



**PAWLING**  
CENTRAL SCHOOL DISTRICT  
DISTRICT-WIDE SAFETY & EMERGENCY  
MANAGEMENT PLAN  
UPDATED AUGUST 2019

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	3
PURPOSE	3
IDENTIFICATION OF SCHOOL TEAMS	4
DISTRICT SAFETY TEAM	6
CONCEPT OF OPERATIONS	7
PLAN REVIEW AND PUBLIC COMMENT	7
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION	8
PREVENTION AND INTERVENTION STRATEGIES	8
IMPROVING COMMUNICATION WITH STUDENTS	9
REPORTING THREATS OR ACTS OF VIOLENCE	9
TRAINING, DRILLS, AND EXERCISES	10
STAFF DEVELOPMENT TRAINING	11
PROACTIVE BUILDING SECURITY MEASURES	11
VITAL EDUCATIONAL INFORMATION	12
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR	12
HAZARD IDENTIFICATION	13
SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, & TRAINING	14
SECTION III - RESPONSE	15
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.)	15
SITUATIONAL RESPONSES	16
MULTI-HAZARD RESPONSE	16
RESPONSE PROTOCOLS	17
RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE	18
RESPONSES TO ACTS OF VIOLENCE	19
DISTRICT EMERGENCY RESOURCES	20
INCIDENT COMMAND SYSTEM	21
SECTION IV - COMMUNICATION WITH OTHERS	23
OBTAINING ASSISTANCE DURING EMERGENCIES	23
OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS	23
CONTACTING PARENTS AND GUARDIANS	24

SECTION V - RECOVERY	25
DISTRICT SUPPORT FOR BUILDINGS	25
DISASTER MENTAL HEALTH SERVICES	25

**APPENDIX**

APPENDIX 1	LISTING OF SCHOOL BUILDINGS	26
APPENDIX 2	BUILDING-LEVEL EMERGENCY RESPONSE PLANS	27
APPENDIX 3	MEMORANDA OF UNDERSTANDING	28
APPENDIX 4	DISTRICT RESOURCES – CONTACT INFORMATION	36
APPENDIX 5	SECTION 155.17 REGULATION COMPLIANCE REFERENCE	37

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 Pawling Central 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, Kim Fontana, will serve as the District's Chief Emergency Officer (CEO)<sup>1</sup> whose duties shall include, but not be limited to:<sup>2</sup>

---

<sup>1</sup> 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:

<sup>2</sup> 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:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>3</sup>
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;<sup>4</sup>
3. Ensuring staff understanding of the district-wide school safety plan;<sup>5</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building<sup>6</sup> 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;<sup>7</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;<sup>8</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;<sup>9</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

#### IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13). 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 District<sup>10</sup>. 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 as deemed necessary. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency

<sup>3</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

<sup>4</sup> 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

<sup>5</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>6</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>7</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>8</sup> 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

<sup>9</sup> 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

<sup>10</sup> 155.17(c)(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, and parent organizations, school safety personnel and other school personnel.

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.

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 TEAM:<sup>11</sup>

*Members listed here may be removed from the “additional emergency numbers” table*

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Kim Fontana	845 855 2150
Director of Facilities	Glen Freyer	845-855-4610
High School Principal	Helen Callan	845 855 4622
Middle School Principal	Megan Gleason	845 855 4133
Elementary School Principal	Jennifer Jacobs	845 855 4602
Director of Athletics/Dean of Students	Tamara Barbour	845-855-4670
Supervisor of Transportation	Delos Luther	845-855-4641
Director of Technology	Christopher Quiñones	845-855-4674
Assistant Principal PES and PMS	Michelle Rivas	845 855 4645
Athletic Trainer	Josh Chason	845-855-4684
Teacher	Peter Jacques	845-855-4143
Nurse	Beth Koerner	845-855-4616
NYSIR Representative	Ryan Moran	XXXXXXXXXXXXXXXX
Parent	Laurel Mascia	XXXXXXXXXXXXXXXX
School Resource Officer	Steve Price	845-855-2032
School Board President	Jeffrey Asher	XXXXXXXXXXXXXXXX

---

<sup>11</sup> 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.

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.
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.
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 15<sup>th</sup> of each year or within 30 days of adoption.

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### PREVENTION AND INTERVENTION STRATEGIES

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
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:<sup>12</sup>
  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.
  5. All contractors assigned to work in any building must first be authorized by the Facilities Department. Individual workers are vetted through the regular screening process and wear either guest Identification or company provided identification that is clearly visible. Deliveries are authorized by the main offices of the facilities department.

---

<sup>12</sup> 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;

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. Single or 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.

Each building has established a mechanism for the anonymous reporting of school violence.

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, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

#### 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:<sup>13</sup>

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 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 lockdown 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.

**EARLY DISMISSAL DRILL<sup>14</sup>:** 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.

---

<sup>13</sup> 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;

<sup>14</sup> 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 15<sup>th</sup> of each school year or within 30 days of joining the district. This training will be conducted at a staff development day, online, or a combination.<sup>15</sup>

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 but is not 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.

---

<sup>15</sup> 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;

VITAL EDUCATIONAL INFORMATION<sup>16</sup>

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.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR<sup>17</sup>

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. District students participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual’s behavior, and on responsible decision-making.

---

<sup>16</sup> 155.17(c)(2)(h)(3)(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.

<sup>17</sup> 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;

7. Each of the District’s school psychologists/social workers and school counselors may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. 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.
9. 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>
Dutchess County Sheriff	845-486-3800
New York State Police	845-677-7300

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 district and building facilities 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
- Cleaning supplies
- Paper supply storage
- Industrial arts room
- Science rooms and labs (maintained by certified teaching staff)
- 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 TRAINING<sup>18</sup>

#### ALLOCATIONS

- A. At the elementary and middle school level, 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 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 in order to be employed.

#### DUTIES AND TRAINING

##### **Greeters**

- personnel at each elementary, middle, and high school
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- detection of hazards

---

<sup>18</sup> 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;

- deter and report unlawful activity
- provide escorts for parents and students when needed
- may be members of building-level emergency response teams

**Monitors**

- personnel at elementary, middle, and high school
- actively monitor the building and grounds and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes
- escort students if needed

**School Resource Officers**

- Officers (2) assigned to the schools buildings (3) by contract with the Dutchess County Sheriff’s Department
- Staffed during regular school hours as well as for special events on weekends and evenings
- Conduct perimeter checks and actively monitor the building and grounds
- Interact with students to foster cooperation and proactive information sharing
- Support the staff with student safety and traffic
- Provide classroom and staff instruction, when requested by administration, in areas of their expertise, e.g. drug and alcohol awareness, traffic and motor vehicle safety, cybersecurity
- Members of school emergency response teams

**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. Following the call, they are asked to call the appropriate administrator.

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 staff, 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: <http://www.pawlingschools.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 designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Director of Technology, upon request of the Superintendent, will activate the use of the District's mass communication system and post the information on the website and social media used by the District. The Communication Specialist may assist.
- Administrators, as assigned, will contact contact local media.

### EARLY DISMISSAL

- The Superintendent or designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Superintendent will notify affected building principals.
- The Director of Transportation will arrange transportation for students.
- The Director of Technology, upon request of the Superintendent, will activate use of the District's mass communication system and post information to the website and social media sites used by the District. The Communication Specialist may assist.

### EVACUATION

- The Superintendent or designee will determine the level of the threat.
- The Superintendent or designee will contact the transportation supervisor to arrange transportation. The Superintendent will arrange for student-parent reunification.
- The School Resource 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 designee any missing staff or students.

### SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or 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 to the Superintendent any missing staff or students.
- The Director of Facilities 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 SITUATIONS

19

---

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

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

**RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>20</sup>**

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, other school personnel and visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to use the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The district disseminates educational material, including but not limited to emails and formal brochure, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. 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

---

<sup>20</sup> 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;

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.

5. 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.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measure consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

#### Responses to Acts of Violence<sup>21</sup>

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 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 Lock Down 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.

---

<sup>21</sup> 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;

7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measure consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement
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.<sup>22</sup>
10. The district has a zero-tolerance policy for acts of school violence.

#### IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>23</sup>

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
- Weather radio
- 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 EMERGENCIES<sup>24</sup>

---

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

<sup>23</sup> 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;

<sup>24</sup> 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;

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, that 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.

## **PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES**

### **ASSIGNMENT OF RESPONSIBILITIES**

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

### **ICS POSITIONS**

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

**DISTRICT COMMAND POST (DCP):**

Unless otherwise specified, The DCP will be located in the Central Administrative Offices. If necessary, the command post may be moved to an alternate site including the transportation facility and even non-district-owned buildings.

**POTENTIAL ICS EMERGENCY SITES:**

<b>BUILDING:</b>	<b>USES:</b>
Pawling Central School District District Offices	Command Center Public Information Center Communications Center
Pawling High School	Shelter-in-Place Staging Area(s) Alternate Command Center
Pawling School Elementary	Shelter-in-Place Staging Area(s)
Pawling Middle School	Shelter-in-Place Staging Area(s)

SECTION IV COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES<sup>25</sup>

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.

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<sup>26</sup>

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 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. Dutchess County Sheriff
2. Pawling Fire Department
3. New York State Police
4. Dutchess County OEM
5. Pawling Ambulance
6. Red Cross

---

<sup>25</sup> 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;

<sup>26</sup> 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;

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<sup>27</sup>

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.<sup>28</sup> 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.

---

<sup>27</sup> 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;

<sup>28</sup> 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;

## SECTION V RECOVERY

### 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

515 Route 22  
Pawling, NY 12564  
Phone: 845-855-4600

PAWLING HIGH SCHOOL

30 Wagner Drive  
Pawling, NY 12564  
Phone: 845-855-4620

PAWLING ELEMENTARY SCHOOL

7 Haight Street  
Pawling, NY 12564  
Phone: 845-855-4636

PAWLING MIDDLE SCHOOL

80 Wagner Drive  
Pawling, NY 12564  
Phone: 845-855-4653

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.

**EXTENSION AND AMENDMENT TO  
INTERMUNICIPAL AGREEMENT**

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the **COUNTY OF DUTCHESS**, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "COUNTY"), the **PAWLING CENTRAL SCHOOL DISTRICT**, a municipal corporation whose address is 515 Route 22, Pawling, New York 12564 (hereinafter referred to as the "SCHOOL DISTRICT"), and **ADRIAN H. ANDERSON**, Sheriff of Dutchess County, whose address is 108 Parker Avenue, Poughkeepsie, New York 12601 (hereinafter referred to as the "SHERIFF").

**WITNESSETH:**

WHEREAS, the parties hereto made and entered into an Intermunicipal Agreement, dated October 24, 2018 (County Contract No. 18-0533-6 /19-SH), for the County Sheriff to provide two (2) School Resource Officers (SROs) for the Pawling Central School District for the July 2018-June 2019 school year, and

WHEREAS, the parties desire to further extend the term of said Agreement for an additional period of one (1) year, upon the terms and conditions hereinafter set forth, now, therefore, it is mutually agreed by and between the parties hereto that County Contract No. 18- 0533-6/19-SH, dated October 24, 2018, is hereby further extended and amended upon the following terms and conditions:

1. The first sentence of Paragraph "I" of the Intermunicipal Agreement shall be amended to provide as follows:

The County agrees to provide the School District two (2) Deputy Sheriffs to serve as School Resource Officers (SROs) in the School District for the 2019/2020 school year (July 1, 2019 through June 30, 2020) to maintain a safe campus environment that is conducive to learning, to create a relationship based upon cooperation and mutual support between law enforcement and school officials, to improve relationships between law enforcement, school, community and youth of the school, to serve as consultants to school staff, parents and youth on safety matters and other matters which will provide a better environment for the students and teachers to pursue their respective tasks, and to serve as a role model to students.

2. Paragraph " I (v)" of the Intermunicipal Agreement shall be amended to provide as follows:

The County agrees to provide and pay each SRO' s salary and employment benefits in accordance with County personnel policies or the applicable collective bargaining agreement, if one exists. The Sheriff will bill the School District in ten (10) monthly installments of \$16,380.00/month for the cost of the two (2) SROs, at the annual rate of \$81,900.00 per SRO, with the School District paying such costs after audit by the School District's Claims Auditor , within 45 days of receipt of the bill from the Sheriff There shall be no charges made by the Sheriff beyond the monthly payments referenced above.

3. The first sentence of Paragraph "9" of the Intermunicipal Agreement shall be amended to provide as follows:

This Agreement shall remain in effect for the period of July 1, 2019 through June 30, 2020 and may be renewed upon mutual agreement of the School District , the Sheriff, and the County.

4. All other terms and conditions of the underlying Intermunicipal Agreement, and any amendment thereto not expressly amended or altered by this extension and amendment agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Extension and Amendment Agreement, this                      day of                      , 2019.

APPROVED AS TO FORM:

ACCEPTED: COUNTY OF DUTCHESS

INTERMUNICIPAL AGREEMENT

THIS AGREEMENT, bearing the date set forth on the signature page, by and between the COUNTY OF DUTCHESS, a municipal corporation with offices at 22 Market Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "COUNTY" ), the PAWLING CENTRAL SCHOOL DISTRICT, a municipal corporation whose address is 515 Route 22, Pawling, New York 12567 (hereinafter referred to as the "SCHOOL DISTRICT"), and ADRIAN H. ANDERSON, Sheriff of Dutchess County, whose address is 150 N. Hamilton Street, Poughkeepsie, New York 12601 (hereinafter referred to as the "SHERIFF").

WITNESSETH:

WHEREAS, municipal corporations are authorized, pursuant to both Article 9, Section 1 of the State Constitution and Article 5-G of the General Municipal Law to enter into intergovernmental agreements; and

WHEREAS, Article 5-G of the General Municipal Law specifically authorizes and encourages municipal corporations to enter into agreements with each other in order to provide cooperatively, jointly, or by contract any facility, service, activity, or undertaking which each participating municipal corporation has the power to provide separately; and

WHEREAS, the respective governing boards of the Pawling Central School District, the Sheriff, and the County of Dutchess have determined that it is in their mutual best interests to enter into this Agreement for the following purposes: for the placement of two (2) School Resource Officers (SROs) in the School District and other services as may be agreed to between the parties in writing;

NOW THEREFORE, in furtherance of their mutual interests and in consideration of the mutual covenants and agreements herein contained, and compliance with the terms and conditions specified herein, the School District and the County hereby agree to the following:

1. The County agrees to provide the School District with two (2) Deputy Sheriffs to serve as School Resource Officers (SROs) in the School District for the 2018/2019 school year, to maintain a safe campus environment that is conducive to learning, to create a relationship based upon cooperation and mutual support between law enforcement and school officials, to improve relationships between law enforcement, school, community and youth of the school, to serve as consultants to school staff parents and youth on safety matters and other matters which will provide a better environment for the students and teachers to pursue their respective tasks, and to serve as a role model to students:

(i) The SROs shall be employees of and shall be subject to the administration, supervision and control of the County Sheriff at all times and subject to

the School District's policies and procedures when performing functions at the School District's schools, unless otherwise provided in this Agreement.

(ii) The Deputy Sheriffs assigned as SROs will be selected by the Sheriff based upon the Sheriff's judgment and discretion, taking into consideration among other criteria the Deputy Sheriff's training, qualifications, experience, interest in the position and the Deputy Sheriff's ability to effectuate the goals and objectives set forth herein.

(iii) The School District shall evaluate the SRO program and the performance of the SROs. Such evaluation by the School District shall be performed in order to evaluate the performance of the SROs in accordance with the County Sheriff's rules and regulations and also to ascertain what, if anything, can be done to improve the SRO program.

(iv) The School District shall have the right to request the removal of any SRO where there is a demonstrated inability to effectuate the goals and objectives of this Agreement, whereupon the Sheriff shall conduct an investigation pursuant to the School District's request for removal. Notice of dissatisfaction must be communicated in writing by the Superintendent of Schools to County Sheriff at any time during the school year. A request for replacement shall be honored unless the same are insubstantial and lacks substance in fact.

(v) The County agrees to provide and pay the SROs' salary and employment benefits in accordance with County personnel policies or the applicable collective bargaining agreement, if one exists. The Sheriff will bill the School District in ten (10) monthly installments of \$15,600.00 for the cost of the two (2) SROs, at the annual rate of \$156,000.00 (\$78,000.00 per SRO), with the School District paying such costs after audit by the School District's Claims Auditor, within 45 days of receipt of the bill from the Sheriff. There shall be no charges made by the Sheriff beyond the monthly payments referenced above.

(vi) It is understood and agreed that the Sheriff in its sole discretion, shall have the authority to discharge and discipline a Deputy Sheriff assigned as an SRO as provided under the terms of any applicable collective bargaining agreement and/or by law. Any issues or reports relating to the conduct of the SROs by the School District shall be directed to the Sheriff. The County shall indemnify and hold harmless the School District from any claims, suits or causes arising out of allegations of unfair or unlawful employment practice brought by a Deputy Sheriff assigned as an SRO.

(vii) It is understood and agreed that the School District shall be responsible for any overtime pay earned by a Deputy Sheriff serving as an SRO where the School District desires the SRO to remain on duty beyond an seven (7) hour day.

(viii) It is understood and agreed that, should an SRO become unable to perform his or her duties as a result of illness or injury that causes the Deputy Sheriff to be absent, the School District may request that the Sheriff assign another Deputy Sheriff to fill the SRO position, where one is available, and the request will not be unreasonably refused.

(ix) The duties of the SROs shall be those described on Attachment A to this Agreement.

(x) The SROs shall report to the Main Office at the start of each work day and shall sign in on a log provided by the School for those hours that cover the regular hours of the school program at the

school and a total of seven (7) hours per day. The SROs shall sign out at the end of each work day using the same log .

(xi) The Sheriff's Office shall provide the appropriate in-service training for the SROs, to enable the SROs to function efficiently. The School District shall also provide training in school policies, regulations and procedures, or additional training in school policies, regulations and procedures, or additional training in other matters relating to students and their safety.

(xii) In consideration for the service provided herein , the School District hereby agrees to participate in the Department of Behavioral & Community Health 's school prevention program, if any, which includes but is not limited to, an annual survey of all students in the Districts' eighth, tenth, and twelfth grades which measures risk and protective factors to prevent problem behaviors and promote healthy development. The School District also agrees to participate in other prevention programming, the costs of which will be paid by the Department of Behavioral & Community Health.

I. Pursuant to NY Education Law 2-d, the parties agree to the following provisions related to use of student data:

Exclusive Purposes for which Student Data Will Be Used. Use of student data under this Agreement will be limited to that necessary for County and Sheriff to perform the services referenced in the Agreement between the School District, the County and the Sheriff. Such services include, but are not limited to. the necessary review of student educational records and student medical records.

Protective Measures Regarding Third Parties. The County and Sheriff will ensure that any subcontractor or other person or entity with whom the County and Sheriff shares student data is directed to consult the Parents' Bill of Rights for Data Privacy and Security posted on the School District's website.

Storage of Data. County and Sheriff will maintain reasonable safeguards to protect the security , confidentiality, and integrity of personally identifiable information , as applied to student data, within its custody, including password protection and email archiving (for information stored digitally) and manual lock and key (for physical copies of such information).

Expiration of Agreement. This Agreement expires on June 30, 2019, unless extended by the parties by mutual agreement in accordance with Paragraph 9 herein. Upon expiration of this Agreement, County and Sheriff will ensure that all student data, including student medical records, are returned to the School District unless otherwise provided by law or collected for law enforcement purposes. County and Sheriff will also ensure that all emails containing personally identifiable student information are returned to the School District and deleted from the County's and Sheriff's email accounts.

Parental (challenge to Accuracy of Data. In the event a parent, student, or eligible student wishes to challenge the accuracy of the student data collected by the County and Sheriff, such parent, student, or eligible student shall have an opportunity for a hearing to challenge the content of the school records, in accordance with the Pawling Central School District's Student Records Policy.

The County and Sheriff acknowledge that they have received the Parents' Bill of Rights and understand their legal obligations as provided therein.

3. The School District and the County shall each procure and maintain at their own cost and expense, during the term of this Agreement, comprehensive general liability insurance to the effect that both parties are insured against any liability in connection with the services provided under this Agreement.
4. The County shall defend, indemnify, and hold the School Districts herein named harmless from all losses, claims, demands and causes of action for injury or death to persons or damage to property caused by the negligent acts of any employees of the Sheriff arising out of the performance of this Agreement. This indemnification shall survive the expiration or termination of this Agreement.
5. The School District shall defend, indemnify, and hold the County harmless from all losses, claims, demands and causes of action for injury or death to persons or damage to property caused by the negligent acts of any employees, agents, or servants of the School District arising out of the performance of this Agreement. This indemnification shall survive the expiration or termination of this Agreement.
6. All Deputy Sheriffs performing services under this Agreement shall be deemed employees of the County for purposes of the Workers' Compensation Law and the School District shall not be responsible for the payment of any benefits thereunder. The School District shall provide to the Sheriff proof that they hold valid Workers' Compensation Insurance.
7. Neither the School District nor the County may assign this Agreement.
8. It is expressly understood and agreed that the School District and County shall not be responsible for the payment of any debts or obligations incurred by the other party in connection with the services rendered under this Agreement.
9. This Agreement shall remain in effect for the period of July 1, 2018 through June 30, 2019, and may be renewed upon mutual agreement of the School District, the Sheriff, and the County. This Agreement may be extended for additional periods of one (1) year each, not exceeding in total five (5) years, upon such terms and conditions as may be agreed between the parties. The School District, the Sheriff and the County may also terminate this Agreement upon at least 30 days written notice to the other party. Any notice will be sent by certified mail, return receipt requested, by personal delivery or overnight service.
10. This Agreement may only be modified, amended or terminated by an instrument in writing, duly executed and acknowledged by the authorized representative of each party, after approval by the governing body of each party.
11. In the event a dispute arises as to the responsibilities of the parties under the terms of this Agreement or as to the performance or nonperformance of the parties of the terms and conditions and covenants of this Agreement, the parties' sole remedy shall be upon application to a court of competent jurisdiction in Dutchess County, New York.

12. If any provision of this Agreement is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid or operative, or if it cannot be so modified, then severed and the remainder of the contract shall continue in full force and effect as if the contract had been signed or filed with the designated filing agent with the invalid portion so modified or eliminated.

13. ENTIRE AGREEMENT. The terms of this Agreement, including its attachments and exhibits, represent the final intent of the parties. Any modification, rescission or waiver of the terms of this Agreement must be in writing and executed and acknowledged by the parties with the same formalities accorded this basic Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement made this  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

ACCEPTED: COUNTY OF DUTCHESS

**ATTACHMENT A**

**SRO JOB DUTIES**

1. Consult with and coordinate activities as requested by a school principal including but not limited to peer mediation for students to resolve conflicts, safety instruction for students and parents in areas such as sexual harassment, bicycle safety, school bus safety, substance abuse prevention, internet and computer safety and bullying.
2. Abide by School board policies to the extent that such compliance does not interfere with or impede the SRO in the performance of his or her duties as a law enforcement officer;
3. The SRO shall provide presentations on various subjects including Federal and State mandates in drug abuse prevention education at the request of school personnel.
4. Encourage group discussions about law enforcement with students, faculty and parents;
5. Under no circumstances shall the SRO be a school disciplinarian. The SRO will not be involved in the enforcement of disciplinary infractions that do not constitute violations of law, but will assist in maintaining the chain of custody with respect to contraband and controlled substances that would constitute evidence in student disciplinary proceedings .
6. Attend meetings with parents and faculty groups to solicit their support and understanding of the SRO school program and to promote awareness of law enforcement functions during the school day;
7. Attend meetings with school personnel to assist regarding law enforcement and crime prevention issues during the school day;
8. To confer with the principal of the school to which the SRO is assigned to develop plans and strategies to attempt to prevent and/or minimize dangerous situations on or near campus or involving students at school related activities;
9. all persons employed by the Sheriff in providing services as an SRO pursuant to this Agreement shall be County officers or employees, and they shall not have any benefit, status, or right of School District employment, nor shall the SROs be assigned any duties normally performed by School District personnel, such as lunchroom duty or hall duty . Nothing herein shall preclude the SRO from being available in areas where interaction with students is expected .
10. The SRO shall familiarize himself/herself with and shall abide by School District policy , where not inconsistent with applicable law, concerning interviews with students should it become necessary to conduct formal law enforcement interviews with students or staff on school property.
11. Initiate law enforcement action as necessary and notify the school principal as soon as possible after requesting additional law enforcement assistance on campus and undertake all additional law enforcement responsibilities as required by standard policy practices
12. The SRO shall act as a liaison between the School District and local police agencies in law enforcement matters occurring while on school grounds;
13. The SRO shall wear the Dutchess County Sheriff's Office uniform;
14. The SRO in pursuing the performance of his/her duties shall coordinate and communicate with the school principal or the principal's designee.

APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

<b>TITLE</b>	<b>NAME</b>	<b>OFFICE PHONE</b>
Superintendent of Schools	Kim Fontana	845-855-4600
Asst. Superintendent, Business/Emergency Coordinator	Neysa Sensenig, Ed. D.	845-855-4661
Asst. Superintendent, Instruction	Debra Kirkhus, Ed. D.	845-855-2185
Transportation Supervisor	Delos Luther	845-855-4641
Bus Dispatch Office – Head Bus Driver	Tamara Fielding	845-855-4640
District Clerk	Margaret Generoso	845-855-2155
Public Information	Kim Fonatna	845-855-2150
Communication Specialist	Patrice Athanasidy	845-855-2150
Director of Facilities	Glen Freyer	845-855-4610
Athletic Director	Tamara Barbour	845-855-4670
Cafeteria Services	Lauren Collica	845-855-4627
<b>Local Municipalities</b>		
Village Mayor	Robert Liffland	845-855-1122
Town Supervisor	James Schmitt	845-855-4464
Fire Chief	Everett White	845-855-1144
<b>Dutchess County</b>		
County Executive	Marcus J. Molinaro	845-486-2000
Emergency Management	Dana Smith	845-486-2080
County Health Dept.	A. K. Vaidian, MD, MPH	845-485-9700
Red Cross Emergency Services		845-471-0200

APPENDIX 5 – 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 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\(c\)\(2\)\(h\)\(3\)\(i\)](#) 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.