

# **PAWLING CENTRAL SCHOOL DISTRICT**

## **Comprehensive District-Wide School Safety Plan**

**2018 - 2019**

# COMPREHENSIVE SCHOOL SAFETY PLAN

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# Pawling Central School District

The Pawling Central School District Comprehensive School Safety Plan has been created in order to establish a guidance document to provide for the safety, health and security of students and staff. The Plan is required under the Law commonly referred to as Project SAVE – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17. It is considered a dynamic document, subject to change and modification, as the District is introduced to best practice suggestions from a variety of sources such as local law enforcement, parents and community members, Homeland Security System suggestions, New York State Police practices and Federal Law Enforcement Guidelines.

The District has established a District-Wide School Safety Team to meet with regularity and to refine, refresh and to renew the Plan as circumstances may dictate. This plan will incorporate all School Building Emergency Response Plans that have been developed by the Building Level School Safety Teams appointed by building principals. During any emergency at a school building, the initial response will be the responsibility of the School Building Emergency Response Team. Upon the activation of a Building Level Emergency Response Team, the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The exact nature of the actual emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The Dutchess County BOCES Health and Safety Office will assist in the development of procedures for accessing these services.

The Board of Education is committed to promoting and maintaining the safety of all students. The Board of Education recognizes the district's responsibility for ensuring the safety of all students in school buildings or on school grounds, and /or participating in school activities. The Board has set expectations for behavior, and consequences of unacceptable behavior, in The Code of Conduct. Our Plan requires the prompt reporting of all violent incidences or threats and assures that victims or reporters of violence will not be discriminated against.

A copy of this District-Wide Plan is available upon request and is available at the office of the Superintendent of Schools. Although the Building Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the Building Level Plans will remain confidential and not be subject to disclosure. This will ensure further safety at the building level and reduce the potential for disclosure of intervention planning.

## District Wide School Safety Team

The District-Wide School Safety Team includes the following representation at a minimum:

- Teacher Representatives
  - Peter Jacques
- Administrators
  - William M. Ward, Superintendent and Chief Emergency Officer
  - Kim Fontana, Assistant Superintendent for Instruction
  - Debra Kirkhus, Elementary School Principal
  - Megan Gleason, Middle School Principal
  - Helen Callan, High School Principal
  - Michelle Rivas, Assistant Elementary & Middle Principal
  - Scott Rice, Director of Pupil Personnel Services
  - Glen Freyer, Director of Facilities & Operations
  - John Bellucci, Athletic Director/Dean of Students
  - Victoria Riley, Supervisor of Pupil Transportation
- Others
  - Lisa Rywalt, Elementary School Nurse
  - Suzanne Fulton, Middle School Nurse
  - Beth Koerner, High School Nurse
  - Anne Rowe, Maintenance
  - Lisa Anderson, Maintenance
  - Ryan Moran, NYSIR Representative
  - Laurel Mascia, Parent Representative
  - Jeff Asher, Board of Education Member
  - J. Arsenault, S. Price, School Resource Officers
  - Dutchess Co. Sheriff's Office

### Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team will act as a district-wide resource with the responsibility to assess the vulnerability of the School District to violence and recommend to the Superintendent and School Board, preventive actions that they feel are necessary. The Team will meet at least five (5) times per year and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the Team's primary responsibilities will include:

- 1) recommending training programs for students and staff in violence prevention
- 2) dissemination of information regarding early detection of potentially violent behavior
- 3) developing response plans to acts of violence
- 4) communicating the Plan to students and staff through Building Administrators
- 5) reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.)
- 6) making recommendations necessary for change
- 7) arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building Level Teams
- 8) recommending improved security measures based on school building inspection results

## **Training, Drills and Exercises**

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building designed to simulate responses to threats. Based on the determination of the District-Wide School Safety Team and the Building Level School Safety Team, at a minimum, the following methods may be used:

- Early Dismissal Drill - scheduled annually by the Superintendent
- Live drill including sheltering, evacuation, lock-down, lockout.
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Table top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the District will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year in addition to the Early Go-Home Drill.

## **Implementation of School Security**

The School Resource Officers help carry out the School District Comprehensive Safety Plan. These individuals have received appropriate annual training as required under the Regulation. They are important contributors to the District-Wide and Building Level School Safety Teams.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building Level School Safety Team after review of school building procedures and practices, emergency response plan, code of conduct, security drills, and building level simulations. Based on these findings, we have implemented the following security measures:

- The School District has had insurance recommendations for all school buildings conducted by our insurance provider
- On-going insurance security audits
- Hall monitors
- Visitor check-in procedures – we utilize a check-in system. Upon entry into the building, the visitor must present their driver's license or government issued I.D. which is scanned by the RAPTOR system. Upon clearance, the approved visitor receives an individualized, printed I.D. badge with their name, photo, and destination (i.e. Main Office, Guidance Office, etc) and may proceed directly to the stated destination. Anyone in the building without an I.D. badge will be immediately questioned by Building Staff and School Administrators, and SROs will be informed.
- The Director of Facilities is the designated School District Security Director
- Random searches may be considered if deemed necessary
- We will employ any other methods deemed necessary and constantly review our current practices.

## **Early Detection of Potentially Violent Behavior/ Training for Staff and Students**

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description and distribution of the school Code of Conduct.
- Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Identification and response to individuals with mental health issues
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Records will be maintained of all opportunities for training. Training will ordinarily be conducted by principals who will be knowledgeable and familiar with our School District and Building Level Safety Plans.

### **Hazard Identification**

As part of each Building Level Emergency Response Plan, each Building Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Route 22 and Route 55
- Metro North Railroad

### **Vital Educational Agency Information**

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials, staff members and student contact numbers.

## **Responses to Violence**

### **(Incident reporting, Investigation, Follow-up, Evaluation and Disciplinary Measures)**

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.) should be reported immediately and documented on the **School Safety and Educational Climate (SSEC)** form. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

**The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports.** Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Sheriff's Department and other emergency response agencies at the building level. Representatives from these agencies will be involved with the District-Wide School Safety.

#### **Reporting:**

Once an incident has been reported, and depending on its severity, the school building principal/administrator or designee will assume responsibility as the Incident Commander.

- report it to the Sheriff's Department
- secure the area where the disturbance has occurred
- ensure the physical safety/medical management of students/staff remaining in the area as soon as possible
- ensure that while responding to the incident, the remainder of the building remains appropriately supervised
- quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.

#### **Investigation:**

After the incident has occurred, the Building Level School Safety Teams will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- collect facts on how the incident occurred
- record information about how the incident unfolded
- identify contributing causes
- recommend corrective action
- encourage appropriate follow-up
- consider changes in controls, policy and procedures to prevent recurrence



**Follow-Up:**

The School District recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the School District will be provided with access to appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

**Evaluation:**

The District-Wide School Safety Team is responsible for recommending to the Board of Education the manner in which an initial school building security analysis will be conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants if necessary and these resources may assist with table-top exercises and simulations.

**Disciplinary Measures:**

The School District Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

**Code of Conduct:**

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

## **Emergency Response Protocols**

### **Notification and Activation (Internal and External Communication)**

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of a School Resource Officer and local response officials on Building Level School Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include land telephones, cellular telephones, playground walkie-talkies, bull horns, weather radio, intercom, School Messenger, Channel 7 TV, Cancellations.com, Fox 5 TV, WHUD, WPDH, WRW Radio and others as deemed appropriate. Notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Contact	Phone	Fax	E-Mail
Pawling Elementary School	Debra Kirkhus	845-855-2160	845-855-4636	<a href="mailto:kirkhusd@pcsdny.org">kirkhusd@pcsdny.org</a>
Pawling Middle School	Megan Gleason	845-855-2170	845-855-4134	<a href="mailto:gleasonm@pcsdny.org">gleasonm@pcsdny.org</a>
Pawling High School	Helen Callan	845-855-2180	845-855-2029	<a href="mailto:callanh@pcsdny.org">callanh@pcsdny.org</a>
Trinity Pawling	William Taylor	845-855-3100	845-855-4806	<a href="mailto:wtaylor@trinitypawling.org">wtaylor@trinitypawling.org</a>
Mizzentop Day School	Karin Shultz	845-855-7338		<a href="mailto:kshultz@mizzentop.org">kshultz@mizzentop.org</a>

In general, parent/guardian notification will be conducted by means of the School Messenger mass notification system (phone, text, email) and announcements on the District Website. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

**Bomb Threats:**

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas and as part of the school building training pamphlet, which will be distributed in each building.

**Hostage Taking:**

The School Building Emergency Response Plan *Hazard Specific Response Guide* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal’s office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

**Intrusions:**

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of his/her presence and ask him/her for identification.
- The principal or designee will accompany the individual(s) to the proper office and alert the SRO. If no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal, designee or SRO should ensure that the individual(s) has exited the building and the SRO and staff should prevent unrecognized re-entry.
- If the individual(s) refuse(s) to leave, inform them that they are in violation of the law and that the police will be notified. Notify District SROs and Dial 911 or other appropriate emergency notification.
- If the situation escalates, the principal or designee will use plain language to notify all teachers to lock doors. Once the alert is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

**Kidnapping:**

The School Building Emergency Response Plan, Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and any security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, when a student has not arrived at school, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.

- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, when a student has not arrived at home, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and his/her departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

### **Response Protocols**

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

### **Responses to Acts of Violence (Implied or Direct Threats)**

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques.
- Determine level of threat with Superintendent.
- Use of staff trained in de-escalation techniques.
- Contact law enforcement agency, if necessary.
- Inform parent/guardian
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

### **Responses to Acts of Violence (Actual)**

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area and evacuate if necessary
- Inform building Principal/Superintendent
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Inform parent(s)/guardian(s)
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

## **Responses to Student Unrest**

- Notify School Resource Officer
- Ensure safety of students and staff
- Notify school administration
- Contain unrest and seal off disturbance area
- Warn staff and issue lock-down if necessary
- Notify District Office (superintendent, assistant superintendent)
- Move involved students in disturbance to and isolated areas if possible
- Meet with student representatives to address issues
- Document incidents with cell phone

## **Student/Staff Injury/Illness**

- Notify school nurse/call 9-1-1
- Isolate injured student/staff member
- Notify school administration
- Notify parent or significant other
- Designate staff member to accompany injured/ill person to hospital, if necessary
- Notify District Office (superintendent, assistant superintendent)
- Determine need to notify students, staff, and parents

## **Responses to Threats by Students Against Themselves**

- Report any threat by any student or employee to the guidance counselor, school psychologist, nurse, school social worker, or building administrator
- Provide immediate student support through the district mental health staff
- Inform parent/guardian
- Provide referral information to parents for assistance in determining the level of threat and student's mental health status
- If necessary, contact SRO to assist with transportation to a mental health facility
- Monitor situation, adjust response as appropriate, if necessary, implement sheltering or evacuation procedures
- Inform building administrator/superintendent of schools

## School Building Chain-of-Command Table

School Building	IC #1	IC #2
Pawling Elementary School	Debra Kirkhus	As per Building Plan
Pawling Central Middle School	Megan Gleason	As per Building Plan
Pawling High School	Helen Callan	As per Building Plan

### Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Pawling Fire Department, Local Police Department, Dutchess County Office of Emergency Management (Commissioner), Dutchess County Department of Mental Health, Dutchess BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the School District's resources, the Dutchess County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

### District Resources Use and Coordination

School Building Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

### Protective Action Options

*(In every instance noted, the primary contact will be the Superintendent of Schools)*

School Building Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

- **School Cancellation**

1. Monitor any situation that may warrant a school cancellation
2. Make determination
3. Contact local media/use available notification systems.

- **Early Dismissal**

1. Monitor situation
2. If conditions warrant, close school
3. Contact Transportation Supervisor to arrange for transportation
4. Contact local media/use available notification systems to inform parents
5. Set up information center for parent inquiries
6. Retain appropriate district personnel until all students have been returned home

- **Evacuation**
  1. Determine the level of threat
  2. Contact Transportation Supervisor to arrange transportation
  3. Clear all evacuation routes and sites prior to evacuation
  4. Evacuate all staff and students to pre-arranged evacuation sites
  5. Account for all student/staff population; report any missing students/staff to Principal
  6. Make determination regarding early dismissal
  7. If dismissing early, contact local media/use notification systems to inform parents
  8. Ensure adult supervision or continued school supervision/security
  9. Set up information center for parent inquiries
  10. Retain appropriate district personnel until all students have been returned home
  
- **Sheltering**
  1. Determine the level of threat
  2. Determine the location of sheltering depending on the nature of the incident
  3. Account for all students and staff. Report any missing staff or students to building Principal
  4. Determine other occupants in building
  5. Make appropriate arrangements for human needs
  6. Take appropriate safety precautions
  7. Establish a public information office to respond to inquiries
  8. Retain appropriate district personnel until all students have been returned home
  
- **Shelter-In-Place (weather related)**
  1. Shelter-In-Place is announced by the Incident Commander with intent to move school population to a single or multiple locations in the building
  2. Call 911
  3. Activate Building Level Response Team
  4. Advise the staff and students to proceed to their designated shelter-in-place area
  5. Staff and students proceed to their designated locations in an orderly fashion
  6. Teachers/Staff must take attendance and forward it to the principal or designee
  7. Principal and designees assist emergency personnel as necessary
  8. Consider modified release of students depending on emergency and time of day
  
- **Shelter-In-Place (Generic/Non-specific Bomb Threat)**
  1. Activate School Building Level Safety Team and instruct them to scan common areas for anything unusual and assess the situation
  2. Shelter-In-Place, pending the assessment, is announced by the Incident Commander
  3. Instruct everyone to remain where they are and scan their respective area for anything out of the ordinary
  4. Call 911
  5. If no device is found, decide whether to continue school or evacuate. School district administration may consult with Police to make their decision
  
- **Shelter-In-Place (Specific Bomb Threat)**
  1. Call 911
  2. Activate School Building Level Safety Team and assess the situation

3. Shelter-In-Place, pending the assessment, is announced by the Incident Commander
4. Find an internal/external location to relocate the school population
5. Scan and clear the location and a route to it
6. Move those in the affected areas to the established and cleared location
7. Assist emergency responders as necessary
8. The School District administration makes the decision regarding evacuation, continuation or dismissal of school

- **Lockdown**

1. Lockdown is announced by the Incident Commander
2. Call 911
3. Immediately gather students from hallways into classrooms or offices (include common areas and restrooms)
4. Teachers/Staff follow pre-established instructions to secure doors
5. Move students out of line-of-sight of hallway windows
6. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions
7. Teachers are not allowed to open doors for anyone under any circumstances
8. All activities cease; no talking or response to telephones, intercoms, public address systems or other announcements
9. Students/Staff outside building must evacuate to a predetermined, off-campus location, including bus runs and field trips
10. Lockdown will end with the physical release from the room by emergency responders or other authority

- **Lockout**

1. Announce Lockout has been implemented
2. If lockout has not been initiated by Emergency Responders, call 911
3. Activate building emergency plan and implement Incident Command in accordance with safety plan instructions
4. Have students who are outside immediately return to the school building
5. Administrators/Custodians/Assigned Staff - lock and secure all exterior doors and windows
6. Monitor one main entrance and allow only authorized personnel into building.
7. Classes may continue as normal
8. The lockout is lifted when the external threat is resolved, notify as appropriate



# Homeland Security Advisory System For Schools

## LEVEL RED - SEVERE RISK

First complete Level Orange then decide on action below:

- R1 - Close school before opening (or)
- R2 - Close school while in session (or)
- R3 - Lockdown (or)
- R4 - Short-term shelter in-place (or)
- R5 - Transfer to alternate location or emergency shelter

## LEVEL ORANGE - HIGH RISK

- O1 - Complete O2 and activate lockout procedures (or)
- O2 - Complete Level Yellow
- O3 - Limit access to facilities
- O4 - Review building use permits and evaluate field trips

## LEVEL YELLOW - ELEVATED RISK

- Y1 - Complete Level Blue
- Y2 - Review building use permits
- Y3 - Confer with authorities for further action

## LEVEL BLUE - GUARDED RISK

- B1 - Increase surveillance
- B2 - Restrict parking near building

## LEVEL GREEN - LOW RISK

Normal operations (Conduct safety audits; review safety plans, conduct drills  
Recovery - School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee – William M. Ward
- Assistant Superintendent for Instruction – Kim Fontana

- Assistant Superintendent for Finance – Neysa Sensenig
- Director of Facilities and Operations - Glen Freyer
- Supervisor of Pupil Transportation - Victoria Riley
- School Lunch Manager - Janice Traynor-Hack
- Nurse - Suzanne Fulton
- Others as deemed necessary

### **Disaster Mental Health Services**

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our Safety Plan. Depending on the scope of the situation, the Dutchess County Office of Emergency Management may be contacted to help coordinate a County or State-Wide effort.

### **Forms and Recordkeeping**

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following forms, resources, and training materials have been developed for this purpose and will be located in the Resources Section of the School Building-Level Emergency Response Plan:

- |                                       |   |
|---------------------------------------|---|
| >Emergency Procedures Notification    | >School Building Training Pamphlet      |
| >NYS Police Threat Assessment Model   | >Incident Report                        |
| >Verbal De-escalation Techniques      | >Lockdown-Quick Guide                   |
| >Post-Emergency/Post-Test Review Form | >Lockout-Quick Guide                    |
| >Gotta-Go-Bag                         | >Shelter-In-Place - Quick Guide         |
| >Bomb Threat Call Checklist           | >Training Documentation                 |
| >Bomb Threat Response                 | >Emergency Exercise Design & Evaluation |
| >Parent Information Pamphlet          |   |