



DISTRICT-WIDE SAFETY & EMERGENCY
MANAGEMENT PLAN

UPDATED AUGUST 2019

AMENDED SEPTEMBER 2019

BOARD OF EDUCATION ADOPTION DATE: SEPTEMBER 26, 2019

TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	3
PURPOSE	3
IDENTIFICATION OF SCHOOL TEAMS	4
CONCEPT OF OPERATIONS	5
PLAN REVIEW AND PUBLIC COMMENT	5
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION	6
PREVENTION AND INTERVENTION STRATEGIES	6
IMPROVING COMMUNICATION WITH STUDENTS	7
REPORTING THREATS OR ACTS OF VIOLENCE	7
TRAINING, DRILLS, AND EXERCISES	7
STAFF DEVELOPMENT TRAINING	8
CONFIDENTIAL INFORMATION	8
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR	9
HAZARD IDENTIFICATION	10
SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING	10
SECTION III - RESPONSE	11
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.)	11
SITUATIONAL RESPONSES	12
MULTI-HAZARD RESPONSE	12
RESPONSE PROTOCOLS	12
RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE	13
RESPONSES TO ACTS OF VIOLENCE	14
DISTRICT EMERGENCY RESOURCES	14
INCIDENT COMMAND SYSTEM	15
SECTION IV - COMMUNICATION WITH OTHERS	17
OBTAINING ASSISTANCE DURING EMERGENCIES	17
OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS	18
CONTACTING PARENTS AND GUARDIANS	18
SECTION V - RECOVERY	18
DISTRICT SUPPORT FOR BUILDINGS	18
DISASTER MENTAL HEALTH SERVICES	19

APPENDIX

APPENDIX 1	LISTING OF SCHOOL BUILDINGS	20	
APPENDIX 2	BUILDING-LEVEL EMERGENCY RESPONSE PLANS	21	
APPENDIX 3	DISTRICT RESOURCES – CONTACT INFORMATION		21
APPENDIX 4	SECTION 155.17 REGULATION COMPLIANCE REFERENCE	22	
APPENDIX 5	SECURITY PERSONNEL CONTRACTS AND MEMORANDUM OF UNDERSTANDINGS	24	

SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

Districts are required to develop district-wide school safety and emergency management plans designed to prevent, manage, and 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 school emergency plans required at the building level. 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.

SUPERINTENDENT'S DIRECTIVE

Dr. Jen Lamia, Superintendent, will serve as the District's Chief Emergency Officer (CEO)¹ whose duties shall include, but not be limited to:²

1. coordination of the communication between school staff, law enforcement, and other first responders³
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 plans⁴
3. ensuring staff understanding of the district-wide school safety plan⁵
4. ensuring the completion and yearly update of building-level emergency response plans for each school building.⁶ The Superintendent 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 technology⁷

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

² 155.17(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:

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

⁴ 155.17(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

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

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

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

6. coordination of appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan⁸
7. ensuring the execution of required evacuation and lock-down drills in all District buildings as required by Education Law section 807⁹
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 development and review within the District¹⁰. The Safety Team shall include, but is not limited to, representatives of the Board of Education, teacher, administrator, and parent organizations, school safety personnel and other school personnel as deemed necessary. At the discretion of the Superintendent, a student may be allowed to participate on the safety team, however, 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.

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.

DISTRICT SAFETY TEAM:

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

Name	Title	Primary Contact #
Gina Cunningham	Asst.to the Superintendent	273-4082 x5950
Jill Boynton	Director Special Serv.	273-2280 x3991
Dave Mack	AP Wampus	273-4190 x2920
Kelly Seibert	Asst. Superintendent	273-4082 x5930
Rob Castagna	Director Athletics	273-9200 x4981
GenineMarie DiFalco	AP Coman Hill	273-4183 x1922
Phil Peterson	Supervisor of Transportation	273-4245 x7910
Laura Coughlan	Secretary	273-4082 x5950
Angelo Ancona	AP HCC	273-4250 x39220
SRO Don Ahrenberg	Police Officer	273-9200 x4959
Phil Goulet	Fire Chief	914-261-8013
Andrew Taylor	Director IT	273-4250 x4967
Steve Thompson	Director School Fac.	273-4084 x6910
Kristen Sautner	AP BHHS	273-9200 x4920

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

⁹ 155.17(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

¹⁰ 155.17(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.

Susan Tyrrell	Teacher	273-4183 X1007
Dan Carfi	Security Manager	273-9200
Petrie Verma	PTSA/Parent	n/a
Scott Levy	BOE Member	273-4082 x5910
Carlos Cano	Asst Fire Chief	
Julie Gallagher	BHHS School Nurse	273-9200

CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly aligned with the 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 incident, the Building Emergency Response Team at each school will respond.
4. The District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 15th of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

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

1. Appropriate school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District Consultants
 - Security Manager
2. Training is provided for school staff working in an incident control capacity.
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. Procedures relating to building security include:
 1. All authorized staff members are expected to wear their District photo ID at all times.
 2. After the designated start time of the school day, each school will be appropriately secured.
 3. All visitors must report to each building's designated single point of entry before proceeding further into the building.
 4. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Dept., prior to delivery.

The District maintains security measures to ensure schools are as safe as possible. Security measures include:

- a. Security personnel and 2 uniformed School Resource Officers
- 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
- h. Cybersecurity protocols and resources

IMPROVING COMMUNICATION WITH STUDENTS¹¹

Each of the schools within the District provides a wealth of school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management 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 guidance counselors, social workers, and school psychologists.

The school District's Code of Conduct is disseminated to all students and parents in the beginning of the school year.

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

In addition, each school has a wide range of programs that impact school safety. Programs include a variety of clubs, small groups lessons and 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. Students are instructed to report threats and acts of violence to staff members. 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.

DRILLS AND EXERCISES¹²

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

FIRE AND LOCKDOWN DRILLS: Fire 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 fire evacuation drills. Four of all such required drills shall be lockdown drills. The local Fire or Police 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. Drills shall be conducted at different times of the school day with at least

¹¹ 155.17(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;

¹² 155.17(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;

one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

EARLY DISMISSAL DRILL¹³: 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 evaluating 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.

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.

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the District. This training will be conducted during staff development, online or a combination of both.¹⁴

The District will provide training for each Building-level Emergency Response Team (BERT) and District-wide Emergency Response 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, Early Dismissal and Fire. The District may involve local emergency responders as well to participate in this training.

CONFIDENTIAL INFORMATION¹⁵

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.

¹³ 155.17(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.

¹⁴ 155.17(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;

¹⁵ 155.17(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.

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

1. A 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.
2. A “plain language” summary of the 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 or electronic copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy or electronic copy of the Code of Conduct annually.
4. Efforts are made at the building level in each of the District’s schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Child Study Teams or their equivalents 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, and teachers are involved in this process.
5. District students at all grade levels 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.
7. Each of the District’s school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.

¹⁶ 155.17(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;

POLICE AGENCIES

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

<u>Agency</u>	<u>Phone Number</u>
North Castle Police Department	914-273-9500
Westchester County Police	914-864-7600
New York State Police	914-769-2600

HAZARD IDENTIFICATION

IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities, Building Administrators, School Resource Officers and building custodians will locate these sites.

1. 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.
2. Potentially dangerous sites that are contained within school property and under the jurisdiction of the school District, will be checked and inspected by building safety personnel at least annually.

SCHOOL SAFETY PERSONNEL ASSIGNMENTS, HIRING, DUTIES, AND TRAINING¹⁷

ALLOCATIONS

The District has two full time uniformed Town of North Castle Police Officers assigned to four schools. School Resource Officers have offices in the schools and receive their training from their respective department.

At all schools, there is a single point of entry that includes a secure vestibule area for visitors at each building. Visitors to the school must be buzzed into the building, sign in using a valid driver's license and receive an identification badge and lanyard identifying them as visitors issued by a **private contracted security guard**. The **contracted guard** and **school monitors** share responsibilities. Staff in the building all wear District-produced identification badges and lanyards 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 and lanyard.

The interviewing and hiring of **full time school monitors** follows the District's practices for hiring of new staff. All new staff employed by Byram Hills Central School District must be fingerprinted in order to be employed. The **privately contracted security** company must hire guards that meet the minimum requirements set forth by the District in the awarded RFP package. At the discretion of the Superintendent, most guards are veteran law enforcement officers and have had CPR, AED, and First Aid training.

¹⁷ 155.17(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;

DUTIES AND TRAINING

Security and Safety Personnel

Security Officer duties may include:

- Door security
- Greeting visitors/distributing visitor badges and lanyards
- Directing hall traffic (check all lanyards and identification)
- Patrolling hallways, lavatories, school grounds, and cafeterias
- Alerting building administrators about altercations/situations
- Interaction/intervention as required
- Assisting law enforcement officers
- Reporting vandalism and unsecured areas to building administrators
- Traffic control during arrivals and dismissals
- Parking enforcement
- Event assistance

Required training includes:

- School violence prevention and intervention training
- Right-to-know training
- Blood borne pathogen training
- Use of Raptor license check system
- Portable radio usage

School Resource Officer:

The District has the availability of School Resource Officers through the local police department to be utilized in the District. Each day, School Resource Officers are present on school campuses. Specific training for School Resource Officers is facilitated by the North Castle Police Department.

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - EXTERNAL AND INTERNAL COMMUNICATIONS

EXTERNAL

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

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 Superintendent or his/her designee. Schools may also use their websites, Google groups, and hotlines for announcements or updates.

When an emergency requires notification of staff, the Superintendent or his/her 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.byramhills.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or his/her designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his/her 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.

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.

INTERNAL

After receiving the information from the Superintendent 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 Superintendent. Portable radios will also be used when possible.

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 Superintendent on the scene (i.e. sending additional mental health resources). The Superintendent or his/her 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/EARLY DISMISSAL

- The Superintendent or his/her designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Superintendent or his/her designee will activate use of the District's mass communication system.
- The Superintendent or his/her designee will contact the local media, post the information on the website and social media sites utilized by the District.
- The Superintendent will communicate with Transportation for students, if needed.

EVACUATION

- The Superintendent or his/her designee will determine the level of the threat.

- The Superintendent or his/her designee will contact the transportation supervisor to arrange transportation. He/she will also arrange for student-parent reunification.
- The Student 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. He/she will report to the Superintendent or his/her designee any missing staff or students.

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or his/her designee, in collaboration with the Building Principal, will determine the level of the threat.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. He/she will report to the Superintendent or his/her designee any missing staff or students.
- The Superintendent or his/her designee will make appropriate arrangements for human needs in the event of a long-term situation.

PROTOCOLS FOR RESPONDING TO EMERGENCY SITUATIONS¹⁸

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Response Plan. Emergencies include but are not limited to threats, accidents, incidents, offenses and evacuations.

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE¹⁹

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 his / her 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 her/his designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate the situation.
3. The District encourages 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. The District has the availability of a Threat Assessment Team to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.

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

¹⁹ 155.17(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;

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

RESPONSES TO ACTS OF VIOLENCE²⁰

1. The Principal or her/his designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or her/his designee then determine the appropriateness of directing the Building-level Emergency Response Team (BERT) to be activated.
3. The BERT, consisting of trained staff and school personnel, may assist with an Evacuation, Lockout, Shelter – In – Place, Fire or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. 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.
5. The building administrator will investigate reported threats and reported acts of violence and will make the determination of the disciplinary measure consistent with the District's Code of Conduct.
6. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
7. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident.

IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY²¹

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

²⁰ 155.17(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;

²¹ 155.17(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;

- 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 students 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 information

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES²²

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 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 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.

Chain of Command:

Superintendent: Site Commander and Public Information Officer in case of a District-Wide emergency

²² 155.17(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;

Assistant Superintendent:	Coordinate and support communication with building leaders and building emergency teams. Authorized to serve as Site Commander in the absence of the Superintendent.
AND	
Assistant Superintendent:	Coordinate Transportation and Buildings and Grounds. Authorized to serve as Site Commander in the absence of the Superintendent.
Building Principals:	Site Commanders. Coordinate communication with parents, students, District Office and Transportation. The principal is authorized to implement the District Plan at the school building.
Assistant Principals:	Coordinate communications and principal's directions. Authorized to serve as Site Commander in the absence of the principal.
Building Level Safety Team:	Coordinate faculty and staff and carry out interventions and activities as per the Emergency Response Plan and training and drills. Team members' authority is delegated by the principal/Site Commander.

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.
- **Student Resource 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 District 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:

BUILDING:	Use(s):
Byram Hills Central School District District Offices	Command Center Public Information Center
Coman Hill Elementary School	Shelter-in-Place Staging Area(s)
Wampus Elementary School	Shelter-in-Place Staging Area(s)
H.C. Crittenden Middle School	Shelter-in-Place Staging Area(s)
Byram Hills High School	Shelter-in-Place Staging Area(s) Alternate Command Center

SECTION IV COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES
23

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 and his/her designee will initiate the contact when needed.

²³ 155.17(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;

OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW²⁴

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 his/her 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. North Castle Police Department
 2. Armonk Fire Department
 3. New York State Police
 4. Westchester County OEM
 5. Westchester County Police Department
 6. The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
 7. Armonk Fire Department EMS
 8. Red Cross

CONTACTING PARENTS, GUARDIANS OR PERSONS IN PARENTAL RELATION TO THE STUDENTS OF THE DISTRICT IN THE EVENT OF AN INCIDENT OR AN EARLY DISMISSAL²⁵

In the event of an incident or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or his/her 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. It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

SECTION V RECOVERY

DISTRICT SUPPORT FOR BUILDINGS

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

Members of the District Emergency Response 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.

²⁴ 155.17(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;

²⁵ 155.17(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;

The District Emergency Response 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 Emergency 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 Emergency Response 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 Superintendent in composing letters to parents following any emergency. The Superintendent will assist in sending mass communication messages to affected groups. The Superintendent will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

MENTAL HEALTH SERVICES

The Superintendent or his/her designee 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

BYRAM HILLS CENTRAL SCHOOL DISTRICT

10 Tripp Lane
Armonk, NY 10504
Phone: 914-273-4082

COMAN HILL ELEMENTARY SCHOOL

558 Bedford Road
Armonk, NY 10504
Phone: 914-273-4183

WAMPUS ELEMENTARY SCHOOL

41 Wampus Avenue
Armonk, NY 10504
914-273-4190

H.C. CRITTENDEN MIDDLE SCHOOL

10 MacDonald Avenue
Armonk NY 10504
Phone: 914-273-4250

BYRAM HILLS HIGH SCHOOL

12 Tripp Lane
Armonk, NY 10504
Phone: 914-273-9200

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 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. Jen Lamia	914-273-4082 X5910
Deputy Superintendent	Dr. Tim Kaltenecker	914-273-4082 X5920
Asst. Superintendent for Business/District Clerk	Mr. Kelly Seibert	914-273-4082 X5930
Asst. to the Superintendent for Human Resources/Emergency Coordinator	Ms. Gina Cunningham	914-273-4082 X5950
Transportation Supervisor	Mr. Phil Peterson	914-273-4245 X7910
Bus Dispatch Office – Head Bus Driver	Mr. Jonathan Vasquez	914-273-4245 X7906
Director of Facilities	Mr. Steve Thompson	914- 273 - 4084 x6912
Cafeteria Services	Melinda Hamilton, RD, CDN	914-273-4250 Ext. 3970
Town Supervisor	Michael J. Schiliro	914-273-3000 ext. 53
Armonk Fire Department		914-273-3292
Ambulance - Armonk Fire Department EMS		914-273-3292
Westchester County		
County Executive	George Latimer	914-995-2900
Emergency Management	Anthony Sutton	914-231-1688
Public Safety Commissioner	Tom Gleason	914-864-7600
County Health Dept.	Cheryl Archbald, MD	914-813-5020
Red Cross Emergency Services	Stuart Bethel	914-946-6500 ext. 300

APPENDIX 4 – 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.

APPENDIX 5 – SECURITY PERSONNEL CONTRACTS AND MEMORANDUM OF
UNDERSTANDINGS