



Wappingers Central School District

Emergency Response Plan 2020-2021

Submitted to (Pending Approval):

- NYS Troopers
- Dutchess County Sheriff's Department
- East Fishkill Police Department
- Town of Poughkeepsie Police Department
- NYSED
- Arlington Fire District
- Town and Village of Fishkill Police Departments
- Village of Wappinger Police Department
- Rombout Fire Company

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SECTION 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Wappingers Central School District supports the SAVE Legislation and has developed this Emergency Response Plan in order to prepare and train for potential crisis that may affect the District’s staff and students. The Wappingers Central School District-wide Emergency Response Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Wappingers Central School District Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide Emergency Response Plan (“Safety Plan”).

Identification of District-wide Safety Teams

The Wappingers Central School District convenes at least once annually a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, emergency response organizations, parent organizations; school safety personnel; and other school personnel.

Chief Emergency Officer

Assistant Superintendent for Compliance and Information Systems:

Daren Lolkema
(845) 298-5000

Daren.lolkema@wcsdny.org

Whose responsibilities include:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- 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;
- Ensure staff understanding of the district-wide school safety plan;
- Ensure the completion and yearly update of building-level emergency response plans for each school building;
- Assist in the selection of security related technology and development of procedures for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
- Ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

Concept of Operations

The District-wide Plan Protocols guide the development and implementation of individual building-level Emergency Response Plans. All fifteen 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.

In the shadow of crisis at schools in Pine Plains, New York, and Newtown Connecticut, the District re-examined and updated the existing Wappingers Central School District building plans. Officers from the New York State Troopers, the Dutchess County Sheriff's Department, and the East Fishkill Police Department, Village of Fishkill Police Department, Town of Fishkill Police Department, and the Town of Poughkeepsie Police Department were asked to train school administrators in the Incident Command System for Schools. Administrators now use a uniform template for submitting their Emergency Response Plans as required by NYS.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent will be notified by the designated individual on the building team. Where appropriate, local emergency officials will also be notified by the Liaison Officer.

NYS Troopers, Dutchess County Sheriffs, East Fishkill Police, Town of Poughkeepsie Police, Town and Village of Fishkill Police have conducted table-top exercises at each building. They have also observed and evaluated safety drills, provided feedback for improvement to school administrators. John Jay High School, Roy C. Ketcham High School, Van Wyck Junior High School, and Wappingers Jr. High School serve as settings for various police agency emergency response drills (i.e. armed intruders, K-9 dog searches). John Jay Senior HS and Roy C. Ketcham Senior HS each employ 4 school safety officers. John Jay has a full-time school resource officer from the Town of East Fishkill and Roy C. Ketcham has a full-time school resource officer from the Dutchess County Sheriff's Department.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this Plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide Emergency Response Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide Safety Committee. The required annual review will be completed on or before September 15 of each year after its adoption by the Board of Education. A copy of the plan will be available online and at the district office.

SECTION 2: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

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

1. Training for school staff working in an incident control capacity.
2. The District provides de-escalation techniques and non-violent conflict resolution training to other staff annually. Each building has staff trained in non-violent conflict resolution.
3. Training may be available during faculty meetings, staff development sessions or on conference days.
4. Procedures relating to building security including utilization of staff and security equipment may include:
 - a. Surveillance cameras
 - b. Door-lock (buzzer) entry systems
 - c. Portable radios
 - d. Alarm systems
 - e. Keypad or swipe entry systems
 - f. Single point of entry

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. In addition the District utilizes training programs and security consultant services from the [Altaris Consultant Group](#).

In addition, the district has used the following programs and activities for improving communication among students and between students and staff, and reporting of potentially violent incidents:

- Tip Line: An Anonymous Alerting System is now in place and available on our District Homepage for students to report information that is concerning for them. This same reporting mechanism is also available in our District Mobile App. Anyone who has “see something, say something” information is encouraged to call 911, call us directly, or use this Tip Line feature to report matters to us.
- Online incident reporting form and bully boxes for students to report incidents of bullying or any other incident that is of concern.
- School Safety Officers at the high school are introduced at orientation, remain visible throughout the school day, and provide in-class lessons for students and in-house support for administrators
- District-wide character education program (6 Pillars) and PBIS curriculum K-12 district-wide.
- District Code of Conduct is presented at student assemblies during the first week of school
- Public Information Office training
- Council on Addiction Prevention and Education of Dutchess County (CAPE)
- Restorative Practices

Training, Drills, and Exercises

All administrators and school safety team members must take the on-line course sponsored by FEMA on the Incident Command System for Schools ([ICS Incident Command](#)). New team members should complete the course prior to serving on the team.

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. 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 and Hold-In-Place. Training will also include components on violence prevention and mental health. The District may involve local emergency responders to participate in this training.

NYSED 155.17 Regulations changes enacted July 1st, 2016 states that each district shall submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. In addition all new employees hired after the start of the school year must receive training within 30 days of hire.

Each building runs fire/evacuation drills* and lockdown drills, AND/OR bus drills, shelter-in-place drills, and reunification drills, each year. Faculty meetings, Superintendent Conference day meetings, and weekly bulletins are used to instruct teachers in the process and to review protocol for each drill. Dates of these drills are reported to the Assistant Superintendent of Compliance and Information Systems.

(* *Evacuation Drill: method of practicing how a building would be evacuated in the event of a fire or other emergency.*)

All monitors are fingerprinted and must be approved before being hired. Monitors are stationed at a single-point-of-entry at each of the 15 school buildings. They have been trained to check photo IDs, keep a sign-in log in our visitor management system, and notify the main office via radio of all visitors. A guidance document for these monitors is updated each year which outlines the safety procedures. They are evaluated yearly by the building principal and a human resources assistant assigned specifically to hire, screen, and evaluate monitors.

Implementation of School Security

Lobby monitors at each school screen visitors, require photo IDs, assign visitor badges, and notify administration of the visitor's presence in the building. All schools have a single point entry and all outside doors are locked to unauthorized individuals after students arrive and remain locked until dismissal. John Jay High School and Roy C. Ketcham High School have School Security Officers (SSOs) who monitor those coming/going onto the property and who also help maintain order in the cafeteria and hallways during the school day.

Security cameras monitor activity in all of our schools. There is a single point of entry in each school building to insure consistent monitoring of visitors. Visitors must present a valid Driver's License for electronic scanning and or an official photo ID before being allowed in the building during the school day.

The District receives sex offender notification from local law enforcement agencies. Driver's License information presented through our visitor management system also checks visitor information for matches against the national sex offender database

All hiring decisions are made after a thorough screening process that includes fingerprinting and a thorough reference check. School Safety Officers (SSOs) are retired police officers who have been trained in managing conflict, de-escalating situations, and responding to emergencies. There is at least one administrator in each of the secondary schools who has been trained as a trainer in de-escalation techniques through the Crisis Prevention Institute. These administrators have been training faculty in their buildings in these techniques.

Vital Educational Agency Information

Information on each building's population, number of staff, transportation needs, and the telephone numbers of key officials are outlined in each building's Emergency Management Plan.

SCHOOL	NUMBER OF STUDENTS	NUMBER OF STAFF	TRANSPORTATION NEEDS	KEY OFFICIALS	PHONE NUMBER
Brinckerhoff	574	72	13 buses/4 vans	Kristin Rimmer, Principal Chris VanBuren, Custodian	845-897-6800 845-897-6800 x10058
Evans	320	67	7 buses/4 vans	Lauren Hernandez, Principal Mike Rabe, Custodian	845-298-5240 845-298-5240 x11008
Fishkill	390	73	8 buses/4 vans	Andrew McNally, Principal Elijah Cook, Custodian	845-897-6880 845-897-6780 x12011
Fishkill Plains	536	85	12 buses/5 vans	Amy Fazio, Principal Aaron Lassiter, Custodian	845-227-1770 845-227-1770 x13007
Gayhead	927	134	20 buses/6 vans	Adam Gerson, Principal Jen Moyles, AP Juan Uribe, Custodian	845-227-1756 845-227-1756 845-227-1756 x14016
Kinry Road	378	64	12 buses/4 vans	Mary Bish, Principal Dennis Mattice, Custodian	845-463-7322 845-463-7322 x 15010
Myers Corners	789	118	18 buses/6 vans	Sydney Goldstein, Principal Michelle Kaprinski, AP Michael Murphy, Custodian	845 298-5260 845-298-5260 x 16006 845-298-5260 x 16 013
Oak Grove	440	65	7 buses/4 vans	Angelina Rooney, Principal Dominick Vaccarelli, Custodian	845-298-5280 845-298-5280 x 17008
Sheafe Road	613	90	10 buses/5 vans	Michael Corsano, Principal Gary Brown, Custodian	845-298-5290 845-298-5290 x 18009
Vassar Road	267	60	12 buses/5 vans	Rick Dominick, Principal Jason Ammons, Custodian	845-463-7860 845-463-7860 x 19010

Van Wyck	905	138	27 buses/4 vans	Steve Shuchat, Principal Mike Siena, AP Greg VanDeCarr, AP Robert Doucette, Custodian	845-227-1700 845-227-1700 x 20024 845-227-1700 x 20022 845-227-1700 x20036
WJHS	831	120	18 buses/6 vans	Terrence Thompson, Principal Mike Anderson, AP Mellisa Thomas, AP Mary Fredrickson, Custodian	845-298-5200 845-298-5200 x 21030 845-298-5200 x 21033 845-298-5200 x 21035
John Jay	1963	225	33 buses/10 vans	Dave Kedzielawa, Principal Paul Albanese, AP Eleanore Reilly, AP Wilson Castro, AP Jason Gelardi, AP Brent Parker, Custodian	845-897-6700 845-897-6700 x 30083 845-897-6700 x 30050 845-897-6700 x 30044 845-897-6700 x 30030 845-897-6700 x 30068
RC Ketcham	1636	207	28 buses/5 vans	David Seipp, Principal David Maffei, AP Lisa Talaber, AP Meagan D'Alessandro, AP Kathleen Schneck Bill Syslo, Custodian	845-298-5100 845-298-5100 x 31005 845-298-5100 x 31007 845-298-5100 x 30009 845-298-5100 x 31014 845-298-5100 x 31036
Orchard View	60	14	2 buses/1 van	Laura Distefano, Principal TBD, Custodian	845-298-5000 x 41178 845-298-5005

Early Detection of Potentially Violent Behaviors

1. Students are strongly encouraged 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 indirect threat of violence or actual act of violence to students, themselves, others or school property. The Principal or his/her designee decides whether or not to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. Parents and visitors are strongly encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others or school property.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or his/her designee will decide whether or not to immediately contact the Superintendent of Schools or his/her designee 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 his/her designee will also decide whether or not 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 his/her designee then determines 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, Hold – In – Place, or Early Dismissal and will follow the appropriate protocol (see appendixes for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure coordination between the building level teams, district leadership, and responding agencies.

8. If the threat of violence or danger is imminent, a Lockdown is to 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. Further directions are outlined in Building-Level Emergency Response Plans.
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. Police should be called to assist school staff in managing dangerous and violent situations. Violent adults are to be reported to the building administrator immediately, and the police shall be called. Aggressively dangerous and violent students should only be restrained by qualified staff when practical.
11. The building administrator will investigate reported threats and reported acts 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, close monitoring, and police involvement.
12. School administrators must keep records of serious threats and acts of violence and report them annually to the state.

Signs of Suicide & Prevention

Understanding the issues concerning suicide and mental health is an important way to take part in suicide prevention, help others in crisis, and change the conversation around suicide. NYSED recognizes The National Suicide Prevention Lifeline (NSPL) (1-800-273-TALK (1-888-628-9454 for Spanish-speaking callers)) as a valuable resource for suicide prevention and intervention. NSPL is the only federally funded hotline for suicide prevention and intervention. People who are in emotional distress or suicidal crisis can call the Lifeline at any time, from anywhere in the Nation, to talk in English or Spanish with a trained crisis worker who will listen to and assist callers in getting the help they need.

For more information about the NSPL, visit www.suicidepreventionlifeline.org.

The Dutchess County Government (DCG) also offers assistance as well as a hotline number that can connect individuals with experienced mental health professionals. DCG has published the following flyer to support their services: <http://www.co.dutchess.ny.us/CountyGov/Departments/DBCH/Need-2-Talk-Helpline-card.pdf>

Should the District or one of our schools become aware that a student is intent on harming his or herself the school and or District will immediate reach out to the parent or guardian of said student.

When District or School Staff are informed of a student experiencing suicidal ideation one of the School's or District's Pupil Personnel Services (PPS) staff must be notified and administer a suicide assessment. The PPS staff member is then required to fill out a suicide procedure protocol report.

Hazard Identification

Sites of potential emergencies include all of the school buildings, playground areas, on and off-site athletic fields, buses, off-site field trips. In addition, the following off-site areas may present potential hazards:

- Woods behind Roy C. Ketcham High School
- Tilton
- Carbon dioxide trucks near Wappingers JHS
- Bottini (New Hamburg)
- I84
- Wappingers Creek
- Dutchess County Airport

- IBM / Global Foundries / iPark
- Gas stations next to Fishkill Elementary School
- Town of Wappingers Recycling Center

Protocols for a Public Health Emergency

Background

In September 2020, Governor Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and served as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

As per Legislative language, operation plans must include the following elements:

1. List and description of positions considered essential
2. Descriptions of protocols to follow to enable all non-essential employees to work remotely
3. Description of how employers would stagger work shifts to reduce overcrowding
4. Protocols for PPE
5. Protocol for when an employee is exposed to disease
6. Protocol for documenting hours and work locations for essential workers
7. Protocol for working with essential employees' localities for identifying emergency housing if needed
8. Any other requirement determined by the New York State Department of Health, such as testing and contact tracing

Operational Elements

Positions Considered Essential (*According to Section 27-c; "Essential" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.*) The District maintains that while the following staff members are considered essential, it is dependent on the emergency, the needs of the District, and the particular duties required that they be physically present at work each business day during the emergency period. While the staff members are essential, this does not mean that all such employees will be required to report to work on campus. It will be up to the individual's immediate supervisor to determine necessary staffing levels, and if an essential employee is to physically report to work on a given day (during the emergency period). In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position or Title	Description	Justification
Information Technology	<ul style="list-style-type: none"> • Director (WAA) • Technical Workers (STEPS) 	This group is needed to maintain network connectivity, along with District related devices required to maintain

	<ul style="list-style-type: none"> • Individual Contracts 	instruction and business continuity.
Custodial and Maintenance	<ul style="list-style-type: none"> • WFW • STEPS 	This group is needed to maintain the cleanliness and continued functioning of the building & grounds.
Administration	<ul style="list-style-type: none"> • WAA • Senior Staff Administration 	Required to ensure continuity of school and district operations.
Building Administration & Clerical Support	<ul style="list-style-type: none"> • WOU 	Required to ensure continuity of school operations.
Faculty and Staff	<ul style="list-style-type: none"> • WCT • WTAA • WFEA 	Should it become necessary to meet a student's needs in person, or during an allowed hybrid learning period, teachers/related service providers may be deemed essential on an as needed basis.
Security	<ul style="list-style-type: none"> • WFW • SRO Contracts 	To ensure the safety/security of the campuses.
Transportation	<ul style="list-style-type: none"> • Director • WFW 	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction
Food Service	<ul style="list-style-type: none"> • Individual Contracts • WCA 	To prepare and distribute meals to students.

<p style="text-align: center;">Health Services</p>	<ul style="list-style-type: none"> • WAA • WRPNA 	<p>To assist with testing requirements, reporting and contract tracing.</p>
<p style="text-align: center;">Business Operations</p>	<ul style="list-style-type: none"> • Individual Contracts • WOU 	<p>Where necessary to ensure the continued operation of the District.</p>

1. **Positions considered non-essential** (*"Non-essential" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.*). In the event of a state ordered reduction of the District's in-person workforce the District may provide, to the extent possible, the opportunity for **non-essential** employees and contractors the capability to telecommute (including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or phones), as determined by the employee's supervisor. This may include, but is not limited to employees who provide direct instruction to students, provide student support services, facilitate procurement processes for the District, facilitate payroll processes for the District, and facilitate administrative and office related tasks for the District. There may be some staff who will not be able to telecommute nor will they be needed to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

2. To the extent possible, and consistent with collective bargaining agreement restrictions, the District may stagger work shifts of essential employees and contractors in order to reduce overcrowding in confined or shared spaces and at worksites. Wherever possible, we will encourage parents to drive students via personal vehicle to campus in an effort to reduce the number of individuals riding on the same District provided bus. In an effort to reduce overcrowding in classrooms and on buses the following concepts may be applied:

- Student Rosters, if scheduled classes are to be on site, will be split into student cohort groups to minimize the number of students in a classroom or on a bus at the same time.
- If no students are in school, staff may continue to have their work shift or assigned days of work staggered as necessary.
- Employees (as outlined in bullets 1 & 2) may be permitted to work remotely as necessary.
- Visitors will not be permitted on campus.

4. Personal protective equipment (PPE) will be procured and stored:

- Facilities will procure & maintain a sufficient inventory of PPE as recommended by NYS Department of Health and NYS Education Department guidelines.
- The equipment will be stored and readily available to any person in need of it.

5. In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s):

- If an employee or contractor begins to experience symptoms related to the communicable disease after arriving at work, he/she shall be required to go to the designated isolation room within their building, and to contact their supervisor for further instructions.

- The disinfecting of any area known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched
- Available leave options, for the affected employee(s), in the event of an employee's need to receive testing, treatment, isolation, or quarantine

Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.

6. The District shall maintain documentation outlining when all essential employees and contractors physically report to work. This may include, but not be limited to, use of the daily health screening tool, or having employees sign in and/or out, consistent with any collective bargaining agreements. This documentation will assist in contract tracing efforts should the need arise.

7. If emergency housing for essential employees or contractors is needed to further contain the spread of the communicable disease, the Wappingers Central School District will lodge an essential employee at a local hotel bearing the full cost of the stay.

If there is a declared public health emergency that involves the Wappingers Central School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

SECTION 3: RESPONSE

Notification and Activation (Internal and External Communications)

External: Anyone with knowledge of an incident is encouraged to immediately call 911 in an emergency. The Liaison Officer will contact the Superintendent's office. The Superintendent's office will contact, if appropriate, daycare centers and private schools via email and/or by phone, depending on the urgency of the situation.

Blackboard Connect 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 IC. Schools may also use their websites, google groups, and hotlines for announcements or updates as directed by the IC.

Internal: The Superintendent will notify the Board of Education. After receiving the information from the IC at the scene, an email will be sent from the Director of Public Relations to all administrators and administrative offices alerting them to the nature and status of any incident in the district. Blackboard Connect may be used to provide information as deemed appropriate by the IC.

Situational Responses: Multi-Hazard Response

A Command Center will be set up in or near the building experiencing the emergency. Each building has specific plans for dealing with armed or dangerous intruders, biological/chemical attacks, bomb threats, bus accidents, dangerous weather conditions, death of student/staff, fire, gas/hazardous material leaks, kidnapping/missing child, medical emergencies, and power outages. In each case, the building's Liaison Officer will contact central office. Central Office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (sending additional mental health resources, for example). 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

The district will use the Incident Command System for Schools. The Incident Commander and Staff have been designated for each building by the building safety teams. Assignment of duties for Central Office is as follows:

- I. Incident Commander: Sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response and coordinates/manages all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders (such as parents), and for establishing and maintaining liaison with other agencies participating in the incident.
 - Jose Carrion 845-298-5000 x40123
 - Daren Lolkema (alternate) 845-298-5000 x40138
 - Michelle Cardwell (alternate) 845-298-5000 x40143

- A. Safety Officer(s): Monitors safety conditions and develops measure for assuring the safety of all response personnel.
 - Ron Broas 845-298-5150 x42119
 - Kristen Crandall (alternate) 845-298-5000 x40150
 - Jeff Estremera (alternate) 845-298-5150 x42117

- B. Liaison Officer(s): Serves as primary contact for supporting agencies assisting at an incident.
 - Richard Zipp 845-298-5000 x40101
 - Maria Stufano 845-298-5000 x40131
 - Stephanie Melvin (alt.) 845-298-5000 x40142

- C. Public Information Officer(s): Serves as the conduit for information to internal and external stakeholders, including the media or parents.
 - Amy Watkins 845-298-5000 x40176
 - Alberta Pedro 845-298-5000 x40145
 - Maria Stufano 845-298-5000x40131
 - Stephanie Melvin (alternate) 845-298-5000x40142

- II. Operations Chief(s): May check outdoor areas for students and staff, maintain student and staff emergency contacts and medical information/supplies, oversee emergency kits and supplies, keep cellular phones or two-way radios to ensure constant communication, student release/parent reunification, and assist students and staff with special needs.
 - Daren Lolkema 845-298-5000 x40138
 - Michelle Cardwell (alternate) 845-298-5000 x40143
 - Dwight Bonk (alternate) 845-298-5000 x40117

- III. Planning/Documentation Chief: Plans and conducts exercises, completes after-incident debriefings and reports, documents all incidents (both practice and real).
 - Daren Lolkema 845-298-5000 x40138
 - Dwight Bonk (alternate) 845-298-5000 x40117

- IV. Logistics Chief: Secures and coordinates resources needed by students, staff, and first responders during an incident, including food, shelter, buses, generators, and other supplies as needed.
 - Ron Broas 845-298-5150 x42119
 - Michelle Cardwell (alternate) 845-298-5000 x40143
 - Stephanie Melvin (alternate) 845-298-5000 x40142

Bomb Threats

- *Identification of decision makers*
The Incident Command System (ICS) will be used to identify decision makers (see page 8). School personnel will remain in command until law enforcement arrives at the scene.
- *Plans to safeguard students and staff*
Each building has a specific procedure to follow, which will remain confidential. A checklist provided by the FBI will be used by the person receiving the call to help identify the caller. Students will be evacuated if the incident commander and safety officer deem it necessary and safe.
- *Procedure to provide transportation*
The Operations Chief will contact the transportation supervisor as directed by the Incident Commander in order to evacuate and/or shelter students and staff during the emergency. Students will be transported home if the threat remains unknown.
- *Procedures to notify parents*
Blackboard Connect Automatic Phone Calling System and school website will be used for announcements to parents. The Superintendent will send an email home and/or a Blackboard Connect phone call home following any major emergency situation to inform the parents/guardians of the situation, response and follow-up as appropriate.
- *Procedures to notify media*
The Superintendent or his/her designee will also arrange any press conference and compose any press releases. Contacts are –

Newspapers

- Kevin Lenihan, Local Editor/News Poughkeepsie Journal 845-437-4834
- Jim Fogler, Publisher Poughkeepsie Journal 845- 437-4900

Radio Stations

- WCZX 485-1390/471-1500
- WHUD 838-6000
- WKIP 471-2300 x1900
- WPDH 485-1390/471-1500
- WRWD 471-2300 x1900
- WSPK 838-6000

- *Debriefing procedures*
The Superintendent or his/her designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

HOSTAGE TAKING

- *Identification of decision makers*
The Incident Command System (ICS) will be used to identify decision makers (see page 8). School personnel will remain in command until law enforcement arrives at the scene.
- *Plans to safeguard students and staff*
Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building or evacuate the building, depending on the location of the

threat. Students will be evacuated if the incident commander and safety officer deem it necessary and safe. A reunification site away from the school will be set up to return students to their parents/guardians.

- *Procedure to provide transportation*
The Operations Chief will contact the transportation supervisor as directed by the Incident Commander in order to evacuate and/or shelter students and staff during the emergency.
- *Procedures to notify parents*
The Blackboard Connect Automatic Phone Calling System and school website will be used for announcements to parents. The Superintendent will send a letter home following any major emergency situation to inform the parents/guardians of the situation, response and follow-up as appropriate.
- *Procedures to notify media*
The Superintendent or his/her designee will also arrange any press conference and compose any press releases. Contacts are –
Kevin Lenihan, Local Editor/News Poughkeepsie Journal 845-437-4834
Jim Fogler, Publisher Poughkeepsie Journal 845-437-4900
- *Debriefing procedures*
The Superintendent or his/her designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

INTRUSIONS

- *Identification of decision makers*
The Incident Command System (ICS) will be used to identify decision makers (see page 8). School personnel will remain in command until law enforcement arrives at the scene.
- *Plans to safeguard students and staff*
Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building or evacuate the building, depending on the location of the threat. Students will be evacuated if the incident commander and safety officer deem it necessary and safe.
- *Procedure to provide transportation*
The Operations Chief will contact the transportation supervisor as directed by the Incident Commander in order to evacuate and/or shelter students and staff during the emergency.
- *Procedures to notify parents*
The Blackboard Connect Automatic Phone Calling System and school website will be used for announcements to parents. The Superintendent will send a letter home following any major emergency situation to inform the parents/guardians of the situation, response and follow-up as appropriate.
- *Procedures to notify media*
The Superintendent or his/her designee will also arrange any press conference and compose any press releases. Contacts are –
Kevin Lenihan, Local Editor/News Poughkeepsie Journal 845-437-4834
Jim Fogler, Publisher Poughkeepsie Journal 845-437-4900
- *Debriefing procedures*

The Superintendent or his/her designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

KIDNAPPINGS

- *Identification of decision makers*
The Incident Command System (ICS) will be used to identify decision makers (see page 8). School personnel will remain in command until law enforcement arrives at the scene.
- *Plans to safeguard students and staff*
Each building has a specific procedure to follow, which will remain confidential. It may be necessary to lock down the building while a search is underway.
- *Procedure to provide transportation*
The Operations Chief will contact the transportation supervisor to provide any information available so bus drivers can be on the lookout for the vehicle/persons involved.
- *Procedures to notify parents*
The Blackboard Connect Calling System and school website will be used for announcements to parents. The Superintendent will send an email and /or a Blackboard Connect automated message home following any major emergency situation to inform the parents/guardians of the situation, response and follow-up as appropriate.
- *Procedures to notify media*
The Superintendent or his/her designee will also arrange any press conference and compose any press releases. Contacts are –

Kevin Lenihan, Local Editor/News Poughkeepsie Journal	845-437-4834
Jim Fogler, Publisher Poughkeepsie Journal	845-437-4900
- *Debriefing procedures*
The Superintendent or his/her designee will hold a debriefing meeting with all district and building level administrators following the incident. Building level administrators will debrief their safety teams and faculty as appropriate.

Arrangements for Obtaining Emergency Assistance from Local Government

Central Office maintains ongoing communication with the Dutchess County Health Department and the Red Cross, as well as local and state politicians. These include:

- A. K. Vaidian, MD, MPH, DC Health Commissioner 845-486-3402
- Kelly Formoso, Dutchess County Red Cross 845-471-0200
- Senator Sue Serino 845-229-0106
- Assemblyman Kiernan Lalor 845-221-2022
- Assemblyman Didi Barrett 845-758-9790/845-454-1703

Procedures for Obtaining Advice and Assistance from Local Government Officials

The district has identified resources for an emergency from the following agencies:

Red Cross	845-471-0200
Dutchess County Sheriff’s Department	845-486-3800
NYS Troopers	845-677-7300
East Fishkill Police	845-221-2111
Village of Wappingers Police	845-297-1011
Town of Poughkeepsie Police	845-485-3666
Fishkill Baptist Church	845-896-9386
Vassar Road Baptist Church.	845-462-3182
East Fishkill Fire District HQ	845-226-1652
Fishkill Fire Department	845-896-6613

New Hackensack Fire Company	845-297-3897
Vassar Brothers Medical Center	845-431-5695
Mid-Hudson Regional Hospital	845-431-8294
Town of Fishkill Police	845-831-1110
Rombout Fire Company	845-896-8620

District Resources Available for Use in an Emergency

The district has buses available for emergency transport if necessary. School buildings may be used as sheltering sites or reunification centers.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

Using the IC System for Schools, the IC will coordinate the use of school district resources and manpower during emergencies. S/he may designate the Operations Chief to take over the coordination if the situation is large and the command staff needs to be expanded.

Protective Action Options

- School cancellation
 - The Superintendent (IC) will monitor any situation that may warrant a school cancellation and will make the determination.
 - An emergency phone chain will be activated by the Public Information Officer.
 - The Public Information Officer will contact local media, start the emergency phone chain, post the information on the website, and/or activate the Alert Now system.

- Early dismissal
 - The Superintendent (IC) will monitor any situation that may warrant an early dismissal and will make the determination.
 - The Operations Chief will designate people to arrange transportation for students
 - The Public Information Officer will contact local media, post the information on the website, and/or activate the Alert Now system.
 - The Liaison Officer will start the internal phone chain (building principals).

- Evacuation
 - The Superintendent (IC) will determine the level of the threat.
 - The Operations Chief will contact the transportation supervisor to arrange transportation. S/he 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 pre-arranged evacuation sites as outlined in building plans. S/he will report to the Superintendent (IC) any missing staff or students. All building administrators will remain at work until dismissed by the District IC.

- Sheltering Sites (internal and external)
 - The Superintendent (IC) will determine the level of 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. S/he will report to the Superintendent (IC) any missing staff or students. All building administrators will remain at work until dismissed by the District IC.
 - The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.
 - The Safety Officer will make sure sheltering sites are safe and appropriate in light of the emergency

- The Public Information Officer will contact local media, post the information on the website, and/or activate the Blackboard Connect system.

SECTION 4: RECOVERY

District Support for Buildings

The district will temporarily re-assign mental health workers (guidance counselors, social workers, school psychologists) to the building affected in order to provide support to faculty, staff, and students as necessary.

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

Disaster Mental Health Services

The District Liaison Officer will communicate with outside agencies, such as the Dutchess County Health Department, in order to provide necessary mental health services following any emergency. District mental health providers may be temporarily re-assigned to assist in the recovery process.