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**DISTRICT-WIDE  
EMERGENCY  
RESPONSE  
PLAN**

**BYRAM HILLS CSD**

Adopted by Board of Education May 3, 2016

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## **Introduction**

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide school safety plan designed to prevent and minimize the effects of serious incidents and emergencies and facilitate the coordination of the District with local and county resources in the event of such incidents or emergencies. This District-Wide plan is responsive to the needs of all schools within the District and is consistent with the more detailed emergency school plans required at the building level. Districts stand the risk from a wide variety of acts of violence, natural and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools. The Byram Hills School District supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-Wide cooperation and support of Project SAVE.

## **Section I: Planning Guidelines**

### **A. Purpose**

The Byram Hills School District-Wide Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Byram Hills Board of Education, the Superintendent of Schools appointed a District-Wide Emergency Response Team, charged with the development of and maintenance of the District Safety Plan, and a District-Wide Emergency Safety Team, charged with reviewing changes to the Plan.

### **B. Team Identification**

The District-Wide Emergency Response Team consists of administrators and support staff from each building. The District-Wide Emergency Safety Team consists of, but is not limited to, representatives of the Board of Education, students, teachers, administrators, a representative of a parent organization, school safety personnel, and other school personnel. In addition, each building maintains a Building Level Safety Team to address emergencies and crises. The membership of this building-level team is comprised of the school's administration, pupil services staff, teachers, custodian, nurse, and other key members of the staff.

### **C. Concepts of Operation**

1. The District-Wide Emergency Response Plan will be directly linked to the individual Emergency Response Plans for each building. The District-Wide Emergency Response Plan will guide the development and implementation of building level Emergency Response Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Level Safety Team.
3. Once the Superintendent of Schools and his/her designee is notified, the District-Wide Emergency Response Team will be mobilized to support the school and, when appropriate, local emergency officials will be notified.

#### **D. Plan Review and Public Comment**

1. The District-Wide Emergency Response Plan shall be monitored and maintained by the District-Wide Emergency Response Team and be reviewed annually, on or before July 1 of each year.
2. Pursuant to the Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to adoption. The District plan may be adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education at a public meeting.
3. Building Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a. Full copies of the District-Wide Emergency Response Plan and any amendments will be submitted to the State Education Department within 30 days of adoption. Building Level Safety and Emergency Response Plans will be supplied to both local and state police within 30 days of adoption/revision.

#### **Section II: General Emergency Response Planning**

##### **A. Identification of potentially dangerous / hazardous sites**

1. Each school will identify and locate areas of potential emergencies in and around its building. The Director of School Facilities, Operations & Maintenance and building custodians will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems' locations and shut-offs. Representatives of Southern Westchester BOCES and local fire department personnel have assisted in these efforts.
2. These locations will be listed in each school's Emergency Response Plan and placed in building maps supplied to police, fire, EMS, and District personnel.
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually.

##### **B. District response to emergency situations**

1. The District procedure for school cancellation is that the Superintendent of Schools confers with the Supervisor of Transportation and/or other personnel and will commence a phone and e-mail "blast" to parents. Announcements are also placed on the Byram Hills website and the hotline phone number 914-273-7250.
2. The District procedure for early dismissal (go home) is that the Superintendent of Schools confers with the Supervisor of Transportation and will commence a phone and e-mail "blast" to parents. Announcements are also placed on the Byram Hills website and the hotline phone number 914-273-7250. Principals do not leave the building until notified by the Supervisor of Transportation that routes have been completed.

3. Procedures for evacuation are found in the building-level Emergency Response Plan. The evacuation procedures vary from school to school and from situation to situation. Plans include the provision of transportation for evacuation, if necessary.
4. Procedures for Sheltering-in-Place are found in the building-level Emergency Response Plans. The procedures vary from school to school and from situation to situation. Weather safety zones are designated in each building.
5. Each building has identified an off-site evacuation facility to be used in the event of specific emergencies. These are included in each building's Emergency Response Plan.
6. All procedures will include provisions for parental notifications which have been developed by each building's Building Level Safety Team and are included in each building's Emergency Response Plan.
7. Emergencies include, but are not limited to:
 

<ul style="list-style-type: none"> <li>▪ Bomb Threat</li> <li>▪ Bus Accident</li> <li>▪ Child Abuse</li> <li>▪ Criminal Offenses</li> <li>▪ Death (Staff and/or Student)</li> <li>▪ Evacuation</li> <li>▪ Fire/Explosion</li> <li>▪ Hazardous Materials (Hazmat)</li> <li>▪ Intruder/Hostage</li> <li>▪ Kidnapping/Abduction</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lockdown/Lockout</li> <li>▪ Medical Emergency</li> <li>▪ Nuclear Emergency</li> <li>▪ Pandemic Flu</li> <li>▪ Severe Weather</li> <li>▪ Sexual Harassment</li> <li>▪ Shelter-in-Place</li> <li>▪ Suspicious Items</li> <li>▪ Terrorist Threat</li> <li>▪ Active Shooter</li> </ul>
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**C. Personnel and medical equipment / supply list**

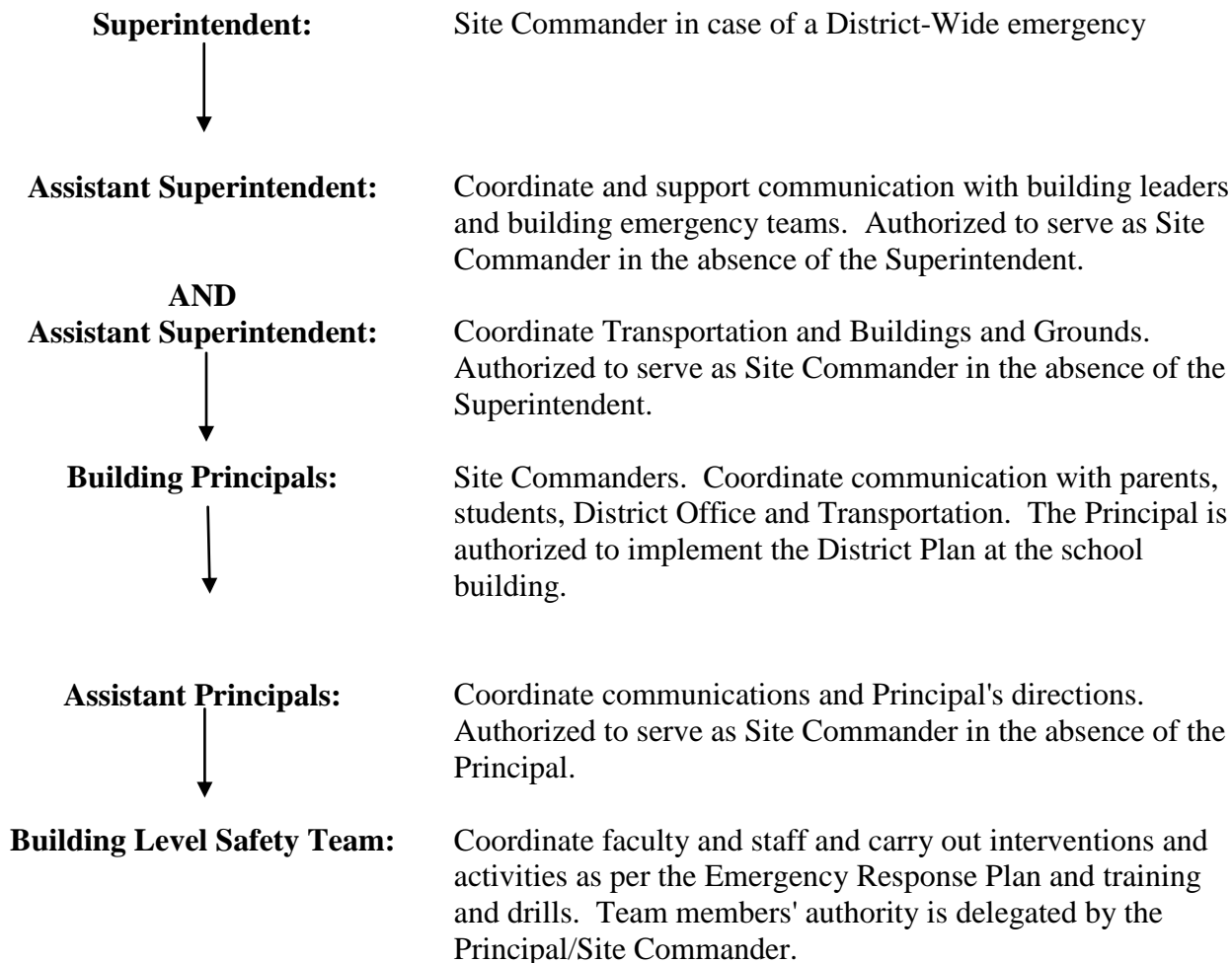
1. A list of District personnel available in emergency situations is maintained at the central office, as well as at each building. This list includes positions such as administrators, nurses, pupil services personnel, custodians, etc., who can provide specific supports in emergency situations.
2. A list of emergency medical equipment and supplies is maintained in each building.
3. A list of all communication devices is in each building's Emergency Response Plan.
4. A list of resources is maintained in each building, including, but not limited to, medical supplies and personnel, food and water, communication, transportation, mental health resources and personnel, generators, maintenance staff, evacuation sites, and emergency contacts.

**D. Description of procedures to coordinate the use of school district resources and personnel during emergencies**

1. A chain of command at the District's central office, as well as at each building level, identifies those authorized to make decisions in emergency situations. In the event of an emergency the building principal or designee is authorized to serve as the site commander and make decisions

about the use of District emergency resources. The District office will support the principal by coordinating with local authorities and providing communication with parents and the community.

**2. Chain of Command:**



**E. Procedures for annual multi-hazard School Safety Training for staff and students**

1. The District-Wide Emergency Response Team will review inspections of all buildings and their plans in compliance with Rescue Regulations – Part 155.4(d) annually.
2. All required staff trainings will be completed annually (blood-borne pathogens, hazmats, other right to know, safety team training).
3. All required student safety trainings will be completed annually under the direction of the District-Wide Emergency Response Team. Educational programming will be provided by or under the direction of the Director of Health Education, Physical Education, and Athletics in accordance with State and District guidelines.
4. The security guards at the school buildings are veteran law enforcement officers, licensed by New York State and registered with the State Department of Education. All receive emergency training as mandated by the State.

**F. The District will conduct periodic drills and other exercises to test components of the Emergency Response Plan, including tabletop exercises, in coordination with local emergency responders and preparedness officials.**

1. The District or building personnel in cooperation with PTSA representatives, Board representatives, student representatives, building administrator, Transportation Supervisor, coordinator of health services, and local preparedness officials will annually conduct periodic drills and other exercises to test components of the Emergency Response Plans.
  - a) Types of drills to be practiced include:
    - Fire
    - Evacuation
    - Shelter-in-Place
    - Lockdown/Lockout
  - b) Appropriate staff training will be provided to ensure effectiveness.
  - c) Schools will keep a record of building drills and report this information annually to the District-Wide Emergency Response Team for review.

**Section III: Responding to Threats and Acts of Violence**

**The District's Code of Conduct provides clear policies and procedures to students, teachers, school personnel and visitors for acceptable behavior and sets high expectations for respect for others.**

**A. The District has developed the following safety and security procedures to protect students, staff and visitors from indirect and direct threats and/or acts of violence:**

1. Reporting of threats and/or acts of violence to school authorities.
  - a. Students are required to inform school staff about any indirect or direct threat and/or act of violence to themselves, others or property. The building administrator is to alert the District Office, psychological services and/or police. Such communication may include, but is not limited to the above.
  - b. Staff are required to inform administration of any direct or indirect threats and/or acts of violence to students, themselves, others or property.
  - c. Parents and visitors are required to inform school staff about any indirect threats and/or acts of violence towards students, themselves others or property.
  - d. Students, staff, parents and others will be educated about the importance of reporting threats and/or acts of violence and the procedures of reporting.
2. Investigating threats and/or acts of violence
  - a. The Superintendent of Schools and/or building administrators are authorized to notify all proper authorities to investigate reported threats and/or acts of violence.

- b. The building administration will make the determination of disciplinary measures consistent with the Code of Conduct.
- c. Serious acts will require the involvement of local law enforcement (violent offenses in accordance with SAVE requirements). Any individual employee of the school district should contact local law enforcement if imminent danger is present.
- d. Chronic offenders may require removal from the site, a behavior intervention plan, close supervision and monitoring and/or police involvement.
- e. Threats placing students, staff and others in imminent danger require an immediate call to the police. Any individual employee of the school district should contact local law enforcement if imminent danger is present.

### 3. Proactive Security Measures

- ✓ All four Byram Hills schools use a visitor entry system and/or greeters at each usable entrance.
- ✓ All visitors must present identification and sign in and out of all school buildings. Visitors are required to wear identification while in buildings.
- ✓ Visitors' access is limited to a specific location if applicable.
- ✓ Staff members K-12, including substitutes and coaches, wear visible identification badges.
- ✓ All outside contractors, service providers and consultants are required to present identification and are issued temporary School ID's.
- ✓ A security guard will be assigned to each school building.
- ✓ The School Resource Officer will visit all schools several times a week.
- ✓ Byram Hills School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
- ✓ Byram Hills High School hall monitors will routinely check the following locations: corridors, cafeteria, bathrooms, and locker rooms throughout the building.
- ✓ Byram Hills' schools will hold drills to help promote school safety.
- ✓ High school teachers will be assigned corridor, supervised study, or lunch duty throughout the school day.
- ✓ Byram Hills School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- ✓ The District will continue to investigate security devices and strategies to make schools as safe as possible.

- ✓ Byram Hills School District has developed procedures for anonymous reporting of threats of violence. See specific building guidelines.

4. Reporting Incidents

- a. School administrators must keep records of serious threats and acts of violence and report them annually to the State VADIR system.
- b. Incidents of violence, serious threats, intimidation, etc. may require involvement of the police. District and building administrators are authorized to call the police to respond to the threat or acts of violence, at the discretion of the building administration.
- c. If imminent threat or danger should occur, any faculty, staff or student can contact 911.

5. The procedure for anonymous reporting of threats and acts of violence

- a. Educate students to inform staff about threats and acts of violence.
- b. Educate students about support systems, resource management, and referral processes.
- c. Establish the means to inform authorities about dangerous behaviors anonymously.
- d. Require staff to report all student disclosures to the administration for investigation.

**B. Procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

- 1. Building administrator should call 911 using a land-line phone system. If using a cell phone, the police contact is: 273-9500.
- 2. Building administrator or designee contacts the Superintendent.
- 3. The North Castle Police Department is the contact for ALL emergency services: 273-9500.
- 4. The District has developed comprehensive policies and procedures for reporting child abuse and these are reviewed with teachers annually.

**Section IV: Communication with Others**

**A. Arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and local government agencies**

- 1. Byram Hills School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Community representatives helped in the development of this original plan and have assisted in emergency situation drills and provided technical assistance. Representatives have given approval to the Byram Hills School District to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing local emergency mental health services in the event of an emergency or violent



incident. The mental health response levels include building, District, county, and regional agencies. District response includes all District psychologists.

2. The List of Assisting Governmental Agencies is located in the District Emergency Response Plan.

**B. Obtaining assistance from government officials**

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and local government agencies are in the District Emergency Response Plan.
2. Identify key officials in local government that can help to develop plans and assist in emergency situations as listed in the Emergency Response Plan.

**C. Obtaining advice and assistance from government officials**

1. The arrangements for obtaining assistance during emergencies from local and county agencies and officials responsible for implementation of Article 2-B of the Executive Law have been made and are referenced in the District-Wide Emergency Response Plan and Building Level School Emergency Response Plan.
2. Identify key officials in local government that can help to develop plans and assist in emergency situations as listed in the Emergency Response Plan.

**D. Procedures for contacting parents, guardians, and persons in parental relation to the students of the District in the event of a violent incident or early dismissal**

1. The District procedure for early dismissal is as follows:
  - a. Superintendent of Schools or his/her designee decides on an early dismissal.
  - b. Supervisor of Transportation is notified to supply buses.
  - c. District and building administrators are informed.
  - d. Staff and students are informed of closing.
2. Parents are notified of early dismissal through a phone and e-mail "blast" as well as an announcement placed on the Byram Hills Website.
3. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

**E. System for informing all educational agencies of a disaster or emergency; certain information about each educational agency located in the Byram Hills School District**

1. The Superintendent of Schools or his/her designee shall inform all educational agencies within the Byram Hills School District boundaries of disaster.

2. The list of educational institutions located within the District, the school population and staff numbers, their transportation needs and business, home phone and fax numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is the responsibility of the Superintendent of Schools who will authorize emergency calls to each educational agency.

**Section V: Prevention and Intervention Strategies**

**A. Procedures related to school building security including, where appropriate, the use of school safety officers and/or security devices or procedures**

1. The Byram Hills schools use a single point of entry system, whenever possible.
  - a. Main entrances are locked and monitored by trained staff.
  - b. All visitors must present identification and sign in and out of all buildings.
  - c. Visitors are required to wear identification while in buildings during the school day.
  - d. Visitor access is limited to a specific location if applicable.
  - e. Staff members wear visible identification badges, including substitutes.
  - f. The principal will be alerted if a problem is perceived.
2. The Byram Hills School District employs a contractor to supplement its security program. Security officers are assigned to schools. All security officers are veteran law enforcement officers with a mandated ten (10) years of experience. Most have command experience and are CPR, AED and first aid certified.

The contract security officers are licensed by the New York State Division of Licensing Services and all are duly registered with the New York State Department of Education. All security officers have received the 32-hour training program required by New York State which contains training in emergencies, fire and bomb threats.

The security staff attends all Building meetings on Safety and Security and all officers are versed in the District's emergency plans.

3. Byram Hills High School has building monitors who are used to monitor entrances, move students between classrooms, patrol hallways, supervise the cafeteria and check restrooms. The monitors are under the supervision of the assistant principal.
4. Coman Hill Elementary, Wampus Elementary and H. C. Crittenden Middle School have school monitors employed during lunch periods to monitor students in the cafeteria and areas used during lunch recess.

5. The job description of school monitor varies with the assignment. However, a school monitor's general responsibility is to supervise children when not in the classroom and assist them whenever necessary. Each individual school monitor is informed by his/her supervisor of the duties required for that particular assignment.
6. The District has received notification of the availability of a School Resource Officer through the local police department to be utilized in the District. The School Resource Officer is mainly deployed at the high school. The School Resource Officer is utilized at all other schools.

**B. Policies and procedures regarding the early detection of potentially violent behaviors:**

1. Students, staff, parents and community members shall receive information regarding early detection of potentially violent behavior through programs, newsletters, and meetings.
  - a. Types of information for dissemination:
    - Early warning signs
    - Imminent warning signs
    - Intervention services in school
    - Available resources for students, staff, and parents/community
    - Intervention services out of school
    - Reporting/referral procedures
    - Prevention programs

**C. Appropriate prevention and intervention strategies, such as:**

1. Appropriate security personnel and hall and lunchtime monitors will receive instruction in individual and group de-escalation techniques and non-violent conflict resolution skills.
2. Training will be available during conference days.
3. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel is on going.
4. Procedures relating to building security include the utilization of staff and security equipment. All District buildings have night alarm systems.

**D. Strategies to improve communication among students and between students and staff and reporting potentially violent incidents.**

1. Byram Hills High School has a mentoring program available to all 9<sup>th</sup> graders and peer leadership available to select 12<sup>th</sup> grade students. The K-12 Health curricula provides for life skills development.
2. The H. C. Crittenden Middle School has a wealth of school safety programs. These programs include peer mediation, conflict resolution, life skills training, anger management, and anti-bullying instruction. All students are involved in a wide variety of safety activities through classroom instruction. These programs are supported by special workshops and assemblies.
3. Wampus and Coman Hill elementary schools have a wide range of programs that impact school safety. These programs include: conflict resolution, social skills development, life skills training, and components of character education. Social Decision Making, Bullying

Prevention, Problem Solving, and locally developed curriculum are utilized. The staff will review and work on the coordination of these programs.

4. Programs that encourage student-to-staff communication are present in every school.
5. The procedure for anonymous reporting of threats and acts of violence is:
  - a. to educate students to inform staff about threats and acts of violence.
  - b. to educate students about support systems, resource management, and referral processes.
  - c. to establish the means to inform authorities about dangerous behaviors.
  - d. to require staff to report all student disclosures to the administration for investigation.
6. All staff are required to receive two hours of instruction to meet the SAVE requirements. These trainings may include, but are not limited to:
  - De-escalation training
  - Warning signals for violence
  - Non-violent conflict resolution
  - Emergency Response Team training
  - Mediation
  - Mentoring
  - Social Skills' development
  - Character Education

An assessment of training needs will be conducted annually

## **Section VI: Post Incident**

- A. **The District Emergency Response Plan includes Post-Incident Procedures for every school. These procedures include the identification of a Post-Incident Response Team. The Post-Incident Response Procedures include:**
  1. Debriefing
    - a. Debriefing of the emergency incident by the Post-Incident Response Team. The Team will identify any additional resources needed. Such needs will be reported by the Principal to the Superintendent.
  2. Counseling
    - a. Assessment of the need for short-term (immediate) mental health counseling and planning for the use of building, District and/or outside mental health professionals to meet the need. The Superintendent will allocate District personnel or arrange for outside assistance as needed.
    - b. Assessment of the need for long-term (ongoing) mental health counseling and mental health education.

3. Planning
  - a. The Post Incident process includes a critique/analysis of all stages of the emergency to be led by a District appointed staff member. Findings of the critique will be used to revise the Emergency Response Plan as needed.
  
4. Disaster Mental Health Resources
  - a. The Superintendent will coordinate with local and regional agencies when disaster mental health resources are required.