



WAPPINGERS

CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY & EMERGENCY

2022-2023 MANAGEMENT PLAN

UPDATED JANUARY 2022

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

Contents

District-wide Safety & Emergency Management Plan 1

 PURPOSE 4

 Superintendent’s Directive 5

 identification of school teams 6

 District Safety Team: 8

 Concepts of Operation 9

 Plan Review & Public Comment 10

 Prevention and Intervention Strategies 11

 Improving Communication with Students 12

 Reporting Threats or Acts of Violence 14

 Training, Drills and Exercises 14

 Drills and Exercises: 14

 Staff Development Training: 17

 Proactive Building Security Measures 18

 Vital Educational Information 19

 Early Detection of Potentially Dangerous Behavior 19

 Police Agencies 20

 Hazard Identification 20

 Identification of Potentially Dangerous or Hazardous Sites: 20

 School Safety Personnel Allocations, Hiring, Duties, and Training 21

 Private Security and School Resource Officers 21

 Security Allocations 21

 Hiring 22

 Duties and Training 22

Section III Response 24

 Notification and Activation - Internal and External Communications 24

Internal	24
External	24
Situational Responses	25
Multi-Hazard Response	25
Response Protocols	25
School cancellation	25
Early dismissal	25
Evacuation	26
Sheltering Sites (internal and external)	26
Protocols for Responding to Bomb Threats, Hostage-takings, Intruders, Abduction, and Other Emergency Situations	26
Responses to Implied or Direct Threats of Violence	27
Responses to Acts of Violence	28
Identification of District Resources Which May Be Available for Use During an Emergency	33
Coordination and School District Resources and Manpower During Emergencies	34
Participating in Unified Command under ICS Principles	34
Assignment of Responsibilities	34
ICS Positions	35
District Command Post (DCP):	36
Potential ICS EMERGENCY Sites:	37
Section IV Communication with Others	39
Obtaining assistance during emergencies from emergency service organizations and local government agencies	39
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	39
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	40
Continuity of Operations	40
Continuity of Instruction	40
District Support for Buildings	41

Disaster Mental Health Services	42
District Office	42
Brinckerhoff Elementary School	42
Fishkill Elementary School	42
Fishkill Plains Elementary School	43
Gayhead School	43
James S Evans Elementary School	43
John Jay Senior High School	43
Kinry Road Elementary School	43
Myers Corners School	43
Oak Grove Elementary School	44
Orchard View Alternative High School	44
Roy C Ketcham Senior High School	44
Sheafe Road Elementary School	44
Vassar Road Elementary School	44
Van Wyck Junior High School	44
Wappingers Junior High School	45
Appendix 3 – Memoranda of Understanding	47
Appendix 4 – District Resources – Contact Information	48
Appendix 5 – Section 155.17 Regulation Compliance Reference	49

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 Wappingers Central 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 Compliance and Information Systems, Daren Lolkema, will serve as the District’s Chief Emergency Officer (CEO)¹ whose duties shall include, but not be limited to:²

1. Coordination of the communication between school staff, law enforcement, and other first responders;³
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;⁴
3. Ensuring staff understanding of the district-wide school safety plan;⁵
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building⁶ 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 Chief Emergency Office 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;⁷

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

² 155.17(1)(c)(xix) the designation of the superintendent, or superintendent’s designee, as the district chief emergency officer whose duties shall include, but not be limited to:

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

⁴ 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

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

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

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

6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;⁸
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;⁹ and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of 27-C of the Labor Laws.

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 District¹⁰. 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 transportation staff.

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. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.

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

⁹ 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

¹⁰ 155.17(c)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, bus drivers and monitors, school safety personnel and other school personnel.

4. 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.
5. Conduct all other business as deemed necessary.

DISTRICT SAFETY TEAM:¹¹

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

Title	Name	Office Phone
Assistant Superintendent for Compliance & Information Systems	Daren Lolkema	845-298-5000 x40131
Principal	Angelina Rooney	845-298-5280
Teaching Assistant	Cristina Muratore	845-298-5000
Principal	David Seipp	845-298-5100
Teaching Assistant	Debra Schwind	845-298-5000
Community Member	Denise Zaffuto	845-298-5000
Community Member	Drew Dutcher	845-298-5000
School Security Officer	Eric Vaughan	845-897-6700
Teacher	Harry Ramirez	845-298-5000
Board of Education President	John Lumia	845-298-5000
Teacher	Kathy Lieber	845-298-5000
School Psychologist	Keith Carielli	845-298-5280
Assistant Superintendent for Finance & Business Development	Kristen Crandall	845-298-5000 x40149
Principal	Lauren Hernandez	845-298-5240
School Psychologist	Lawrence Brooks	845-298-5000
Board of Education Member	Michael McFarland	845-298-5000
Teacher	Michelle Costabile	845-298-5000
Director Facilities III	Ronald Broas	845-298-5138
Principal	Terrence Thompson	845-298-5200
Community Member	Thomas Nastasi, Jr.	845-298-5000

¹¹ District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or another governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

NYS Trooper	Kristi Wilson	845-298-0398
Guidance Counselor	Stacy Marshall	845-897-6700
Teacher	Tiffany Devincenzi	845-298-5000
Board of Education Member	Keith Odums	845-298-5000
Community Member	Tricia Clauser	845-298-5000
Community Member	Ben Shour	845-298-5000
Teacher	Cherylynn Said	845-298-5280
Community Member	Darrell Nansen	845-298-5000
Community Member	Debbie Gleeson	845-298-5000
Teacher	Glen Jensen	845-298-5000
Board of Education Member	James Spencer	845-298-5000
Teacher	Jennifer LaFalce	845-298-5000
Teacher	Patricia Nardone	845-897-6700
Community Member	Raymond Rivera	845-298-5000
Community Member	Robert Faust	845-298-5000
Community Member	Walter Hogan	845-298-5000

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 15th of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

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

1. 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
 - Global Compliance Network (GCN) Training
 - District Consultant (Altaris)
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. Procedures relating to building security including utilization of staff and security equipment are as follows:¹²
 1. All authorized staff members are expected to carry their classroom/office keys at all times.
 2. All staff members are expected to wear district-issued photo identification badges.
 3. After the designated start time of the school day, each school will be appropriately secured.
 4. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.

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

- a. Surveillance cameras
- b. Door-lock (buzzer) entry systems
- c. Portable Radios
- d. Alarm Systems
- e. Keypad or swipe entry systems
- f. Single or limited points of entry

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions 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 school counselors, social workers, and school psychologists.

- In addition, the District maintains an Anonymous Tip Reporting Application which is available on our District Homepage and through our Mobile App. This application can be used by students, families, or staff to report information that is concerning for them. Anyone who has “see something, say something” information is encouraged to call 911, call us directly, or use this Tip Reporting application to report matters of concern to us.¹³

¹² 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

¹³ 155.17(c)(1)(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

The school district's Code of Conduct is accessible to parents and students and reviewed with all students in the beginning of the school year. During the review with students, bullying, discrimination, harassment, and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct (Annual DASA Training).

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities.

REPORTING THREATS OR ACTS OF VIOLENCE

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

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.
- 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.
- Anonymous online tip system located on District and individual School websites.

TRAINING, DRILLS AND EXERCISES

DRILLS AND EXERCISES:¹⁴

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

EVACUATION 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 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 the lockdowns drills and offer feedback regarding the

¹⁴ 155.17(c)(1)(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

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 DRILL¹⁵: 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 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.

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
--------	--------------------	-----------------	----------------------	---------------	--------------

¹⁵ 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

Brinckerhoff ES	547	65	12 buses/3 vans	TBD, Principal Chris VanBuren, Custodian	845-897-6800 845-897-6800 x10058
Fishkill ES	350	51	8 buses/4 vans	Andrew McNally, Principal Elijah Cook, Custodian	845-897-6880 845-897-6780 x12011
Fishkill Plains ES	517	61	12 buses/4 vans	Amy Fazio, Principal Aaron Lassiter, Custodian	845-227-1770 845-227-1770 x13007
Gayhead ES	891	89	17 buses/4 vans	James Daley, Principal Jen Moyles, AP Juan Uribe, Custodian	845-227-1756 845-227-1756 845-227-1756 x14016
James S. Evans ES	298	49	7 buses/4 vans	Lauren Hernandez, Principal Mike Rabe, Custodian	845-298-5240 845-298-5240 x11008
John Jay HS	1912	221	30 buses/7 vans	David Kedzielawa, Principal Paul Albanese, AP TBD, AP Wilson Castro, AP Jeanine Chapin, 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
Kinry Road ES	369	45	12 buses/5 vans	Adam Gerson, Principal Dennis Mattice, Custodian	845-463-7322 845-463-7322 x 15010
Myers Corners ES	754	83	16 buses/6 vans	Sydney Goldstein, Principal Andy Irvin, AP Michael Murphy, Custodian	845 298-5260 845-298-5260 x 16006 845-298-5260 x 16013
Oak Grove ES	440	54	7 buses/4 vans	Angelina Rooney, Principal	845-298-5280 845-298-5280 x 17008

				Dominick Vaccarelli, Custodian	
Orchard View Alternative HS	53	13	2 buses/1 van	Laura Distefano, Principal Kelly Licare, Custodian	845-298-5000 x 41178 845-298-5005
Roy C. Ketcham HS	1631	205	28 buses/6 vans	David Seipp, Principal Michael Lopez, AP Nicolle Strang, AP TBD, AP Tim Feron, AP 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
Sheafe Road ES	585	67	10 buses/5 vans	Michael Corsano, Principal TBD, Custodian	845-298-5290 845-298-5290 x 18009
Vassar Road ES	242	39	7 buses/5 vans	Rick Dominick, Principal Jason Ammons, Custodian	845-463-7860 845-463-7860 x 19010
Van Wyck JHS	876	109	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
Wappingers JHS	820	108	18 buses/4 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

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This

training will be conducted at a staff development day in August, online or a combination of both.¹⁶

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

PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.

¹⁶ 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner;

VITAL EDUCATIONAL INFORMATION¹⁷

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 BEHAVIOR¹⁸

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

1. A "plain language" 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 harassment, discrimination, bullying and violence.
2. A "plain language" summary of the District's Code of Conduct is shared with 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. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians, and students may be involved in this process.

¹⁷ 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

¹⁸ 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students of the school district or board, students and other persons deemed appropriate to receive such information;

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 may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, 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 (ie: Handle with Care).

POLICE AGENCIES

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

<u>Agency</u>	<u>Phone Number</u>
Dutchess County Sheriff's Department	845-486-3800
East Fishkill Police Department	845-221-2111
Town of Poughkeepsie Police Department	845-485-3666
Town and Village of Fishkill Police Department	845-831-1110
Village of Wappinger Police Department	845-297-1011
New York State Police	845-298-0398

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

SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING¹⁹

PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

The District maintains 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.

SECURITY ALLOCATIONS

¹⁹ 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

- A. At the elementary and middle 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.
- B. At the high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the High School. 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. In addition, safety personnel are assigned to areas throughout the building.

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.

DUTIES AND TRAINING

Greeters

- contracted personnel at all school levels
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- report unlawful activity

School Monitors

- staffed across all schools
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- escort students if needed

School Safety Officers

- former military or law enforcement
- staffed during regular school hours at the high school as well as for 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 control

Required training includes:

- School violence prevention and intervention training
- Site-specific training including 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

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

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.

EXTERNAL

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

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines 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.wappingersschools.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or the Superintendent's designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or the Superintendent's 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 the Public Information Officer for response.

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.

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 the Superintendent's 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 the Superintendent's 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 the Superintendent's 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 the Superintendent's 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 the Superintendent's 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 SITUATIONS²⁰

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
- Cyber Security
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident

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

- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE²¹

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 the Superintendent's 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. The district disseminates educational material, including but not limited to emails and formal brochures, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the 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.

²¹ 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

5. Each building will have the availability of a Threat Assessment Team. This will be a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

RESPONSES TO ACTS OF VIOLENCE²²

1. The Principal or their designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level 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 appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. 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, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians, and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each

²² 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including consideration of zero-tolerance policies for school violence;

building-level emergency plan. The use of the District's mass communication system is typically utilized.

6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. 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.²³
10. The district has a zero-tolerance policy for acts of school violence.

PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

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 serve 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

²³ 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

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 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	Description	Justification
Information Technology	<ul style="list-style-type: none"> • Director (WAA) • Technical Workers (STEPS) • Individual Contracts 	This group is needed to maintain network connectivity, along with District related devices required to maintain 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.
Health Services	<ul style="list-style-type: none"> • WAA • WRPNA 	To assist with testing requirements, reporting and contract tracing.
Business Operations	<ul style="list-style-type: none"> • Individual Contracts • WOU 	Where necessary to ensure the continued operation of the District.

1. **Positions considered non-essential** (*“Non-essential” shall refer to a designation made that a public employee 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 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 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. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:

- 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.

1. In the event an employee is exposed to a known case of a communicable disease that is the subject of a state disaster emergency involving a communicable disease, 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 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 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.

1. The District shall maintain documentation outlining when all essential employees 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.

1. If emergency housing for essential employees 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 state disaster emergency involving a communicable disease 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.

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 EMERGENCY²⁴

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

²⁴ 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

- 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 EMERGENCIES²⁵

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

²⁵ 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

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.

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.
 - A. Safety Officer(s): Monitors safety conditions and develops measure for assuring the safety of all response personnel.
 - B. Liaison Officer(s): Serves as primary contact for supporting agencies assisting at an incident.
 - C. Public Information Officer(s): Serves as the conduit for information to internal and external stakeholders, including the media or parents.
- 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.
- III. Planning/Documentation Chief: Plans and conducts exercises, completes after-incident debriefings, and reports, documents all incidents (both practice and real).
- 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

DISTRICT COMMAND POST (DCP):

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

POTENTIAL ICS EMERGENCY SITES:

BUILDING	USES
WCSD District Office	Command Center, Public Information Center, Communications Center
Roy C. Ketcham HS	Alternate Command Center, Shelter-in-Place, Staging Area(s)
Brinckerhoff ES	Shelter-in-Place, Staging Area(s)
Fishkill ES	Shelter-in-Place, Staging Area(s)
Fishkill Plains ES	Shelter-in-Place, Staging Area(s)
Gayhead ES	Shelter-in-Place, Staging Area(s)
James S. Evans ES	Shelter-in-Place, Staging Area(s)
John Jay HS	Alternate Command Center, Shelter-in-Place, Staging Area(s)
Kinry Road ES	Shelter-in-Place, Staging Area(s)
Myers Corners ES	Shelter-in-Place, Staging Area(s)
Oak Grove ES	Shelter-in-Place, Staging Area(s)
Orchard View Alternative HS	Shelter-in-Place, Staging Area(s)
Sheafe Road ES	Shelter-in-Place, Staging Area(s)
Vassar Road ES	Shelter-in-Place, Staging Area(s)
Van Wyck JHS	Shelter-in-Place, Staging Area(s)
Wappingers JHS	Shelter-in-Place, Staging Area(s)

SECTION IV COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES²⁶

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 LAW²⁷

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.

²⁶ 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

²⁷ 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

CONTACTING PARENTS, GUARDIANS OR PERSONS IN PARENTAL RELATION TO THE STUDENTS OF THE DISTRICT IN THE EVENT OF A VIOLENT INCIDENT OR AN EARLY DISMISSAL²⁸

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.²⁹ 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

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 including that which is outlined in our [District Plan for Remote Learning](#).

²⁸ 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

²⁹ 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

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 District Liaison Officer 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

25 Corporate Park Drive
Hopewell Junction, NY 12533-6562
Phone: 845-298-5000

BRINCKERHOFF ELEMENTARY SCHOOL

16 Wedgewood Road
Fishkill, NY 12524-1498
Phone: 845-897-6800

FISHKILL ELEMENTARY SCHOOL

20 Church Street
Fishkill, NY 12524-1304
Phone: 845-897-6780

FISHKILL PLAINS ELEMENTARY SCHOOL

17 Lake Walton Road
Wappingers Falls, NY 12590
Phone: 845-227-1770

GAYHEAD SCHOOL

15 Entry Road
Hopewell Junction, NY 12533-0307
Phone: 845-227-1756

JAMES S EVANS ELEMENTARY SCHOOL

747 Sergeant Palmateer Way
Wappingers Falls, NY 12590-4097
Phone: 845-298-5240

JOHN JAY SENIOR HIGH SCHOOL

2012 Route 52
Hopewell Junction, NY 12533-0038
Phone: 845-897-6700

KINRY ROAD ELEMENTARY SCHOOL

58 Kinry Road
Poughkeepsie, NY 12603-5437
Phone: 845-463-7322

MYERS CORNERS SCHOOL

156 Myers Corners Road
Wappingers Falls, NY 12590-3898
Phone: 845-298-5260

OAK GROVE ELEMENTARY SCHOOL

40 Kerr Road
Poughkeepsie, NY 12601-5899
Phone: 845-298-5280

ORCHARD VIEW ALTERNATIVE HIGH SCHOOL

25 Corporate Drive
Hopewell Junction, NY 12533
Phone: 845-298-5000

ROY C KETCHAM SENIOR HIGH SCHOOL

99 Myers Corners Road
Wappingers Falls, NY 12590-3297
Phone: 845-298-5100

SHEAFE ROAD ELEMENTARY SCHOOL

287 Sheafe Road
Wappingers Falls, NY 12590-1299
Phone: 845-298-5290

VASSAR ROAD ELEMENTARY SCHOOL

174 Vassar Road
Poughkeepsie, NY 12603-5499
Phone: 845-463-7860

VAN WYCK JUNIOR HIGH SCHOOL

6 Hillside Lake Road
Wappingers Falls, NY 12590-6410
Phone: 845-227-1700

WAPPINGERS JUNIOR HIGH SCHOOL

30 Major MacDonald Way

Wappingers Falls, NY 12590-3798

Phone: 845-298-5200

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	Dr. Dwight Bonk	845-298-5000 x40145
Assistant Superintendent for Compliance & Information Systems	Daren Lolkema	845-298-5000 x40138
Assistant Superintendent for Finance & Business Development	Kristen Crandall	845-298-5000 x40149
Assistant Superintendent for Human Resources & Labor Relations	Dr. Dwight Bonk	845-298-5000 x40115
Assistant Superintendent for Curriculum & Instruction	Dr. Michelle Cardwell	845-298-5000 x40142
Transportation Supervisor	Eileen True	845-298-5225 x44105
Bus Dispatch Office – Head Bus Driver	Carol Busch	845-298-5225 x44120
Assistant Head Bus Driver		
District Clerk	Alberta Pedro	845-298-5000 x40145
Public Information	Amy Watkins	845-298-5000 x40176
Director of Facilities III	Ron Broas	845-298-5150
Senior Groundskeeper		845-298-5150
Athletic Director	Kurt Jesman	845-897-6700 x30095
Cafeteria Services	Matthew Flusser	845-298-5075
Adult Education	Jeffrey Behnke	845-298-5000 x40137
East Fishkill Town Supervisor	Nick D’Alessandro	845-221-4303
Fishkill Town Supervisor	Ozzy Albra	845-831-7800 x3309
Poughkeepsie Town Supervisor	Jon Baisley	845-485-3603
Wappingers Town Supervisor	Dr. Richard L. Thurston, Esq.	845-297-4158
East Fishkill Fire District HQ		845-226-1652
Fishkill Fire Department		845-896-6613
Rombout Fire Company		845-896-8620
New Hackensack Fire Company		845-297-3897
Ambulance - EMStar Ambulance Service		845-621-9300
Dutchess County		
County Executive	Marcus J. Molinaro	845-486-2000
Emergency Management	Dana Smith	845-486-2080
Public Safety Commissioner	Sabrina Marzouka	845-486-3800
County Health Department	A. K. Vaidian, MD, MPH	845-486-3400
Red Cross Emergency Services		845-471-0200

APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(ii)** policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the

officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

- 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- 155.17(c)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;
- 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- 155.17(c)(1)(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- 155.17(c)(1)(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

- 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.