



EDGEMONT
UNION FREE SCHOOL DISTRICT
DISTRICT-WIDE SAFETY & EMERGENCY
MANAGEMENT PLAN

UPDATED JULY 2022

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

Table of Contents

Section I General Considerations and Planning Guidelines	4
Purpose	4
Superintendent's Directive	4
Identification of School Teams	5
District Safety Team	6
Concepts of Operation	7
Plan Review & Public Comment	8
Section II Risk Reduction/Prevention and Intervention	9
Prevention and Intervention Strategies	9
Improving Communication with Students	10
Reporting Threats or Acts of Violence	11
Training, Drills and Exercises	11
Staff Development Training:	13
Proactive Building Security Measures	13
Vital Educational Information	14
Early Detection of Potentially Dangerous Behavior	14
Hazard Identification	15
School Safety Personnel Allocations, Hiring, Duties, and Training	16
Private Security and School Resource Officers	16
Security Allocations	16
Section III Response	18
Notification and Activation - Internal and External Communications	18
Situational Responses	18
Multi-Hazard Response	18
Response Protocols	19
School Cancellation	19
Early Dismissal	19

Evacuation	19
Sheltering Sites (internal and external)	19
Protocols for Responding to Bomb Threats, Hostage-takings, Intruders, Abduction, and Other Emergency Situations	19
Responses to Implied or Direct Threats of Violence	20
Responses to Acts of Violence	21
State Disaster Emergency Involving a Communicable Disease	22
Background	22
Activation	22
Definitions	22
Positions & Titles Deemed Essential	23
Protocols for Non-Essential Employee Remote-Based Work	23
Staggered Schedules & Shifts	24
Personal Protective Equipment	25
Response to Exposure	25
Self-Reporting Exposures and Infections	25
Identification of District Resources Which May Be Available for Use During an Emergency	26
Coordination and School District Resources and Manpower During Emergencies	26
Section IV Communication with Others	27
Section V Recovery	30
Continuity of Operations	30
Continuity of Instruction	30
District Support for Buildings	30
Disaster Mental Health Services	31
Appendix 1 - Listing of School Buildings	32
Appendix 2 – Building-level Emergency Response Plans	33
Appendix 3 – Memoranda of Understanding	34
Appendix 4 - Communication Protocols	35
Appendix 5 – District Resources – Contact Information	36
Appendix 6 - List of District Safety and Crisis Response Team	37

Appendix 7 - List of Other Schools	38
Appendix 8 – Section 155.17 Regulation Compliance Reference	40

SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Edgemont Union Free School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

SUPERINTENDENT'S DIRECTIVE

The Superintendent will serve as the District's Chief Emergency Officer (CEO)¹ whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;²
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;³
3. Ensuring staff understanding of the district-wide school safety plan;⁴

¹ 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

² 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

³ 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

⁴ 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

4. Ensuring the completion and yearly update of building-level emergency response plans for each school building⁵ The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;⁶
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;⁷
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;⁸ and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801.a(4)⁹. At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District¹⁰. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors.

At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

⁵ 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

⁶ 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

⁷ 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan

⁸ 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

⁹ 2801.a(4) Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and shall include but not be limited to representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

¹⁰ 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, bus drivers and monitors, school safety personnel and other school personnel.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

DISTRICT SAFETY TEAM¹¹

TITLE	NAME	OFFICE PHONE
Superintendent / Chief Emergency Officer	Kenneth R. Hamilton	914-472-7768
Assistant Superintendent for Business & Administration	Bryan Paul	914-472-7767
Director of Pupil Personnel	Minu Thomas	914-472-7769
Jr./Sr. High School Principal (Edgemont Jr./Sr. High School)	Kyle Hosier	914-725-1500
Elementary Principal (Seely Place Elementary School)	Eve Feuerstein	914-472-8040
Elementary Principal (Greenville Elementary School)	Marisa Ferrara	914-472-7760
Teacher Representative	TBD	914-725-1500
Support Staff Representative	Victoria Osborne	914-472-7768

¹¹ District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

Police Representative	Captain Daniel Valentine Greenburgh PD	914-989-1700
Parent Representative	TBD	914-472-7768
Board Representative	Mariquita Blumberg	914-472-7768
District Safety Representative	Rosario Renda	914-725-1500
Technical Assistance/Communication	Paul Garofano	914-725-1500

CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans to ensure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
 - A. The Building Emergency Response Team is activated to assess the emergency plan and implement appropriate response strategies.
 - B. The Principal/Incident Commander will notify the Superintendent and apprise them of the situation.
 - C. The Superintendent will notify the members of the District Safety Team and other designated officials as deemed necessary.
 - D. 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.
 - E. The Principal/Incident Commander may request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
 - F. These agencies include, but are not limited to the local police, County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
 - G. Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not 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.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 15th of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists.

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, movement breaks, and a variety of wellness opportunities.

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District Consultants
 - Security Greeters at Edgemont Jr/Sr High School contracted by Allied Universal
2. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques
 - b. Non-violent conflict resolution skills and
 - c. Peer mediation
3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
4. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
5. Procedures relating to building security including utilization of staff and security equipment are as follows:¹²
 1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
 2. All staff members are expected to wear District-issued photo identification badges.
 3. After the designated start time of the school day, each school will be appropriately secured.
 4. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.

¹² 155.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

5. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Limited points of entry

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists.

A. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, include the following.

1. Youth-run programs,
2. Peer mediation,
3. Conflict resolution,
4. Creating a forum or designating a mentor for students who are at-risk.

The school district's Code of Conduct is accessible to parents and students and reviewed with all students in the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, and movement breaks, and a variety of wellness opportunities.

1. Each school shall identify and offer to students programs geared toward prevention and intervention strategies.
 - a. The District has developed and will continue to develop programs that encourage student-to-student and student-to-staff communication in each school such as:
 - Social decision making
 - Caring citizens

- Grade-level meetings with school psychologists
 - In-class visits by school psychologists
 - Personal growth groups led by teachers, guidance personnel and peer leaders
 - Student advocacy program
- b. The procedure for anonymous reporting of threats and acts of violence is:
- To create an environment where each student feels comfortable reporting a threat or an act of violence,
 - To educate students how to inform staff or law enforcement about threats and acts of violence,
 - To require staff to report all student referrals to the administration for investigation.
- c. Staff training programs needed to meet SAVE requirements.
- A minimum of two hours of instruction on issues of school safety need to be provided to all employees in 2022-2023.

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-skill development, character education, etc.

REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

TRAINING, DRILLS AND EXERCISES

Drills and Exercises:¹³

The District will conduct emergency management drills and exercises annually including, but not limited to:

EVACUATION AND LOCKDOWN DRILLS: Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be

¹³ 155.17(c)(1)(xiv) procedures for review and the 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;

evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

Drills will be monitored by the District-wide Safety Committee in compliance with RESCUE Regulations – Part 155.4(d), annually. It will be done in coordination with local and county emergency responders and preparedness officials. All required staff training provided by the District and BOCES will be completed annually.

Schools will conduct a minimum of eight of the required twelve drills prior to December 31st each year. The Superintendent's designee will monitor progress towards the NYSED mandated drills at each school on or about the 1st of each month, providing status updates to the administration at each school site who have not yet met the mandated number of drills.

The Superintendent's designee will maintain and reconcile records related to the required drills completed at each school site. On or about July 15th of each year, this individual will provide a completely reconciled record of the drill conducted at each school site to the Assistant Superintendent for upload on the NYSED Business Portal. After successful upload, the Superintendent will finalize and certify the submission online. Submissions will be completed no later than July 31st of each year.

TYPE: FREQUENCY: AGENCY INVOLVED: EFFECTIVE MEASURE:

Lockdown	4 x year	Police	Time/Police Feedback
Evacuation	8 x year	Police	Time/Police Feedback
Early Dismissal	1 x year	District	Time/parent reunification

EARLY DISMISSAL DRILL¹⁴: The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

SHELTER-IN-PLACE DRILLS: Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

¹⁴ 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.¹⁵

The District will provide advanced training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training may include and not be limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.
6. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery.
7. All District schools have fire and intrusion alarm systems.
8. The District will review additional security equipment and measures annually and will revise as necessary.

¹⁵ 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner;

9. The Edgemont School District has staff in the high school and middle school buildings who are assigned to monitor entrances and parking lots, patrol hallways, supervise cafeterias, and check restrooms.
10. Elementary buildings will have staff at the single entry point.
11. All policies and procedures related to school building security will be reviewed annually and revised as necessary.

VITAL EDUCATIONAL INFORMATION¹⁶

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan. The purpose of including such information in the Building-level plan is to ensure coordination or coverage in the event of a serious incident.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR¹⁷

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A "plain language" summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A "plain language" summary of the District's Code of Conduct is mailed or emailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students may be involved in this process.
5. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.

¹⁶ 155.17(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

¹⁷ 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students of the school district or board, students and other persons deemed appropriate to receive such information;

6. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
7. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
8. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

Police Agencies

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Greenburgh Police Department	914-989-1700
Westchester County Police	914-741-4400
New York State Police	914-769-2600

HAZARD IDENTIFICATION

Identification of Potentially Dangerous or Hazardous Sites:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-off
 - Gas appliances
 - Heating plant
 - Sewage system
 - Structural failure
 - HVAC
 - Water supply/shut-off
 - Chemical storage and cleaning supplies
 - Paper supply storage
 - Industrial arts room

- Science rooms and labs
- Isolated areas near the school
- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING¹⁸

PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

SECURITY ALLOCATIONS

- A. At the elementary there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.
- B. At the middle and high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building.

Hiring

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted and security screening by state law.

Duties and Training

Training Drills and Exercises

The district will provide annual multi-hazard school training for staff and students under the direction of the building principal. Training and information will be provided to staff at the beginning of each school year. Instruction may include, but is not limited to blood-born pathogens, hazardous materials, school violence prevention and mental health.

Greeters/Secondary School Monitors

- contracted personnel at the Junior-Senior High School
- buildings are staffed during regular school hours

¹⁸ 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

- primarily responsible for enforcement of the visitor protocols
 - perform perimeter patrols
 - detection of hazards
 - deter and report unlawful activity
 - provide escorts for parents and students when needed
 - provide student supervision
 - check that school procedures are being adhered to
 - guide the arrival and dismissal processes
 - actively monitor the building and support the staff with student safety and traffic
 - members of building-level emergency response teams
- staffed during regular school hours at the high school as well as for special events in the evening and on weekends

Required training includes:

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training
- Blood borne pathogen training

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

Internal

After receiving the information from the Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

External

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of parents and students, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <https://www.edgemont.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

SITUATIONAL RESPONSES

MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e., sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

RESPONSE PROTOCOLS

SCHOOL CANCELLATION

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

EVACUATION

- The Superintendent or their designee will determine the level of the threat.
- The Operations Chief will arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS¹⁹

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats

¹⁹ 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE²⁰

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
4. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
5. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement. Serious acts will require the

²⁰ 155.17(c)(1)(i)policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

involvement of police personnel. (Violent offenses according to the SAVE requirements). Acts of violence placing students & staff in imminent danger require an immediate call to the police.

RESPONSES TO ACTS OF VIOLENCE²¹

1. The Principal or their designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.²²
10. The district has a zero-tolerance policy for acts of school violence.

Removing Violent Individuals

²¹ 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors and visitors to the school, including consideration of zero-tolerance policies for school violence;

²² 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

- a. Aggressively dangerous and violent students should be restrained only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
- b. Violent adults are to be reported immediately, the authorities called removed only by police.
- c. Students and staff should be in lockdown mode when violent people are in the school.

Reporting Incidents

- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
- 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.

STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.

BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

Education Law - 2801-a (m) - protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.

ACTIVATION

These protocols have been developed to respond to a public health emergency. Directive shall come from New York State Education Department, New York State Department of Health, Westchester County Department of Health, or other appropriate agency for this protocol to be activated.

DEFINITIONS

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. (S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).

POSITIONS & TITLES DEEMED ESSENTIAL

A listing of all job titles, job descriptions, and a determination regarding whether the role is deemed essential in the event of a state-ordered reduction of in-person workforce can be accessed [here](#).

“Essential” shall refer to a designation made that the employee is required to be physically present on-site in order to perform his/her/their job. “Non-essential” shall refer to a designation made that an employee is not required to be physically present on-site to perform his/her/their job duties. By declaring an employee essential, we do not imply that intermittent remote-based work may not be appropriate, but rather that as a function of the job, some on-site work is required.

Decisions regarding the frequency, if at all, essential employees will be permitted or asked to work remotely will be up to the discretion of their immediate supervisor in consultation with the Superintendent of Schools.

PROTOCOLS FOR NON-ESSENTIAL EMPLOYEE REMOTE-BASED WORK

A listing of all job titles, job descriptions, and a determination regarding whether the role is deemed non-essential in the event of a state-ordered reduction of in-person workforce can be accessed [here](#). Employees deemed non-essential and asked to work remotely will be outfitted with the necessary technological tools to perform their specific duties from an alternate work environment. This includes, upon request, the deployment of school-purchased Chromebooks and PC-based laptops to staff working in this environment.

Phone lines will be transferred for all clerical staff members deemed non-essential to the phone number of their choosing.

Non-essential District Office staff requiring access to software applications and servers only accessible through the District network (e.g., nVision) will be provided with PC-based laptops and a VPN (Virtual Private Network) through the LHRIC providing the same level of access and security afforded on campus to our financial and human resource database. At least one, but no more than two, clerical staff members and one administrator from each building will be provided with the same level of access outlined above. All building-level requisitions will be forwarded to the clerical staff member outfitted with nVision access. Budget-builders (e.g., department chairs, teacher leaders, etc.) themselves will not be provided with this level of access.

In an instance in which the operations essential to the functioning of the District Office can not be completed on-site, the District may choose to enact its 'Business Operations Continuity and Disaster Preparedness Plan'. Copies of such plans are held by the Assistant Superintendent and Southern Westchester BOCES LHRIC.

STAGGERED SCHEDULES & SHIFTS

Where mandatory social distance of six-feet cannot be established for all essential staff, administrators will develop a staff rotation or reassign desks/work locations.

In the District Office, a rotation of essential employees will be followed to ensure that no more than fourteen individuals are in-person at one time, with locations determined for each that ensures a minimum of six feet between desks.

At the Junior/Senior High School, we have one clerical member assigned to the Main office. We have a clerical member in her own office who is responsible for attendance. Two clerical employees are assigned to the Counseling Office. These clerical members will be scheduled to work in that space at their desks, with tempered glass partitions, which are more than six feet apart. Our two school nurses occupy the same office, but are greater than six feet apart. Tempered glass has been installed around each of their desks. Our technology team will occupy individual spaces in the library to maintain social distance. The administrators will work in their individual offices alone.

At Greenville Elementary School, the two clerical employees assigned to the Main Office will be scheduled to work in that space at their desks which are more than six feet apart and have been retrofitted with tempered glass partitions that surround their desks on all sides. The nurse will occupy the Health Office alone. The administrators will work in their individual offices alone. These five individuals and a rotating custodial staff will be the only staff on site and will be able to work under social distancing guidelines.

At Seely Place Elementary School, the two clerical employees assigned to the Main Office will be scheduled to work in that space and the nurse will occupy the Health Office. The administrators will work in their individual offices.

Custodial and Maintenance Staff will be deployed as follows:

EHS Custodial Staff (11 employees) - Two shifts (day and evening). Two employees on day shift with 2-way radio communication to cover campus and maintain daily operational protocols. Nine employees on evening shift (one in each building) with 2-way radio communication to perform end of day cleaning and disinfecting as needed.

Greenville and Seely Custodial Staff (5 employees each school) - Two shifts (day and evening). Two employees on day shift with 2-way radio communication to cover building and maintain daily operational protocols. Three employees on evening shift (one in each section) with 2-way radio communication to perform end of day cleaning and disinfecting as needed.

DW Maintenance Staff (2 employees) - Day shift. Both employees will split up and cover the district with one serving the HS campus and the other covering the elementary schools.

DW Grounds Staff (4 employees) - Day Shift. The employees will report to the garage maintaining six feet distance and pick up their assignments for the day. There will be plenty of room for them to work independently of each other in performance of daily tasks on the school grounds.

PERSONAL PROTECTIVE EQUIPMENT

The district will strive for the optimal social distance of six feet at all times, with all persons wearing masks. Essential staff and visitors to our schools will be required to wear face coverings indoors and outside at all times except when expressly permitted to remove them for mask breaks.

Face coverings will be provided to all essential staff, if needed, at no cost. [Acceptable face coverings for COVID-19 include](#), but are not limited to, cloth-based coverings and surgical masks that cover both the mouth and nose.

The district will instruct essential staff on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper way to discard disposable face coverings

The district will have disposable masks for use by those who don't have one at each entrance and will purchase fitted N95 masks and other appropriate PPE for the school health professionals and others who are deemed to medically require additional protection.

Storage of all personal protective equipment (PPE) including, but not limited to disposable masks, plastic face shields, gowns, and N95 masks will be monitored and controlled by the Director of Facilities. Any requests for PPE beyond the disposable masks located at each entrance, should be made via email to both Rosario Renda (Director of Facilities - rrenda@edgemont.org) and Kenneth R. Hamilton (Superintendent of Schools - khamilton@edgemont.org).

RESPONSE TO EXPOSURE

SELF-REPORTING EXPOSURES AND INFECTIONS

In the event an employee reports testing positive for COVID-19 or other communicable disease or receives a call from the DOH that they have been exposed to a person who tested positive for the same:

- The employee should immediately notify the district by contacting their immediate supervisor.

If there is a declared state disaster emergency involving a communicable disease that involves the Edgemont Union Free School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY²³

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES²⁴

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

²³ 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

²⁴ 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

SECTION IV COMMUNICATION WITH OTHERS

Obtaining assistance during emergencies from emergency service organizations and local government agencies²⁵

1. The district continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when needed.

Responsibility for declaring an emergency

1. District wide – the responsibility for declaring a District-wide emergency shall rest with the Superintendent or chain of command.
2. Individual buildings – the responsibility for declaring a building-wide emergency shall rest with the principal or a chain of command.

Obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law²⁶

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.
2. The Edgemont School District has worked closely with local emergency services agencies for support and assistance during emergencies, have included their representatives on our safety planning teams, provided them with pertinent information (ex. Building maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Edgemont Schools 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 SWBOCES and other county, regional, and private mental health agencies.
3. For fire, EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the law enforcement immediately. The primary responsibility for these calls is the building principal or designee. A call is then made to the superintendent who has the responsibility to notify other key officials.

²⁵ 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

²⁶ 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

4. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:

1. Greenburgh Police Department
2. Greenville Fire Department
3. New York State Police
4. Westchester County OEM
5. Westchester County Police Department
6. EMS - Greenburgh Police Department
7. EMT Service - Greenville Fire Department
8. Red Cross

Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal²⁷

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable.²⁸ Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.

1. The district procedure for early dismissal and parent notification is as follows:
 - a. Superintendent or his/her designee decides on an early dismissal.
 - b. Central and building administrators are informed.
 - c. Staff and students are informed of closing.
 - d. Superintendent notifies parents as per appendix 1.
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.

²⁷ 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

²⁸ 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

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 dismissals are broadcast as per Appendix 1. Students will be taken home or to secondary drop-off site. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents are available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include one of the following: staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites.

SECTION V RECOVERY

CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.

DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District's Public Information Officer will assist in sending mass communication messages to affected groups. The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

District Office

300 White Oak Lane
Scarsdale, NY 10583
Phone: 914-472-7768

Edgemont Jr./Sr. High School

200 White Oak Lane
Scarsdale, NY10583
Phone: 914-725-1500

Greenville Elementary School

100 Glendale Road
Scarsdale, NY10583
Phone: 914-472-7760

Seely Place Elementary School

51 Seely Place
Scarsdale, NY10583
Phone: 914-472-8040

APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

APPENDIX 3 – MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

APPENDIX 4 - COMMUNICATION PROTOCOLS

Communication Protocols and Procedures for Parents and Guardians:

It is extremely important that parents and guardians do their part to ensure that the school district can get in touch with them in an emergency.

Each summer, parents and guardians will receive an “Emergency Contact Form” that lists important information about each student, including parents’ phone numbers, email addresses, etc. Parents must review these forms, correct any information that is inaccurate or has changed, and return them to the principal’s office as quickly as possible. Information in our database can be changed at any time by calling the principal’s office in your child’s school.

Different forms of communication are outlined below. Depending on the circumstance you will be informed in a timely manner that is appropriate for the emergency we are facing or one that minimizes unnecessary interruptions in a non-emergency situation:

Email

Administrators and teachers periodically send out blast emails containing non-time sensitive information about upcoming events, ongoing school projects, and other issues of concern. Please ensure that the email address that appears on the attached form is correct.

Phone

Our contact information lists up to three phone numbers for each parent:

- O Home phone number
- W Work phone number
- C Cell phone number

In the event of a school closing that occurs prior to the opening of school (i.e. a snow day), we will send out a robo-call to home phone numbers *only*. In the event that we must close school during the day (i.e. early dismissal), we will send out a robo-call to *all* phone numbers we have on file for each parent.

Text

We will send out texts to parents who “opt in” to receive them whenever school must be closed. Note that FCC regulations prevent us from sending unsolicited texts to parents/guardians. You must opt-in using the following procedure:

- Send a text message to 68453 with the text “optin”.
- You may then receive a confirmation message asking you to reply “y” to confirm that you want to receive messages from Edgemont.

Note that standard text messaging rates apply to texts that you receive from this system.

APPENDIX 5 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Kenneth R. Hamilton	914-472-7768
Asst. Superintendent, Business/Emergency Coordinator	Bryan Paul	914-472-7767
Asst. Superintendent, Personnel & Admin.	Dr. Minu Thomas	914-472-7769
Asst. Superintendent, Curriculum, Instruction & Assessment	TBD	914-725-7768
Transportation Supervisor	Rosario Renda	914-725-1500
Transportation Company	Ardsley Transportation	914-295-5544
Transportation Company	Royal Coach	914-365-1888
District Clerk	Rosemary Devito	914-472-7767
Director of Facilities	Rosario Renda	914-725-1500
Athletic Director	Anthony DeRosa	914-725-1500
Cafeteria Services	Jolie Ospina-Arias	914-725-1500
Town Supervisor	Paul Feiner	914-989-1540
Greenville Fire Department		914-723-3430
Greenburgh Police Department		914-989-1700
Ambulance - Greenville EMT Service		914-723-3430
White Plains Hospital		914-681-0600
NY-Presbyterian/Lawrence		914-787-1000
Westchester County		
County Executive	George Latimer	914-995-2900.
Emergency Management	Michael Volk	914-231-1684
BOCES Emergency Management	Harold Coles Valerie Cermele	914-937-3820
Public Safety Commissioner	Tom Gleason	914-995-2000
County Health Dept.	Dr. Sherlita Amler	914-864-7292
Red Cross Emergency Services		914-946-6500

APPENDIX 6 - LIST OF DISTRICT SAFETY AND CRISIS RESPONSE TEAM

TITLE	NAME	OFFICE PHONE
Superintendent / Chief Emergency Officer	Kenneth R. Hamilton	914-472-7768
Assistant Superintendent for Business & Administration	Bryan Paul	914-472-7767
Director of Pupil Personnel	Minu Thomas	914-472-7769
Jr./Sr. High School Principal (Edgemont Jr./Sr. High School)	Kyle Hosier	914-725-1500
Elementary Principal (Seely Place Elementary School)	Eve Feuerstein	914-472-8040
Elementary Principal (Greenville Elementary School)	Marisa Ferrara	914-472-7760
Teacher Representative	TBD	914-725-1500
Support Staff Representative	Victoria Osborne	914-472-7768
Police Representative	Captain Daniel Valentine Greenburgh PD	914-989-1700
Parent Representative	TBD	914-472-7768
Board Representative	Mariquita Blumberg	914-472-7768
District Safety Representative	Rosario Renda	914-725-1500
Technical Assistance/Communication	Paul Garofano	914-725-1500

APPENDIX 7 - LIST OF OTHER SCHOOLS

SCHOOL	TELEPHONE
Greenville Community Church	914-723-1266

**TRANSPORTATION COMPANY: ARDSLEY TRANSPORTATION - 914-295-5544
ROYAL COACH - 914-365-1888**

SCHOOL	TELEPHONE
Bronxville High School	914-395-0500
Eagle Hill	203-622-9240
Leffell Lower School	914-948-3111
Leffell Upper School	914-948-8333
German School of New York	914-948-6513
Hackley School	914-366-2168
Greenburgh Bailey Elementary School	914-948-8107
Masters School	914-479-6400
Riverdale Country School	718-549-8810
The Bridge School	914-937-3800
BOCES Tech Center	914-784-2727
BOCES Occupational Center	914-761-3400
Ardsley HS/MS	914-295-5637
Spire School	203-661-1609
Irvington Middle School	914-269-5312
Windward School	914-949-6968
Atlas School	212-256-0846
Horace Mann	718-432-4000
Rye Country Day School	914-967-1417
Iona Grammer School	914-633-7744
Resurrection School	914-967-1218

Iona Prep	914-632-0714
French American School of NY	914-250-0469
Sacred Heart School	203-531-6500
School of the Holy Child	914-967-5622
Salesian HS	914-632-0248

APPENDIX 8 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, school bus drivers and monitors, and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(ii)** 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;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- **155.17(c)(1)(xii)** policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- **155.17(c)(1)(xiii)** policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health,

provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

- **155.17(c)(1)(xiv)** procedures for review and the 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;
- **155.17(c)(1)(xv)** the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- **155.17(c)(1)(xvi)** strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- **155.17(c)(1)(xvii)** a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- **155.17(1)(c)(xix)** the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- **155.17(c)(2)(h)** Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(i)** Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.