TIME OF DRILL | TIME TO COMPLETE |
|-------------|----------------------|-------------------------|
| | | |

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

https://boardpolicyonline.com/?b=north_salem