



# **IRVINGTON**

**UNION FREE SCHOOL DISTRICT**

## **DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN**

**2021-22**

Adopted 7/6/2021

# DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

## TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	3
PURPOSE	3
IDENTIFICATION OF SCHOOL TEAMS	4
CONCEPT OF OPERATIONS	6
PLAN REVIEW AND PUBLIC COMMENT	7
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION	7
PREVENTION AND INTERVENTION STRATEGIES	7
IMPROVING COMMUNICATION WITH STUDENTS	8
REPORTING THREATS OR ACTS OF VIOLENCE	8
TRAINING, DRILLS, AND EXERCISES	9
STAFF DEVELOPMENT TRAINING	9
PROACTIVE BUILDING SECURITY MEASURES	10
VITAL EDUCATIONAL INFORMATION	10
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR	10
HAZARD IDENTIFICATION	11
SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING	13
SECTION III - RESPONSE	15
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.)	15
SITUATIONAL RESPONSES	16
MULTI-HAZARD RESPONSE	16
RESPONSE PROTOCOLS	16
RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE	18
RESPONSES TO ACTS OF VIOLENCE	19
PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE	19
DISTRICT EMERGENCY RESOURCES	22
INCIDENT COMMAND SYSTEM	22
SECTION IV - COMMUNICATION WITH OTHERS	24
OBTAINING ASSISTANCE DURING EMERGENCIES	24
OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS	24

CONTACTING PARENTS AND GUARDIANS	25
SECTION V - RECOVERY	26
DISTRICT SUPPORT FOR BUILDINGS	26
DISASTER MENTAL HEALTH SERVICES	26
<b>APPENDIX</b>	
APPENDIX 1      LISTING OF SCHOOL BUILDINGS	27
APPENDIX 2      BUILDING-LEVEL EMERGENCY RESPONSE PLANS	28
APPENDIX 3      MEMORANDA OF UNDERSTANDING	29
APPENDIX 4      DISTRICT RESOURCES – CONTACT INFORMATION	30

## **SECTION I      GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **PURPOSE**

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Irvington Union Free School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

### **SUPERINTENDENT'S DIRECTIVE**

The Assistant Superintendent for Business and Operations will serve as the District's Chief Emergency Officer (CEO) whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;

3. Ensuring staff understanding of the district-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807; and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

#### **IDENTIFICATION OF SCHOOL TEAMS**

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13). At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.

4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District’s Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District’s Emergency Management Plan.
7. Conduct all other business as deemed necessary.

**DISTRICT SAFETY TEAM:**

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

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Kristopher Harrison	914 591-8501
Assistant Superintendent for Business and Operations	Carol Stein	914 591-9780
Interim Assistant Superintendent for Curriculum and Instruction	Gail Duffy	914 591-4328
Director of Facilities	Gary Knowles	914 591-4678
High School Principal	Juliet Gevargis-Mizimakoski	914 591-8648
HS/MS Head Custodian	Rich Pittore	914 269-5561
Director of Athletics, PE, Health	John Buonamano	914 591-8673
Middle School Principal	David Sottile	914 591-8688
Main Street School Principal	Joyce Chapnick	914 591-1962
Main Street Head Custodian	Angel Aviles	914 269-5225
Dows Lane School Principal	Andrea Kantor	914 591-6012
Food Services Director	Gloria Estrada	914 269-5567
Irvington Police Department	Chief Francis Pignatelli	914 591-8080

Irvington Fire Department	Jimmy Ruffler	914 231-1900
Security Consultant	Chris Blackwell	845-544-0163
Transportation Department/Bus Driver/Monitor	Eddie Colon	914-260-4830
Teacher Representative	Stephen DiGiovanni	
Teacher Representative	Karen Carlson	
Teacher Representative	Kim O'Connor	
CSEA Representative	Julia Orlando	
Board of Education Representative	Jayne Wissner	

## **CONCEPTS OF OPERATION**

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

## **PLAN REVIEW & PUBLIC COMMENT**

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.

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

## **SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION**

### **PREVENTION AND INTERVENTION STRATEGIES**

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

1. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
  - Emergency Responders
  - Regional BOCES
  - District Consultants
2. Training for school staff working in an incident control capacity may include:
  - a. Individual and group de-escalation techniques
  - b. Non-violent conflict resolution skills and
  - c. Peer mediation
3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
4. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
5. The use of a visitor management system (currently *Raptor*) to screen visitors.



The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible.

### **IMPROVING COMMUNICATION WITH STUDENTS**

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs include, bullying prevention, 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.

In addition, each school has a wide range of programs that impact school safety. The District has a character education program that complies with Project S.A.V.E. Our many clubs and activities offer students opportunities for inclusion and fellowship.

### **REPORTING THREATS OR ACTS OF VIOLENCE**

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously. The district also has a link on our website for this specific purpose ([www.irvingtonschools.org](http://www.irvingtonschools.org) Click on District, then DASA). The District has implemented a phone app called *Anonymous Alerts* to further promote reports of any suspicious activity, bullying or other threats.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

### **TRAINING, DRILLS AND EXERCISES**

#### **DRILLS AND EXERCISES:**

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

**FIRE AND LOCKDOWN DRILLS:** Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight

of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

**EARLY DISMISSAL DRILL:** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

**SHELTER-IN-PLACE DRILLS:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

### **STAFF DEVELOPMENT TRAINING:**

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

The District will provide advanced training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training.

Additional training may include but is not limited to:

- De-escalation training

- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Emergency response team training

## **PROACTIVE BUILDING SECURITY MEASURES**

The Irvington Union Free School District buildings utilize trained security guards at all school entrances.

1. Staff members are required to wear visible identification badges.
2. Visitors are required to show ID, sign in and wear visitor identification. Currently the *Raptor* system is utilized to issue visitor passes (with pictures) and different color lanyards are used in the buildings to indicate a visitor has permission to be in the building.

## **VITAL EDUCATIONAL INFORMATION**

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

## **EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR**

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. The Code of Conduct delineates, among other behavior, lack of tolerance for bullying, violence, and harassment.
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 of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. School counselors, school psychologists, school social workers, nurses, outside agencies

(when appropriate), administrators, teachers, parents/guardians and students are involved in this process.

5. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
6. 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.
7. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
8. The District works in collaboration with our PTSA, CAB and iASK community groups to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as forums to discuss specific parental concerns.

## **POLICE AGENCIES**

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

<u>Agency</u>	<u>Phone Number</u>
Irvington Police Department	914-591-8080
Westchester County Police	914-741-4400
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 and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.

2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
  
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - Electrical panels/shut-offs
  - Gas lines/shut-off
  - Gas appliances
  - Heating plant
  - Sewage system
  - Structural failure
  - HVAC
  - Water supply/shut-off
  - Chemical storage and cleaning supplies
  - Paper supply storage
  - Industrial arts room
  - Science rooms and labs
  - Isolated areas near the school
  - Nearby aqueduct, streams, ponds, rivers (flooding)
  - Steep areas near school
  - Unprotected exterior gas/electric, air conditioning supplies or equipment
  - Playground equipment

**TYPICAL EMERGENCY SITUATIONS:**

The District has procedures and trains for emergencies including but not limited to:

- Bomb Threats
- Building Collapse
- Civil Disturbance
- Earthquakes
- Explosion
- Fire
- Floods
- Hazardous Materials and Radiological Incidents
- High Winds
- Hostage Situations
- Intruders (Armed/Unarmed)

- Kidnapped/Missing Students
- School Bus Accidents
- Suicide
- Suspicious Packages
- Severe Weather
- Tornadoes
- Weapons Possession

## **SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING**

### Private /School Security

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

District Memorandum(s) of Understanding related to this section are maintained in the District office.

### **ALLOCATIONS**

- At the elementary school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.
- At the middle and high school level, there are designated points of entry for visitors, which are staffed during normal school hours by one of several staff members or safety personnel assigned to the school. Visitors to the school must sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building and grounds.

### **HIRING**

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed. Security guards hired through private companies must also have fingerprint clearance.

### **DUTIES AND TRAINING**

### **School Security Monitors**

- staffed during regular school hours at each school as well as for selected special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

### **Required training includes:**

- School violence prevention and intervention training
- Site-specific training may include review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training
- Blood borne pathogen training
- Sexual Harassment

## **SECTION III     RESPONSE**

### **CONTINUITY OF OPERATIONS**

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

### **CONTINUITY OF INSTRUCTION**

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services using Google Classroom.

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

*Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.*

### **NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL 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 and its Facebook page may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system.

Additional information may also be found on the District's website: <https://www.irvingtonschools.org/>.

During an emergency, all contact with the media will be handled either by the Superintendent or his 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 designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to a designee.

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 Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

## **SITUATIONAL RESPONSES**

### **MULTI-HAZARD RESPONSE**

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

## **RESPONSE PROTOCOLS**

### **SCHOOL CANCELLATION**

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

### **EARLY DISMISSAL**

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Chief will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

## **EVACUATION**

- The Superintendent or their designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

## **SHELTERING SITES (INTERNAL AND EXTERNAL)**

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to any missing staff or students.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

## **PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS**

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Diseases
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

## RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others or property.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or her/his designee will decide whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, get help to determine the level of threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. The Principal or her/his designee will also decide 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.
6. The Principal, and/or her/his designee then determine the appropriateness of directing the Building Emergency Response Team to be activated.
7. The Building Emergency Response Team (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.
8. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction.

9. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are spelled out by each building. The use of the District’s mass communication system is typically utilized.
10. The building administrator will investigate reported threats and reported acts of violence and will make the determination of disciplinary measures consistent with the District’s Code of Conduct.
11. School administrators must keep records of serious threats and acts of violence and report them annually to the state in accordance with state regulations and laws.

**RESPONSES TO ACTS OF VIOLENCE**

1. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
2. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measure consistent with the District’s Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement
3. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
4. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.

**PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

**Background**

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease. The new legislation can be found in New York State Labor Law Section 27-c, and in Section 2801-a(2)(m) of the Education Law. This section addresses the required additions to the District Plan.

**Protocols**

1. In the event of a state-ordered reduction of the District’s in-person workforce, the following is a list of **essential** employees who would be allowed to be physically present to perform his or her job.

Essential Position	Description
Superintendent of Schools	The Superintendent is the District’s chief executive officer.

Assistant Superintendent of Business and Operations	This position is responsible for all financial management, transportation, food services, facilities, security, and business office functions including payroll, purchasing, and state reporting.
Assistant Superintendent for Instruction and Human Resources	This position is responsible for all educational programs in the district, staff development/training and human resources.
Director of Facilities	This position is responsible for the maintenance of infrastructure of the District's buildings and grounds. Supervises maintenance and custodial staff and oversees/coordinates with outside contractors.
Custodial Staff	Maintain building essential systems and functions and clean building premises.
Director of Technology	This position is responsible for instructional technology, network security, hardware procurement and distribution.
Technology Staff	These positions need to support administrative and instructional technology needs.
Food Service Staff	These positions are required for food distribution, as needed.
Director/Asst Director of Pupil Personnel Services	These positions are essential for providing specialized supports for students and in overseeing health services.
School nurses	Provides health services to students
Principals/Assistant Principals.	Chief/deputy officer of each school
Confidential/Clerical Staff	Clerical staff are essential to supporting school operations
Director of Athletics	This position oversees Athletic programs and Physical Education programs
Security Coordinator/ Consultant	This position coordinates the security needs of the District and compliance to NYS regulations.

2. To enable all non-essential employees to telecommute, District staff will be guided by the Continuity of Operations and Continuity of Instruction annexes contained within the Building-level Emergency Response Plans. Further planning is located in the District's Reopening Plan accessible on the District website.
3. In an effort to reduce overcrowding on public transportation and at work sites:
  - Class schedules will be staggered by cohorts, either with varying days of attendance or with morning and afternoon sessions for in-person learning.

- Remote learning will be utilized through Google Classroom and other technology methods.
  - Staff may walk or drive a personal vehicle to school buildings.
  - Students will be encouraged to walk to school
  - Employees may be permitted to work remotely as directed by the Superintendent of Schools based on guidance from the Department of Health and the New York State Department of Education. This may include essential personnel to the extent they can complete their work remotely.
  - Visitors will be limited during school hours and must complete the proper health pre-screening.
4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:
- The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock same as needed.
  - Storage of personal protective equipment will be monitored and comply with the manufacturer’s storage recommendations for each item.
  - PPE equipment will be readily available, if needed.
  - We will maintain relationships with multiple vendors to ensure sufficient stock is available.
5. The Irvington School District is committed to creating a learning environment that protects student and staff health, safety and privacy. The District will utilize all current guidance to protect public health. In the event an employee, student or visitor is exposed to a known case of a communicable disease subject to a state disaster emergency or exhibits symptoms of such disease, or tests positive for such disease. The District will respond as per the Infectious Disease Annex found in the Building Level Emergency Plans, section 25 and/or the District’s Reopening Plan. The District will stay current with all guidance from the New York State and local Departments of Health.
6. All essential employees will have their hours and work locations documented, including off-site visits, by:
- All entrances will be locked and monitored by security guards/greeters.
  - The District’s attendance management system will be utilized to determine an employee’s presence in District buildings.
  - The District’s student management system will be utilized to determine a student’s presence at District buildings.
  - Visitors will sign in with the security guards/greeters, and their presence registered in the visitor management system.
  - Non-essential visitors will not be allowed on site.
7. If emergency housing is needed the District will lodge an essential employee on a district property or at a local hotel.

If there is a declared state disaster emergency involving a communicable disease that involves the Irvington School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

8. OTHER Any other requirements determined by the Department of Health such as contract tracing or testing, physical distancing, hygiene, and disinfectant, or mask-wearing.

#### **IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY**

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

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

#### **COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES**

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, that quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

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

## **ASSIGNMENT OF RESPONSIBILITIES**

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

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

## **ICS POSITIONS**

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

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.



**DISTRICT COMMAND POST (DCP):**

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

**POTENTIAL ICS EMERGENCY SITES:**

<b>BUILDING:</b>	<b>USES:</b>
Irvington Union Free School District District Offices	Command Center Public Information Center Communications Center
Irvington High School	Shelter-in-Place Staging Area(s) Alternate Command Center
Dows Lane Elementary School	Shelter-in-Place Staging Area(s)
Irvington Middle School	Shelter-in-Place Staging Area(s)
Main Street School	Shelter-in-Place Staging Area(s)

**SECTION IV COMMUNICATION WITH OTHERS**

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

1. The district continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The superintendent or their designee will initiate the contact when

needed.

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

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:

1. Irvington Police Department
2. Irvington Fire Department
3. Irvington Volunteer Ambulance
4. Westchester County OEM
5. Westchester County Police Department
6. New York State Police
7. Red Cross

**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**

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practicable. Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

## SECTION V RECOVERY

### **DISTRICT SUPPORT FOR BUILDINGS**

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

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a "debriefing", or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team's response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District's Public Information Officer will assist in sending mass communication messages to affected groups. The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

### **DISASTER MENTAL HEALTH SERVICES**

The Superintendent or 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

### **DISTRICT OFFICE**

6 Dows Lane  
Irvington, NY 10533  
Phone: 914-591-8500

### **IRVINGTON HIGH SCHOOL**

40 North Broadway  
Irvington, NY 10533  
Phone: 914-269-5412

### **DOWS LANE ELEMENTARY SCHOOL**

6 Dows Lane  
Irvington, NY 10533  
Phone: 914-591-6012

### **IRVINGTON MIDDLE SCHOOL**

40 North Broadway  
Irvington, NY 10533  
Phone: 914-269-5312

### **MAIN STREET SCHOOL**

101 Main Street  
Irvington, NY 10533  
Phone: 914-591-1961

## APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.

### **APPENDIX 3 – MEMORANDA OF UNDERSTANDING**

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

## APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Kristopher Harrison	914-591-8501
Asst. Superintendent, Business/Emergency Coordinator	Carol Stein	914-591-9780
Asst. Superintendent, Curriculum	Gail Duffy	914-591-4328
Transportation Supervisor	Joe Urbanowicz	914-295-5544
Bus Dispatch Office – Royal Coach	Eddie Colon	914-965-0733
District Clerk	Patricia Roeder	914-269-5011
Director of Facilities	Gary Knowles	914-591-4678
Director of Pupil Personnel Services	Celia Strino	914-269-5440
Athletic Director, PE & Health	John Buonamano	914-591-8673
Cafeteria Services	Gloria Estrada	914-269-5567
Mayor	Brian Smith	914-591-4356
Fire Dept./Ambulance		914-231-1900
Westchester County		
County Executive	George Latimer	914-995-2900
Emergency Management	Richard Wishne	914-231-1851
Transportation Commissioner	Hugh J. Greechan, P.E.	914-995-2546
Public Safety Commissioner	Thomas Gleason	914-864-7906
County Health Dept.	Dr. Sherlita Amler	914-864-7292
Red Cross Emergency Services	Office	203-869-8444
Chief of Technical Services	Marguerite Beirne (interim)	914-995-8161