



SOMERS

CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

UPDATED APRIL 2021

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

Table of Contents

District-wide Safety & Emergency Management Plan.....	1
Section I - General Considerations and Planning Guidelines.....	3
PURPOSE.....	3
Superintendent’s Directive.....	3
Identification of the District Safety team.....	5
District Safety Team:.....	6
Concepts of Operation.....	7
Plan Review & Public Comment.....	7
Section II Risk Reduction/Prevention and Intervention.....	8
Prevention and Intervention Strategies.....	8
Improving Communication with Students.....	9
Reporting Threats or Acts of Violence.....	9
Training, Drills and Exercises.....	10
Drills and Exercises:.....	10
Staff Development Training:.....	11
Proactive Building Security Measures.....	11
Vital Educational Information.....	12
Early Detection of Potentially Dangerous Behavior.....	12
Police Agencies.....	13
Hazard Identification.....	13
Identification of Potentially Dangerous or Hazardous Sites:.....	13
School Safety Personnel Allocations, Hiring, Duties, and Training.....	14
Private Security and School Resource Officers.....	14
Allocations.....	14
Hiring.....	14
Duties and Training.....	15
Section III - Response.....	15
Notification and Activation - Internal and External Communications.....	15
External.....	15
Internal.....	16
Situational Responses.....	16
Multi-Hazard Response.....	16
Response Protocols.....	16
School cancellation.....	16
Early dismissal.....	16
Evacuation.....	16
Sheltering Sites (internal and external).....	17
Protocols for Responding to Bomb Threats, Hostage-takings, Intruders, Abduction, and Other Emergency Situations.....	17
Responses to Implied or Direct Threats of Violence.....	18
Responses to Acts of Violence.....	19
State Disaster Emergency Involving a Communicable Disease.....	20
Background.....	20
Protocols.....	20
Identification of District Resources Which May Be Available for Use During an Emergency.....	25

Coordination and School District Resources and Manpower During Emergencies.....	25
Participating in Unified Command under ICS Principles	25
Assignment of Responsibilities	25
ICS Positions	26
District Command Post (DCP):	26
Potential ICS EMERGENCY Sites:	26
Section IV – Communication with Others.....	27
Obtaining assistance during emergencies from emergency service organizations and local government agencies.....	27
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	27
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.....	27
Section V – Recovery.....	28
Continuity of Operations	28
Continuity of Instruction.....	28
District Support for Buildings.....	29
Disaster Mental Health Services	29
Appendix 1 - Listing of School Buildings	30
District Office	30
Somers High School.....	30
Primrose Elementary School.....	30
Somers Intermediate School.....	30
Somers Middle School	30
Appendix 2 – Building-level Emergency Response Plans.....	30
Appendix 3 – Memoranda of Understanding	31
Appendix 4 – District Resources – Contact Information.....	31
Appendix 5 – Section 155.17 Regulation Compliance Reference	32

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 school emergency plans required at the building level. 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 Somers 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 of Business and Operations, Christopher Platania, will serve as the District’s Chief Emergency Officer (CEO)¹ whose duties shall include, but not be limited to:²

1. coordination of the communication between school staff, law enforcement, and other first responders³

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;

2. leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans⁴
3. ensuring staff understanding of the district-wide school safety plan⁵
4. ensuring the completion and yearly update of building-level emergency response plans for each school 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 Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. assisting in the selection of security related technology and development of procedures for the use of such technology⁷
6. coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan⁸
7. ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807⁹
8. ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner
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.

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

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

IDENTIFICATION OF THE DISTRICT SAFETY TEAM

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 District-wide Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, parent organizations, bus drivers and monitors, school safety personnel and other school personnel as deemed necessary. At the discretion of the board of education, a student may be allowed to participate on the safety team, however, no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

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

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct District-wide Safety Team training sessions as necessary, which will include a minimum of 2 work sessions and 1 training session.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

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.

DISTRICT SAFETY TEAM:¹¹

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

TITLE	NAME	OFFICE PHONE	Extension
Superintendent	Raymond Blanch	914-277-2400	5100
Board of Education Member	Joseph Marra	914-964-6806	
Director of Human Resources/ Student Services Mgr.	Matthew Carr	914-277-2430	5203
District/SHS Nurse	MaryAnn Castro	914-248-8585	4400
Assistant Superintendent for Business/ Chief Emergency Officer	Christopher Platania	914-277-2410	5603
Director of Learning	Kevin Guidotti	914-277-2405	5403
Director of Counseling	Phil Kavanagh	914-248-8585	4303
Supervisor of Buildings & Grounds	Robert Klick	914-277-4884	5606
Director of Special Services	Stacey Elconin	914-277-3777	5303
Supervisor of Transportation/Bus Driver	Nathanael Spence	914-277-3180	5607
Parent/Community Member	Karen Collura	914-248-7616	
Bus Monitor	Lugrezia Zegarelli	914-960-2232	

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 other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. 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.

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 his/her 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 by September 1st pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by **October 1st** of each year or within 30 days of adoption.

SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

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

1. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - Emergency Responders
 - Regional BOCES
 - District
 - Consultants
2. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques
 - b. Non-violent conflict resolution skills and
 - c. Peer Mediation and Youth Court
 - d. Extended day and other school safety programs
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 is 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
 - a. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
 - b. All staff members are expected to wear District-issued photo identification badges.
 - c. Each teacher/staff member who occupies a room or area must scan the room or area upon first entering. The principal or a designee should be notified immediately if anything looks suspicious.
 - d. After the designated start time of the school day, each school will be appropriately secured.
 - e. All visitors must report to each building's designated single point of entry before proceeding further into the building.
 - f. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Dept., prior to delivery.

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;

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

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry
- h. Assigned School Resource Officer to each building.

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with guidance counselors, social workers, and school psychologists.

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.¹³

The school district's Code of Conduct which is sent home with students, disseminated electronically through Family ID and signed off electronically, mailed to parents and/or disseminated to all students in the beginning of the school year during an assembly program, addresses bullying, violence and harassment and their consequences.

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

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

REPORTING THREATS OR ACTS OF VIOLENCE

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

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 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 through Anonymous Alerts, which has a link on the District website, as well as each school building website.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

TRAINING, DRILLS AND EXERCISES

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

EARLY DISMISSAL 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 of the drills and offer feedback regarding the effectiveness of these drills.

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;

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.

In addition to post-drill debriefings conducted by each emergency response team, each building will complete a drill evaluation form that will be submitted to the Safety and Security Coordinator, Dan Corrado, for periodic review with the District-wide Safety Team for periodic review.

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.¹⁶

The District will provide advanced training for each Emergency Response Team (ERT) 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, Early Dismissal and Fire. The District may involve local emergency responders as well 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 a limited points of entry system. 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 monitors or office staff members just inside the entrance to each school in the District. These monitors ensure visitor sign-in procedures and help supervise building traffic flow. The monitors are under the supervision of the building principals.
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.
6. A School Resource Officer, from the Westchester County Department of Public Safety, is assigned to each school building.
7. Security cameras are in place in the interior, as well as exterior, of each school building.
8. Security Guards are in place at the main entries of each school building during after school hours.

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 summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for bullying, violence, and harassment.
2. A "plain language" summary of the Code of Conduct is mailed or disseminated electronically to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Child Study Teams or their equivalents meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students are involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.

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, 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;

8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District works in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

POLICE AGENCIES

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

<u>Agency</u>	<u>Phone Number</u>
Somers Police Department	914-277-3651
Westchester County Police	914-741-4400
New York State Police	914-769-2600

HAZARD IDENTIFICATION

IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-off
 - Gas appliances
 - Heating plant
 - Sewage system
 - Structural failure
 - HVAC
 - Water supply/shut-off
 - Chemical storage and cleaning supplies
 - Paper supply storage
 - Industrial arts room
 - Science rooms and labs
 - Isolated areas near the school

- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING¹⁹

PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

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

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

ALLOCATIONS

- 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.
- 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 and complete reference checks in order to be employed.

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;

DUTIES AND TRAINING

Security/ Safety Personnel

Security Personnel provide a sense of smooth transition and security while students, staff and visitors move about the district school buildings. Their duties may include:

- door security
- greeting visitors/distributing passes
- directing hall traffic (check all passes)
- patrolling hallways, lavatories, school grounds, and cafeterias
- alerting building administrators about altercations/situations
- interaction/intervention as required
- assisting law enforcement officers in the performance of their duties
- reporting vandalism and unsecured areas to building administrators
- other duties specific to security purposes as determined by the building administrator

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

EXTERNAL

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

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

During an emergency, all contact with the media will be handled either by the Superintendent or his/her designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his/her designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. 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.

INTERNAL

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

SITUATIONAL RESPONSES

MULTI-HAZARD RESPONSE

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

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

RESPONSE PROTOCOLS

SCHOOL CANCELLATION

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

EARLY DISMISSAL

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

EVACUATION

- The Superintendent or his/her designee will determine the level of the threat.
- The Superintendent or his/her designee will contact the transportation supervisor to arrange transportation. He/she will also arrange for student-parent reunification.

- The Superintendent or his/her designee will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. He/she will report to the superintendent or his/her designee any missing staff or students.

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or his/her designee (IC) 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. He/she will report to the (IC) any missing staff or students.
- The Superintendent or his/her designee will make appropriate arrangements for human needs in the event of a long-term situation.

PROTOCOLS FOR RESPONDING TO 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 Response Plan. Emergencies include but are not limited to the following situations.

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

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;

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 his / her designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors and visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or her/his designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The district disseminates educational material, including but not limited to emails and formal brochure, 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 her/his 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.
5. Each building has the availability of a Threat Assessment Team. This is 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 measure consistent with the District's Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and/or police involvement.

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;

RESPONSES TO ACTS OF VIOLENCE²²

1. The Principal or her/his designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or her/his designee then determine the appropriateness of directing the Emergency Response Team to be activated.
3. The **Emergency Response Team (ERT)** consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter – In – Place, Fire or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. 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 ERT 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 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 and reported acts of violence and will make the determination of disciplinary measure(s) consistent with the District’s Code of Conduct. Chronic offenders may require a behavior intervention plan, 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.

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;

STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease. The new legislation 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 Emergency Response Plan. The following information will be used as a guideline for any new state disaster emergency involving a communicable disease that emerges. The District understands that each state disaster emergency involving a communicable disease will likely vary in contagion level, veracity and duration. In all likelihood, an updated **Reentry Plan**, with updated protocols and guidelines will be developed, specifically to address the new pandemic.

PROTOCOLS

1. In the event of a state-ordered reduction of the District’s in-person workforce, the following is a list of **essential** employees.

Essential Position	Description	
Information Technology	Director of Technology Network Engineers Technical Support Staff	This group is needed to maintain the internet capability including remote learning and working from home.
Custodial and Maintenance	Director Asst. Director Senior Custodians Custodians Maintenance Mechanics Grounds	This group is needed to maintain the cleanliness and continued functioning of the building & grounds.
Administration	Superintendent & Asst. Superintendents & Directors	Required to ensure continuity of the response efforts.
Building Administration & Clerical Support	Building Administrators & Clerical Support	Required to ensure continuity of the response efforts.
Faculty and Staff	Teacher/Related Service Provider including Teaching Assistants and 1 to 1 Aides	Should it become necessary to meet a student’s needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis.
Security	Security Coordinator & Security Assistants	To ensure the safety/security of the campuses.

Transportation	Director and Assistant Director of Transportation, Support Staff including Bus Monitors & Transportation Personnel	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	Food Service Director & Food Service Workers	To prepare and distribute meals to students.
Health Services	Director of Health Services and staff as deemed necessary	To assist with testing requirements, reporting and contract tracing.
Business Operations	Accounting, Payroll, Accounts Payable, Purchasing	Where necessary to ensure the continued operation of the District.

2. In the event of a state ordered reduction of the District’s in-person workforce the District will provide the opportunity for all **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, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace. Faculty and staff will be provided with the necessary electronic devices and the required software technology to provide non-essential employees access to any essential school required technology programs, which includes, but is not limited to school email, payroll, accounts payable, student information systems, as necessary to execute all school responsibilities. Somers Central School District Staff will be guided on this as per the **Building Level Emergency Plans** and the **SCSD Reentry Plan**.

3. To the extent possible the District will stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites. Staff and students typically drive or are driven, via personal vehicle to campus. In an effort to reduce overcrowding on public transportation systems and at worksites:
 - a. Class schedules, if scheduled to be on site, buildings will practice social distancing and mask wearing. Classrooms and spaces will spread out students to reduce the number of people in spaces. Students will be attending school using a combination of full time in, as well as a hybrid model which will stagger students by cohort, using last name and alternating days of the week for attendance. This will limit the number of persons in school and who might need to access public transportation.
 - b. Staff will arrive on campus prior to students at staggered times/work shift or/and staggered assigned days of work.
 - c. If no students are in school, staff will continue to have their work shift or assigned days of work staggered.
 - d. Visitors will not be permitted on campus, unless scheduled prior or deemed necessary by the Building Administrator.

4. Personal protective equipment (PPE) will be procured and stored:
 - a. The Facilities Department will maintain a quantity sufficient to provide each type of PPE for each essential employee. Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
 - b. PPE equipment will be readily available, if needed.

5. In the event an employee, or student is exposed to a known case of a communicable disease that is subject to a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the District will respond as per the District's Reentry Plan, which will be developed to provide clear guidelines to direct the SCSD Community response to the event.

MANAGEMENT OF SICK PERSONS

- Staff will be provided training through Global Compliance Network on how to identify signs of illness in students and staff.
- Staff who identify a student with state disaster emergency involving a communicable disease symptoms will contact their school's nurse via phone.
- The school nurse or other designated personnel in each building will determine if the child should be sent to the nurse's office or to the isolation room.
- The person will be assessed by a registered nurse at the school to determine if the child should be sent home or remain in school.
- Parents will be contacted and advised to transport the student home or to a healthcare facility.
- Areas used by a sick person will be closed off and not used before cleaning and disinfection.
- When possible, custodial staff will clean and disinfect the area in accordance with Westchester County Department of Health and NYSDOH guidelines.

IN THE EVENT A PERSON IS DIAGNOSED WITH COMMUNICABLE DISEASE THAT IS SUBJECT TO STATE DISASTER EMERGENCY WHILE AT SCHOOL, THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

- The school physician and department of health will be contacted to advise of the confirmed diagnosis and confirm which students and staff will be advised to stay home.
- Persons who had close contact with a person diagnosed with the communicable disease will be advised to stay home and self-monitor for symptoms and to follow NYSDOH guidance if symptoms develop. If a person does not have symptoms, they will be instructed to follow appropriate NYSDOH guidance for home isolation.
- Close contact will be defined in accordance with the Westchester County Department of Health.
- Sick staff members and children will be advised not to return until they have met NYSDOH criteria to discontinue home isolation.
- SCSD will consult with the Westchester health department regarding the current local hospital capacity when making decisions on school closures.
- Staff and families will be notified of a positive case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

IN THE EVENT THAT THE SCHOOL IS NOTIFIED VIA A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE SCREENER, THAT AN EMPLOYEE OR STUDENT HAS BEEN EXPOSED TO SAID PUBLIC HEALTH DISEASE AND ARE QUARANTINED, OR IF A FAMILY MEMBER HAS BEEN DIAGNOSED WITH OR PRESUMED TO HAVE SAID DISEASE AND/OR IS BEING ISOLATED, THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

- Personnel and students with known exposure to someone with diagnosed or presumed to be diagnosed with the state disaster emergency involving a communicable disease will be instructed to follow quarantine guidelines issues by the NYSDOH.
- The custodial staff will be informed so that all desks, lockers, and workspaces of the person are thoroughly disinfected. Custodial staff will follow all current NYSDOH guidelines on cleaning and disinfecting school buildings.

STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE TESTING

Somers School District is not equipped to conduct testing in the event of a large-scale outbreak. We have a standing relationship with the Westchester County Department of Health and in the event that testing is required, we will defer to the WCDOH for any required or relevant information. This information will be disseminated through our communications platform.

Students, faculty and staff can also call the NYSDOH helpline at 1-866-881-2809 for assistance locating a testing site.

CONTACT TRACING

Contact Tracing Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population. NYSDOH defines a close contact as it relates to the current state disaster emergency involving a communicable disease. Somers Central School district will notify the state and local health department immediately upon being informed of any positive state disaster emergency involving a communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the Somers Central School District.

To assist the local health department with tracing the transmission of a state disaster emergency involving a communicable disease, Somers Central School District has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members.
- Ensuring student schedules are up to date.
- Keeping a visitor log that includes date and time address and phone number, and where in the school they visited.
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.
- Informing local health department of staff member testing positive regardless of county of residence.
- For all contact tracing, the WCDOH will require the name, address, and phone number as well as the name and phone number of the guardian of a student.
- If/when state disaster emergency involving a communicable disease cases are discovered, in consultation with the Westchester County Department of Health, Somers Central School

District will follow WCDOH guidelines as they pertain to closing or quarantining locations of potential exposure, cleaning and disinfecting locations and providing WCDOH with information as required.

- Ill students and staff will be assessed by the school nurse or medical director in their absence. They will be sent home for follow-up with a health care provider. A doctor's note will be required to return.
- Modified school operations may be considered prior to instituting school-wide closures to help mitigate a rise in cases.
- Confidentiality must be maintained as required by federal and state laws and regulations.
- Staff should not try to determine who is to be excluded without guidance and direction from the local health department.

RETURNING TO SCHOOL

The following procedure will be followed for allowing persons to return to school following illness or diagnosis of a confirmed case of a state disaster emergency involving a communicable disease or following quarantine.

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the NYSDOH and their return is coordinated with the Westchester Department of Health following those guidelines created specifically for the current state disaster emergency involving a communicable disease as they pertain to people in the following categories; untested persons, tested persons and tested persons with no symptoms.

6. All essential employees will have their hours and work locations documented, including off-site visits, by:
 - a. All entrances will be locked with guard staff posted.
 - b. All employees will use their access cards for entrance which documents their arrival on premises.
 - c. Payroll, attendance, and time cards will further document an employee's presence on campus.
 - d. Any other essential workers will sign in with guards, and their presence registered in the visitor log book.
 - e. No other visitors will be allowed on site.

Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

7. If emergency housing is needed the District will lodge essential employees on district property. Essential employees requiring lodging will be housed at the Somers High School or Somers Middle School. This will provide access to showers and bathroom facilities. Meals will be provided as necessary.
8. Other
 - a. 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 EMERGENCY²³

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

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

COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES²⁴

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

PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

ASSIGNMENT OF RESPONSIBILITIES

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

²³ 155.17(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;

²⁴ 155.17(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;

1. It is recommended that all administrators and Emergency Response Team members complete the incident command training level one.
2. It is recommended that all District Emergency Response Team members complete incident command training level one and level two.

ICS POSITIONS

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

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

DISTRICT COMMAND POST (DCP):

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

POTENTIAL ICS EMERGENCY SITES:

BUILDING:	Use(s):
Somers Middle School	Primary Command Center Public Information Center Communications Center
Somers High School	Alternate Command Center Shelter-in-Place Staging Area(s)
Primrose Elementary School	Shelter-in-Place Staging Area(s)
Somers Intermediate School	Shelter-in-Place Staging Area(s)

SECTION IV – COMMUNICATION WITH OTHERS

OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS AND LOCAL GOVERNMENT AGENCIES²⁵

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

OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW²⁶

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and his/her designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:
 - a. Somers Police Department
 - b. Somers Fire Department
 - c. New York State Police
 - d. Westchester County OEM
 - e. Westchester County Police Department
 - f. Somers EMS
 - g. Red Cross

CONTACTING PARENTS, GUARDIANS OR PERSONS IN PARENTAL RELATION TO THE STUDENTS OF THE DISTRICT IN THE EVENT OF A VIOLENT INCIDENT OR AN EARLY DISMISSAL²⁷

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 his/her designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures

²⁵ 155.17(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;

²⁶ 155.17(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;

²⁷ 155.17(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;

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.²⁸ 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 may include, **but is not limited to**, the following online services:

- Microsoft Office 365
- BrainPop
- Common Sense Education
- Discovery Education
- NewsEla
- Renaissance Learning
- Castle Learning
- McGraw Hill
- SuperTeacher Worksheets
- The Real War Math
- WebAssign
- SmartMusic
- Project Lead The Way
- Gizmo
- Brainology
- Audacity
- ABC Learn
- Zoom
- GoTo Meeting
- Schoology
- Schoology Conference
- Naviance

²⁸ 155.17(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;

Detailed grade-specific remote instructional procedures are contained within the District Office.

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

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 Emergency Response Team (BERT), other school buildings may be called to support the 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

250 US-202
Somers, NY 10589
Phone: 914-277-2400

SOMERS HIGH SCHOOL

120 Primrose Street
Lincolndale, NY 10540
Phone: 914-248-8585

PRIMROSE ELEMENTARY SCHOOL

110 Primrose Street
Lincolndale, NY 10540
Phone: 914-248-8888

SOMERS INTERMEDIATE SCHOOL

240 US-202
Somers, NY 10589
Phone: 914-277-4344

SOMERS MIDDLE SCHOOL

250 US-202
Somers, NY 10589
Phone: 914-277-3399

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	Raymond Blanch	914-277-2400
Asst. Superintendent for Business and Operations	Christopher Platania	914-277-2410
Director of Human Resources and Student Services	Matthew Carr	914-277-2432
Director of Special Services	Stacey Elconin	914-277-3777
Director of Learning	Kevin Guidotti	914-277-2405
Director of Transportation	Nathanael Spence	914-277-3180
Bus Dispatch Office – Safety Director	Blasina Silva	914-243-3052
District Clerk	Nancy Corrado	914-277-2400
Public Information	Matthew Carr	914-277-2432
Director of Facilities	Robert Klick	914-277-4884
Athletic Director	Roman Catalino	914-248-7315
Food Services Operation	Norma Zeller	914-248-8585 ext. 222
Adult Education		
Town Supervisor	Richard Morrissey	914-277-3637
Somers Fire Department	Chief John Mackey	914-248-7422 x 105
Ambulance - Somers EMS	Chief John Mackey	914-248-7422 x105
Westchester County		
County Executive	George Latimer	914-995-2900.
Emergency Management	Richard Wishne	914-231-1851
Public Safety Commissioner	Tom Gleason	914-995-2000
County Health Dept.	Dr. Sherlita Amler	914-864-7292
Red Cross Emergency Services		914-946-6500
County Executive	George Latimer	914-995-2900

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.