

Garrison Union Free  
School District  
District Wide School Safety Plan

School Year : 2018 -2019



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# SECTION I: GENERAL CONSIDERATIONS AND GUIDELINES

## Purpose

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

## Identification of the Team

Garrison UFSD has created a District wide school safety team consisting of, but not limited to, representatives of the school board, teachers, administrators, parent organizations, school safety personnel and other school personnel.

Chief Emergency Officer:  
Mike Twardy  
Supervisor of Buildings and Grounds / Transportation  
845 424 3689 ex. 225

The members of the team and their positions or affiliations are as follows:

<b>Position</b>	<b>Name</b>
Superintendent	Laura Mitchell
School Principal	Alex Levine
Supervisor of Buildings and Grounds / Transportation	Michael Twardy
Business Administrator	Susan Huetter
School Nurse	Melissa DeFonce, R.N.
Speech Teacher	Jeanne Kuhns
School Psychologist	Jessica Van Dekker
School Counselor	Krista DiDiego
Confidential Secretary to the Superintendent	Beth Murphy
Secretary to the Principal	Catherine Mariani
Account Clerk	Kathy Sult

## Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District/Building School Safety Team with technical assistance from appropriate agencies. The required annual review will be completed each year.

Pursuant to Commissioner's Regulation 155.17 (e) (3), the plan is made available for public comment at least 30 days prior to its adoption. The plan will be adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, the Building-Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Notice of adoption of the district wide safety plans and all amendments will be filed with the commissioner of education no later than 30 days from adoption. Notification to NYSED can be made at [safetyplans@nysed.gov](mailto:safetyplans@nysed.gov).

## Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan for the school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the Building-Level Emergency Response Plan.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the Building level emergency response team.

In the shadow of the recent tragedies in the local and enlarged area, it has been the policy of the Garrison UFSD to make safety in schools not only a priority, but a mindset with the understanding that it has be compatible with a safe and comfortable learning environment for the students we serve. It must also continually evolve to meet the needs of our population.

The Garrison UFSD, partnering with PNW BOCES, the NYSP, and the Putnam County Sheriff's Office, has developed an ongoing strategy to meet the above goal.

<b>GARRISON UNION FREE SCHOOL DISTRICT - DISTRICT-WIDE SCHOOL SAFETY PLAN COMMISSIONER'S REGULATION 155.7</b>	<b>5</b>
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## SECTION II: RISK PREVENTION AND INTERVENTION

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

### Prevention/Intervention Strategies

#### **Program Initiatives**

- Students participate in regular guidance classes to promote positive behaviors, conflict management skills, tolerance, and inclusion
- The district has implemented a 3 tier RTI system
- All staff and students are educated on the reasons and procedures for emergency preparedness.
- Students have been asked to sign an anti-bullying pledge.
- Students are educated in expected behaviors.
- Students and Staff are all part of the Cougar Pride program.
- School Codes of Conduct and Student Handbooks are reviewed each year with the student body.
- Use of a Bully Box for reporting issues anonymously.

#### *Training, Drills, and Exercises*

All District personnel will receive safety training by September 15 or within 30 days of employment after September 30. This training will include Emergency Response Procedures, district violence prevention programs, and mental health. Staff will also receive annual ongoing training specific to their job requirements (i.e. playground monitors will receive situational awareness training, etc.). The school will also conduct several emergency preparedness drills building-wide such as early dismissal, lockdowns, evacuations, etc. as well as tabletop exercises to practice and evaluate team members and procedures.

### *Implementation of School Security*

- The district will, in developing the Building-Level Emergency Response Plan, examine specific security needs for the building.
- The building will develop and enforce restrictions about students being unsupervised and expected behavior in outside areas such as the playgrounds and parking lots, and inside areas such as hallways, bathrooms, and other areas. Refer to the student handbook/Code of Conduct.
- Facilities staff as well as key office staff in the building have a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out and to wear identification badges to indicate their “visiting” status.
- The School Building Level Emergency Response Team meets routinely to review and discuss issues related to school safety and security.
- The hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- The school has staff specifically trained to monitor their building and grounds.
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day.
- Some areas within the building are monitored by security cameras.
- Teachers and other staff members who are in charge of a classroom/office are instructed to keep doors locked and keys secure at all times.
- School personnel are encouraged to greet strangers and direct them to sign in if they have not and report any visitors who have not signed in to the office personnel on duty.

### *Vital Educational Agency Information*

The Garrison Union Free School District houses a Grades K- 8 educational program within one building and collects and maintains information such as student enrollment, student personal data, and staff numbers for their program and staff assignments. The Superintendent's Office maintains information about the business and home telephone numbers of all employees.

SCHOOL	# STUDENTS	# STAFF	CONTACT NAME	PHONE #
Garrison School K-8	219	48	Alex Levine	845-424-3689 ext. 230

## Early Detection of Potentially Violent Behaviors

Each year, the District staff attends workshops and trainings that address issues related to threat assessment strategies, characteristics in children that predict violent behavior, and the appropriate actions to be taken. The District utilizes outside agencies for training as well as a well-developed RTI plan to help intervene where a student is an academic or behavioral concern.

## Hazard Identification

Faculty and staff should conduct a daily inspection of their classrooms, specialty rooms, playground, athletic fields, and/or office areas to identify, evaluate, and if needed control any potential hazards associated with their work area. All concerns should be forwarded to the Building & Grounds Dept. and/or the Principal for further reviews. If necessary, the building Principal shall be contacted directly.

The District will continue to work with outside agencies such as NYSIR to evaluate potential hazards associated in transporting and educating our students. The building level response plan has a list of specific hazards.

Potential Hazards that have been identified:

- The District has one instructional building that houses Grades K-8
- Large wooded area behind the Garrison School District building
- Indian Point Nuclear Facility
- Route 9D as a major thoroughfare for traffic
- Close proximity to Metro-North RR
- Close proximity to the Hudson River
- Gas station located just north of the District building on Route 9D



## SECTION III: RESPONSE

### Notification and Activation

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

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

The Superintendent will determine what other areas of the educational facility within the District must be notified and whether any emergency action needs to be taken at those areas. The internal phone system as well as the emergency cell phone system will be utilized. The school has the ability to utilize a Public Address system for immediate notification within and without of the school building. Certain staff members also have been given two-way radios for specific communication needs. Appendix A includes a detailed description of the members, roles, and procedures of the District School Safety Team. These emergency response procedures follow the NIMS ICS (National Incident Management System Incident Command System) guidelines.

In the event of an emergency situation, school closing, or delay the **BlackBoard Mass Notifications** and the radio station **WHUD 100.7FM** will be used to notify parents.

### *Rapid Response Kit*

The school building will organize a Rapid Response Kit containing:

- Master Keys
- Blank name tags or identification vests
- Classroom telephone directory
- Utility shut off master diagram/ school floor plans
- Notebooks, pens and markers
- Complete student roster
- Bell and bus schedules
- Current yearbook or class photos
- Daily attendance lists
- School building emergency plan

The Superintendent and Principal should have a Rapid Response Kit in an appropriate secure location to be used in an emergency situation.

## Situational Responses

### *Emergency Report Protocol*

Specific procedures have been developed for handling telephone reports of an emergency or crisis event. Please see Appendix C for these protocols and for the Emergency Report Form.

### *Multi-Hazard Response*

Garrison Union Free School District has developed multi-hazard response plans for the various types of emergency situations listed below. Please see Appendix D for the response actions to be taken in each type of emergency.

### *Responses to Threats of Violence*

In the event of an implied or direct threat of violence by a student, staff member or visitor to the campus, the Principal should be informed immediately by the threatened individual (or a staff member who becomes aware of the threat) which includes threats made by individuals against themselves. The administrator will determine the steps to be taken based on the nature of the threat. See Appendix D for specific instructions.

The Incident Command System will be used to identify key decision makers and will remain in command until law enforcement arrives and a transfer of command takes place. The building has specific procedures to follow, which will remain confidential. Depending on the nature and location of the threat, safety concerns, and if law enforcement and the IC deem it necessary students will be evacuated. The BlackBoard Mass Notifications service will be used to notify parents. The Superintendent will send a follow-up email home and have it posted on the website as appropriate. The Superintendent will also arrange any press conferences and any debriefings that may be required.

### *Responses to Acts of Violence*

Acts of violence by students, staff members or visitors to the campus will not be tolerated. In the event of such an incident, the Principal should be informed immediately by the victim or the staff member who becomes aware of the incident. The Principal will determine the steps to be taken based on the nature of the incident. See Appendix D for specific instructions for specific scenarios. In general, the following procedure will be used:

The Incident Command System will be used to identify key decision makers and will remain in command until law enforcement arrives and a transfer of command takes place. The building has specific procedures to follow, which will remain confidential. Depending on the nature and location of the threat, safety concerns, and if law enforcement and the IC deem it necessary students will be evacuated. The BlackBoard Mass Notifications service will be used to notify parents. The Superintendent will send a follow-up email home and have it posted on the website as appropriate. The Superintendent will also arrange any press conferences and any debriefings that may be required.

### *Arrangements for Obtaining Assistance from Local Government and Other Agencies*

Garrison Union Free School District maintains ongoing communications and relationships with local municipal officials, governmental agencies and emergency service organizations. When appropriate, the District will contact the following governmental agencies, emergency service organizations, and other agencies to seek assistance in an emergency:

## **ALL EMERGENCIES: FIRE, POLICE & AMBULANCE**

### **DIAL 911**

**A complete telephone listing is found in Appendix B**

### *Procedures to Coordinate the Use of District Resources in an Emergency*

In an emergency that requires the activation of the District/Building Safety/Emergency Response Team, the coordination of District resources will be through the District Safety Team with the District Superintendent as Incident Commander. If the Team is not activated, the coordination of resources will be managed through the office of the District Superintendent. The Supervisor of Buildings and Grounds / Transportation will oversee the allocation of custodial and maintenance staff as well as vehicular needs. Other District staff may be called as needed.

District resources, which may be available for use during an emergency, which could include the identification of resources, such as facilities, buses and trucks can be found in building level plans. District inventory consists of one 66 passenger school bus and four caravans.

### *Protective Action Options*

During certain emergency situations one of the following may be used:

- School Cancellation
- Early Dismissal
- Evacuation/Relocation
- Shelter in Place
- Hold in Place
- Lockout
- Lockdown

### **School Cancellation**

School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all students and staff. This option is likely to be used when dealing with weather-related storms for which ample warning is normally provided. Other situations, such as an incident at the Indian Point nuclear power plant, may also dictate this action.

#### **Steps:**

- Superintendent is responsible for closing schools - decision shall be made by 6:00 am if possible.
- Decisions on school closure will be made by the Superintendent and Supervisor of Buildings and Grounds / Transportation.
- Full closure prior to the school day means that no employees shall report to work with the exception of necessary custodial crew who will be notified by the Supervisor of Buildings and Grounds / Transportation.
- Two Hour delay – all employees shall leave home in order to arrive prior to the students. Custodians and Transportation staff shall arrive at their normal time. It is the intention of the District not to close after announcing a two-hour delay so staff should plan on coming to work.
- Three Hour delay – same as above.
- Announcements on local radio stations, use of BlackBoard Mass Notifications and messages on our website will be used to notify students and the public.

## **Early Dismissal**

- Early dismissal will be used when school is in session and there is time to return students and staff to their homes before the expected emergency occurs.
- The Superintendent, in consultation with appropriate persons, will make the decision for an Early Dismissal.

### Steps:

- Transportation will be notified to immediately send its buses so that the plan can be implemented. Whenever possible, normal bus routes and procedures will be followed. However, priority will be given to students with disabilities.
- Students are to remain in their classrooms until called for bus loading. Classroom instruction will continue whenever possible.
- Teachers and administrators are to assist in bus loading, if needed. Before any bus is permitted to leave, a check will be done to see that all students designated to be on that bus are aboard.
- Staff is to remain until dismissed by an administrator. If the emergency extends beyond the regular school day, the Early Dismissal Plan may need to be revised to a Sheltering Plan. If this is the case, refer to procedures for sheltering.

## **Evacuation/Relocation**

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

### Steps:

- Upon having been notified of the decision to evacuate/relocate, staff and students are to immediately leave the building according to the posted evacuation plan.
- Students and staff are to remain together in designated areas outside the building. If weather conditions require evacuation/relocation to a shelter area, it will be done so according to the Building Level Plan.
- Staff members are responsible for supervision of students and for taking attendance. Taking careful attendance is important in order to be certain that all students and staff have left the building.

## Shelter in Place

Situations that threaten the structural integrity of a building, its roof, or windows must be anticipated. Sheltering will be used when school is in session and it is determined that Early Dismissal and Evacuation are not safe options. This response is to be implemented whenever a situation exists that makes staying inside safer than being outdoors.

Steps:

- Upon having been notified of the decision to Shelter in Place, staff and students are to return to their assigned classrooms if possible.
- Upon instructions from the IC, staff and students should relocate to predetermined areas warranted by the situation and specified in the building plan.
- Staff should take attendance and listen for updates.

## Extended Sheltering

If it is necessary to shelter students and staff for periods of 24 hours or longer, food and other resources will be required. These commodities will be provided from available resources and stock kept on campus. If additional food and materials are required, we will rely on the resources of the New York State Emergency Management Office (SEMO) and other agencies.

## Hold in Place

Suitable for a variety of responses, hold in place offers the ability to isolate and control the movement and/or to relocate building occupants by rooms, halls, or areas to other parts of the building determined to be safe. In addition, it can be used as a precautionary measure prior to building evacuation. Sections of the facility can be directed to conduct a compartmentalization shelter in place while unaffected areas can continue as normal. Hold in Place will be used when school is in session and it is determined that compartmentalization, accountability, and/or the safe movement of occupants is necessary in response to an emergency or unusual event.

## Lockout

In response to incidents of actual or potential threat from outside the building, a **lockout** may be initiated. The nature of the incident will determine if 911 should be called.

## Lockdown

In response to incidents of actual or potential threats of violence, a **lockdown** may be initiated. All activity will cease and staff and students will secure themselves in the nearest possible location. 911 will be called in the event of a **lockdown** and staff and students will only be released by law enforcement once they deem the building is secure.

## SECTION IV: RECOVERY

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

Depending of the nature of the emergency the District Team may be able to provide adequate support for the district incident. Procedures for Mental Health and Recovery are specified in the building plan. The IC or their designee should determine if the scope of the incident requires outside support. If it does the Regional Crisis Team, Putnam County Dept. of Mental Health or the Red Cross can provide additional support if needed in a Mental Health Emergency. Garrison UFSD may also be able to use either Haldane or Putnam Valley school districts to provide additional support and resources.

# APPENDIX A: DISTRICT WIDE SAFETY/EMERGENCY RESPONSE TEAM

The District Superintendent or his/her designee will act as Incident Commander. When the Incident Commander has been notified that an emergency exists, he/she will activate the Plan and direct the operation from the Command Post.

All members of the District Safety/Emergency Response Team will assemble at the Command Post and implement the emergency response as directed by the Incident Commander.

The District Safety/Emergency Response Team will remain at the Command Post until the Incident Commander has determined that the emergency is over, it is unsafe, or it is no longer necessary to remain.

## Purpose of the District Safety/Emergency Response Team

The following are the functions of our District Safety/Emergency Response Team:

- To identify the crisis level.
- To support the efforts of the building to minimize the traumatic impact on students and staff and return the site to educational normalcy.
- To provide for:
  - Resource allocation
  - Staff reallocation: substitutes, extra human services, transportation, etc.
  - Security of the campus
  - Media
  - Coordination of efforts of Building Safety/Emergency Response Team with the District Level Team
  - Interfacing with law enforcement, fire, medical
- To manage aspects of a crisis response that is external to the site-based crisis event, i.e., communication with media, legal considerations, specialized equipment, communication with component school districts, and communication with outside agencies.
- To plan; to educate staff, students, and parents about plan; and to conduct drills.



### *Alternate Incident Commander*

Whenever possible, the District Superintendent will assume the role of Incident Commander. When the District Superintendent cannot assume this role, the chart below will be used to select the person who will act in his/her behalf.

### **Chain of Command**

Below is the chain of command for the District Wide Response – each building level plan will address chain of command within their plans.

<b>TITLE</b>	<b>NAME</b>	<b>OFFICE NUMBER</b>
Superintendent	Laura Mitchell	845 424 3689 ext.222
Supervisor of Buildings and Grounds / Transportation	Michael Twardy	845 424 3689 ext. 225
Business Administrator	Susan Huetter	845 424 3689 ext. 227

### *General Guidelines for the District Safety/Emergency Response Team*

#### Introductory Phase

- Gather team members.
- Review pertinent information related to the incident.

#### Situation Analysis

- Team members should analyze and state/write their opinion of what needs to be done to recover from the effects of the event.
- Each team member, including the Incident Commander, briefly states his or her primary and secondary concerns.
- Incident Commander decides the primary and secondary response.

#### Situation Planning

- Team members are then assigned a function or role.

- Team reconvenes and the Incident Commander solicits strategies from each team member in a predetermined sequence. The Incident Commander can approve, reject, modify, or get input on strategies. Approved strategies are incorporated in the final plan.

#### Situation Implementation

- Team members are responsible for implementing the strategies that pertain to their function or role.
- Team reconvenes and provides situational updates as directed by the Incident Commander.

## ICS Roles and Responsibilities:

<i>INCIDENT COMMANDER</i>	Sets the incident objectives, strategies and priorities Has overall responsibility for incident response.	
	<b>Laura Mitchell</b> Superintendent of Schools	845 424 3689 ext. 222
<i>PUBLIC INFORMATION OFFICER</i>	Serves as conduit for information to internal and external stakeholders, including the media and parents.	
	<b>Melissa Harris</b> Teacher Aide	845 424 3689 ext. 371
<i>SAFETY / LIAISON OFFICER</i>	Monitors safety conditions and develops measures for assuring the safety of all response personnel. Serves as primary contact for supporting agencies assisting at an incident.	
	<b>Barbara D'Alessio</b> Teacher Aide	845 424 3689
<i>LOGISTICS CHIEF</i>	<i>Secures and coordinates resources and supplies needed during an incident.</i>	
	<b>Michael Twardy</b> Supervisor of Buildings & Grounds/ Transportation	845 424 3689 ext. 225
<i>OPERATIONS CHIEF</i>	Oversee emergency kits and supplies, keep students' emergency contact information and medical information as well as reunification documentation and assisting those with special needs.	
	<b>Susan Huetter</b> Business Administrator	845 424 3689 ext. 227

<i>MENTAL HEALTH TEAM LEADER</i>	Monitors and provides for the mental health and well-being of the students and staff, determining if and when to summon outside aid.	
	<b>Jessica Van Dekker</b> School Psychologist	845 424 3689 ext. 250
<i>PLANNING/DOCUMENTATION CHIEF</i>	Plans and conducts exercises, completes after incident debriefings and reports and documents all incidents.	
	<b>Beth Murphy</b> Confidential Secretary to the Superintendent	845 424 3689 ext. 224

## APPENDIX B: EMERGENCY PHONE NUMBERS

### ALL EMERGENCIES: FIRE, POLICE & AMBULANCE

#### DIAL 911

AGENCY	CONTACT	PHONE
<b>Police</b>		<b>911</b>
New York State Police	Kristi Wilson - Troop K - SCOC	845 677 7300 Dispatcher
Putnam County Sheriff's Office	Robert Langley - Sheriff	845 225 4300 Dispatcher
Putnam County Dept. of Emergency Services/OEM	Kenneth Clair - Acting Commissioner	845 808 4000
<b>Fire/Haz. Spill</b>		<b>911</b>
Garrison Volunteer Fire Company	Jim Erikson - Fire Chief	845 424 3709 845 424 4406
DEC 24 Hour Spill Reporting	Hotline	800 457 7362
<b>Medical Emergency</b>		<b>911</b>
School Doctor	Dr. Peter Gergely	845 424 4444
P/ NW BOCES	James Ryan - District Superintendent	914 248 2302
Northern Westchester Hospital		914 666 1254
Westchester County Medical Center		914 493 7307
Poison Control Center		800 222 1222
Putnam County Department of Health		845 808-1390
Garrison Volunteer Ambulance Corp.		845 424 4401
<b>Utility Emergency</b>		
Con Ed - Electric or Gas Emergency		800 752 6633
New York Power Authority (NYPA)		914 681 6200

Regional Safety Coordinator P/NW BOCES	Frank Guglieri	914 248 2457
Red Cross		877 733 2767
Town Government	Supervisor - Town of Philipstown	845 265 5200
Employee Assistance Program		800 666 5327

# APPENDIX C: REPORT PROTOCOL

In the case of a report of an emergency or crisis event, use the following protocol:

- Record the pertinent information
  - Person making the report
  - Time of report
  - Location of the crisis
  - Nature of the crisis
  - Number of people involved
  - Was Emergency 911 called?
  - Phone number of the reporter (if available)
- Confirm the information with the person who reported the crisis.
  - Repeat back the information to ensure accuracy.
- Call 911 for severe emergencies and threats of imminent danger.
  - Serious accidents, medical emergencies, acts of violence, weapons, hazardous materials accidents, fire, natural disasters and acts of terrorism
  - If you are uncertain about calling 911, immediately call your supervisor, Principal or District Superintendent's Office.
- Call your supervisor or Principal and the District Superintendent's Office to report the crisis event and that 911 has been called.
- If directed, call the person reporting the emergency to confirm that help is on the way and receive updated information.
- Any pertinent updates should be immediately reported to the administrator managing the event.
- Complete the Emergency Report Form on the next page and send a copy to the administrator in charge following the close of the crisis event.

*Incident Report Form*

Department \_\_\_\_\_

Type of Incident			
Location			
Date			
Time			
Person Reporting Incident			
Command Post Manned by			
Type of Response	Sheltering	Yes	No
	Early Dismissal		
	Evacuation		
	School Cancellation		
Notifications made to:			
Contact person	Time	Date	Comments
<b>Make Additional Copies as Needed</b>			



## APPENDIX D: MULTI-HAZARD RESPONSE

The list below identifies the emergency situations for which response plans have been developed. They are listed in the order in which they appear in the Appendix:

Medical Emergency

Threats of Violence

Bomb Threat

Acts of Violence

Field Trip Accident or Unusual Event

Indian Point Radiological Emergency Procedure

### *Medical Emergency*

A sudden or unexpected occurrence, which requires immediate medical attention. Call 911 if necessary. Whenever possible, all first-aid procedures should be performed by a professional trained to deliver appropriate care. In the nurse's absence, any member of the school personnel should administer first aid. Primary consideration is given to the protection of life and secondly to the prevention of unnecessary suffering. Prevention of fear on the part of the individual concerned and also on the part of the young people who may be present is important. Exact procedures are outlined in the building level plan.

#### **School Nurse:**

Melissa DeFonce	845 424 3689 ext. 226
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### *Threats of Violence*

Threats of violence can be verbal, written, or gestured and fall into four categories: direct, indirect, veiled, and conditional. These threats can be against a person, a group of people or against oneself. The principal will activate ICS and use the specific procedures and protocols outlined in the building plan. The Principal will be responsible for reviewing, investigating, and evaluating all threats reported to them and then appropriate personnel will conduct an investigation to verify that the threat was made. Communication to staff, students and parents will be made according to the building level plan.

### *Bomb Threat*

A bomb could be placed in any location inside or outside of a school building. Depending on the specific nature of the threat, a message will be issued to **shelter in place** or **evacuate**. Upon receipt of a threat, gather as much information as possible. If the threat is made by phone, fill out the Bomb Threat Checklist, if threat is by email or text message save the threat to a District computer hard drive; if the threat is written on a wall or desk photograph the threat. The Principal should be notified, 911 should be called and the Superintendent should be alerted. All other procedures will be according to the building level response plan.

### *Acts of Violence*

A campus or building crisis resulting in abduction, assault/fighting, gang-related activity, harassment, hostage situation, intrusion, disruption, or riot. The Principal should be notified of any unusual disturbance, suspicious activity, or person and then the Principal should contact the District Superintendent. A determination is made whether the District Safety/Emergency Response Team or the Building Safety/Emergency Response Team will handle the crisis and 911 should be called if necessary. The IC will assess and provide for safety needs and a message for a lockdown may be communicated.

### *Hostage Taking/Kidnapping (Abduction – Non-Custodial Parent)*

During school hours, **when a student has already been documented as present**, the first person aware of a missing student will immediately notify the Principal's Office or Attendance Office, who will then notify the Superintendent's Office, immediately and 911 should be called. A hold in place may be initiated. Specific procedures will be outlined in the building plan. When directed by the incident command, notify the emergency contact, relative, or parent of the affected student(s) and/or staff member(s).

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.

### *Field Trip Accident or Unusual Event*

In the event of any incident that places students and staff at risk, 911 should be called, if necessary, and the Principal should be notified who will then contact the District Superintendent's Office. Staff shall carry list of parents'/guardians' phone numbers and notify them if necessary.

# INDIAN POINT RADIOLOGICAL EMERGENCY PROCEDURE

## **Westchester County Emergency Management Office:**

(914) 864-5450; 24-hours (914) 231-1819; Fax: (914) 813-4173

Emergency Operations Center – (914) 864-5200

## **Relocation and Evacuation Procedures**

In the event of an emergency at the Indian Point Energy Center, one or more appropriate protective measures may be required. The relocation / evacuation decision would be made by the County Executive in consultation with the P/NW BOCES District Superintendent. Coordination of protective actions for schools, including relocation/evacuation is handled in the County Emergency Operations Center (EOC) by the Westchester County Schools Coordinator (914) 864-5306 / 5307. Initial Notification will be made to the P/NW BOCES District Superintendent, followed by calls to the affected schools.

If relocation/evacuation should become necessary, Garrison UFSD will notify all stakeholders through BlackBoard MAss Notification System.