

DISTRICT-WIDE EMERGENCY RESPONSE PLAN

MAHOPAC CENTRAL SCHOOL DISTRICT
2018-2019

September 20, 2018

Rev. date 9-11-18

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.

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SECTION I: GENERAL CONSIDERATIONS/PLANNING GUIDELINES

PURPOSE

The Mahopac Central School - District Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

IDENTIFICATION OF THE TEAM

The School District has created a Health & Safety Committee, consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

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Parent Representative –TBA	TBA

CONCEPT OF OPERATIONS

The District-Wide School Safety Plan is 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 an individual school will be by the Building Emergency Response Team with support from the District Emergency Response Team.

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner's Regulation 155.17 (e) (3), the original Plan was made available for public comment prior to its adoption. The District Wide and Building Level Plans were adopted by the school board only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The Plan was formally adopted by the Board of Education.

In subsequent years, the Plan will be reviewed periodically and will be maintained by the Mahopac Central School District. The required annual review of the Plan will be completed on or before July 1 each year. Updates to staff rosters and team lists will be made prior to October 1 each year. If major changes are made to the Plan, the plan will be made available for public comment and it will be presented to the Board of Education for adoption. A copy of the Plan will be available for view by appointment in the District Office,

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 District Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Level Emergency Response Plans will be supplied to both local and state police.

SECTION II: RISK PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility or the occurrence, or reduce the impact of an emergency if it does occur.

CODE OF CONDUCT

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. No student shall be subjected to harassment and/or bullying by District staff or students on school property or at school functions. Nor shall any student be subjected to discrimination by District staff or students on school property or at school

functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code"). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. Refer to your school building's code of conduct located on their website.

PREVENTION/INTERVENTION STRATEGIES

Program Initiatives

Each school within the Mahopac Central School District has programs in place to educate students in conflict resolution and prevention of violent behavior.

Program Name	Austin Road Elementary	Falls Building	Fulmar Rd. Elementary	Lakeview Elementary	Middle School	High School
Anti-Bullying	X		X	X	X	X
Character Education Program	X		X	X	X	X
After-School Programs			X	X		X
Mentoring Programs						X
Peer Mediation						X
Student Support Groups		X Falls Academy				X
Anger Management Groups						X
Character Education Clubs - Including but not limited to the diversity club, search for change, students against destructive decisions and the gay straight alliance					X	X
Dialectic Behavioral Therapy Skills Support		X Falls Academy			X FSP Program	X FSP and MHS Academy
Dignity Act Compliance Program(s)	X	X	X	X	X	X

TRAINING, DRILLS, AND EXERCISES

All District personnel (faculty, custodial staff, office staff and administrators) will receive an orientation to the District's multi hazard response on an annual basis. The orientation will focus on the District policies, and procedures for evacuation, emergency communication and the incident command system. (Substitute teachers and teacher's aides will receive a fact sheet on the District's policies and procedures upon initial assignment). Emergency procedures will be practiced on an annual basis as part of a regularly scheduled staff meeting to test the District communication system.

- Building evacuation procedures will be practiced a minimum of 8 times per school year.
- Lockdown procedures will be practiced 4 times per year.
- The District will conduct one go home early drill to test its alerting and warning procedures, communications procedures, resources, staff procedures, transportation procedures, public information procedures, and evacuation procedures.
- All personnel who regularly answer telephones will receive updated training on protocols for data gathering in the event of a bomb threat made over the telephone

Each drill will be assessed carefully, and modifications will be made to existing procedures based on the feedback. Members of outside agencies may be asked to assist in the assessment of training, drills, exercises and tabletop exercises as deemed appropriate by the district administration.

IMPLEMENTATION OF SCHOOL SECURITY

- Each building, as a part of developing the Building-Level Emergency Response Plan, examines specific security needs for their building
- Each building develops and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas.
- All Facilities staff as well as key office staff in each building have a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out, present government issued identification (if applicable), and to wear identification stickers to indicate their “visiting” status.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.
- The hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- School buildings have staff specifically assigned to monitor their building and grounds
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day
- Some areas within the District are monitored by security cameras.
- Local Youth officers are provided by local law enforcement and provide law enforcement, law-related counseling, and education to students and staff. Currently the Putnam County Sherriff’s Department and the Carmel Police Department provide this link.
- School personnel are encouraged to greet strangers and direct them to sign in if they have not and report any visitors who have not signed in to the security personnel on duty.

VITAL EDUCATIONAL AGENCY INFORMATION

The Mahopac Central School District will maintain this information at the district office and each building will place this information within the building level emergency response plan.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Each year, the District staff attends workshops and training that address issues related to threat assessment strategies, characteristics in children that predict violent behavior, and the appropriate actions to be taken. Parents will be supplied with information regarding early detection of potentially violent behaviors either through the building level parent teacher organization, through district mailings or via the district website.

HAZARD IDENTIFICATION

Faculty and staff will conduct a daily inspection of their classrooms, specialty rooms, playground, athletic fields, and/or office areas to identify, evaluate, and if needed control any potential hazards associated with their work area. All concerns should be forwarded to a member of the faculty's safety committee for further reviews. If necessary, the building principal shall be contacted directly.

The District will continue to work with outside agencies such as NYSIR to evaluate potential hazards associated in transporting and educating our students. The building level response plans have lists of specific hazards for each building.

SECTION III: RESPONSE

NOTIFICATION AND ACTIVATION- INTERNAL AND EXTERNAL COMMUNICATIONS

In the event of an emergency or pending emergency, staff members should immediately inform the building principal or their designee who will:

- Immediately notify the local law enforcement officials if the situation warrants (using 911).
- Notify the District Superintendent.
- Determine if the Emergency Response Team requires activation.

The District Superintendent will determine what other educational facilities within the District must be notified and whether any emergency action needs to be taken at those facilities. The internal phone system as well as the emergency cell phone system will be utilized. The District Superintendent will also determine if the District-Wide Emergency Response Team requires activation.

In the event of an emergency situation, school closing, or delay the following methods of communication will be used to contact parents and staff:

WLNA 1420 AM
WHUD 100.7 FM

Cable Channel 22 and 46
District Mass email
Text and phone calling system

MULTI-HAZARD RESPONSE

Mahopac Central School District has developed multi-hazard response plans to the various types of emergency situations. These are maintained within the building level emergency response plans. These protocols cover such events as: violent behavior, threats of violence, medical emergencies, and natural disasters.

C.P.R. CERTIFIED PERSONNEL

All schools are staffed with personnel who are trained to administer C.P.R. and use the A.E.D. Coaches are trained in C.P.R., certified in first aid and the use of A.E.D. Each of our school buildings employs teachers who are also coaches in our district.

Each building will maintain a list of the staff who are CPR/AED and first aid trained.

ARRANGEMENT OF OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT AND OTHER AGENCIES

Mahopac Central School District maintains ongoing communications with local municipal officials, governmental agencies and emergency service organizations. When deemed appropriate, the Superintendent or his/her designee will contact the appropriate local government officials for advice or assistance during an emergency situation.

PROCEDURES TO COORDINATE THE USE OF DISTRICT RESOURCES IN AN EMERGENCY

In an emergency that requires the activation of the District Safety/Emergency Response Team, the coordination of District resources will be through the District Team with the Superintendent of Schools as Incident Commander. If the District Team is not activated, the coordination of resources will be managed through the Office of the Superintendent of Schools. The Director of Facilities will oversee the allocation of custodial and maintenance staff, as well as heavy equipment and non – transportation needs. Where needed, the building principals will coordinate the use of support staff. In cases where computers and related technology are necessary to provide support, the Director of Technology will also become involved.

PROTECTIVE ACTION OPTIONS

During certain emergency situations, one of a variety of protective actions may need to be employed. Summaries of the options are found below. Detailed plans associated with procedures for each school building will be incorporated into each building's school safety plan.

School Cancellation

School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all staff and students, such as weather-related incidents for which ample warning is normally provided. Other situations, such as an incident at the Indian Point Nuclear Power Plant, may also dictate this action to allow Putnam County to use our schools as reception centers as needed.

Early Dismissal

Early dismissal will be used when school is in session and there is time to return staff and students to their homes before the expected emergency occurs.

Evacuation

Evacuation/relocation will be used when school is in session and it has been determined that an occupied building or location does not provide a safe environment for staff and students

Shelter in Place

Shelter in Place will be used when school is in session and it is determined that Early Dismissal and Evacuation are not safe options.

Hold in Place

Suitable for a variety of responses, shelter in place offers the ability to isolate and control the movement and/or to relocate building occupants by rooms, halls, or areas to other parts of the building determined to be safe.

Lockdown

In response to incidents of actual or potential threats of violence, a lockdown may be initiated.

Lockout

In response to incidents of actual or potential threat from outside the building, a lockout may be initiated.

DUTIES OF SAFETY & SECURITY STAFF

School Resource Officer:

The S.R.O. is an educator, law enforcer and counselor. As an educator, the S.R.O. visits classrooms and teaches students concepts of safety, traffic laws, general law, and crime prevention techniques. The S.R.O. works closely with individual teachers to create special programs tailored to specific units of study. These presentations help increase student awareness and understanding of laws and personal safety. As a uniformed police officer, the S.R.O. provides a positive image of law enforcement in an effort to help young people make constructive choices in their lives.

The S.R.O.'s primary duty is to protect the school's safe environment and to maintain an atmosphere where students, teachers and staff feel safe enough to learn.

Safety Patrol Officer:

Armed officers are assigned to the district's three elementary schools as well as for after-school activities at the complex for the middle school and high school contracted through the Putnam County Sherriff's Office.

Monitors:

Responsible for the supervision of students, for student activities, for maintaining order in school buildings, school district libraries and for maintaining safety on school grounds and playgrounds.

SECTION IV: RECOVERY

As part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The Mahopac Central School District Safety/Emergency Response Team is charged with providing support to the Building Teams.

Putnam Northern Westchester BOCES Crisis Intervention Team will be available to assist with any recovery support including personnel and informational literature.