



# **Mamaroneck Union Free School District**

## **District-Wide Emergency Management Plan**

**2016-2017**

**1000 W. Boston Post Road  
Mamaroneck, NY 10543  
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# INTRODUCTION

Consistent with Commissioner's Regulation 155.17, the Mamaroneck Union Free School District is required to develop a District-Wide Emergency Management Plan designed to: (a) prevent and minimize the effects of serious incidents and emergencies should they arise, and (2) facilitate the coordination of any response with local and county agencies and resources. Furthermore, in response to a wide variety of crises, whether they are acts of violence, natural disasters, or other emergencies, the State of New York enacted the Safe Schools Against Violence in Education (Project SAVE) law.

This District-Wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Our comprehensive planning addresses all three (3) key emergency management components: (1) Risk Reduction/Prevention, (2) Response, and (3) Recovery.

The Mamaroneck Union Free School District supports the goals of Project SAVE legislation and has facilitated a planning process to produce this District-Wide Plan, as well as the development of individual building-level Safety and Emergency Response Plans. In addition, safety training and technical support has been provided through the offices of the Assistant Superintendent for Business Operations to building principals and their Safety Team Members. Ongoing support is provided to each school to improve and refine its emergency management and preparedness.

The Superintendent and Board of Education encourages and supports all district efforts to establish and maintain school safety for its students, staff, parents and visitors. Furthermore, they support the collaborative efforts to prepare and plan working with our local community police and fire departments

## GENERAL CONSIDERATIONS

### A. Purpose

The Mamaroneck Union Free School District-Wide Emergency Management Plan was developed pursuant to Commissioners Regulation 155.17. At the direction of the Board of Education, the Superintendent appointed a District's Chief Emergency Officer who works with the District-Wide School Safety Committee and charged it with the development and maintenance of the District-Wide Emergency Management Plan.

## **B. Identification of District Team**

The District has appointed a District-Wide School Safety Committee, consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, local law enforcement, and other school personnel including Director of Facilities and Director of Public Information. Technical assistance and guidance will also be provided by the Director of Technology. The District-Wide Plan has been updated and revised with input from appropriate staff, including building level administrators, board members, teachers, facilities and other support personnel.

## **C. Concept of Operations**

This District-Wide Plan is directly linked to the individual building-level Safety Plans, including the use of consistent emergency response protocols. An emergency or crisis at the building-level triggers the notification of the Superintendent's Office which activates the emergency chain of command, as well as the response aspects of this District-Wide Emergency Management Plan.

The District-Wide Emergency Management Plan was developed through an analysis of the potential for emergencies and risk assessments, as well as a review of available resources to respond to a variety of emergency situations. School Safety Teams and building principals were trained and briefed on both pre-incident planning and responding to emergencies. Wherever possible, local police, fire and emergency services have reviewed building plans for sheltering, evacuation, lockdown and lockout procedures. The plans have been developed to address the needs of the Mamaroneck School District and the safety of students, staff and visitors within our school buildings, as well as the needs of our community.

In the event of an emergency or incident, the initial response to all situations at an individual school will be by the principal and his/her building-level Safety Team. The building principal and/or his/her designee is responsible for immediately notifying the Superintendent's Office. The Superintendent or the next ranking person in the emergency chain of command is clearly identified and is authorized to assume command. When appropriate, local emergency officials shall also be notified. Police and fire departments, as well as ambulance services shall always be contacted, as appropriate, in the event of any potential injuries or life-threatening situations.

County, state and local resources supplement the school districts emergency action planning:

- Local law enforcement provides guidance and response and review school buildings floor plans, as well as become familiar with the building layout. Law enforcement will also participate in tabletop exercises and drills, whenever possible. The Mamaroneck School District has schools within three separate police/fire jurisdictions (Village of Mamaroneck, Town of Mamaroneck and Village of Larchmont)
- Westchester County has an Office of Emergency Management, which provides information and notification on county-wide disasters and planning. Indian Point

Nuclear facility and severe weather situations such as hurricanes, flooding will activate a county emergency response.

- Community facilities have offered sheltering space for our staff and students in the event of an emergency/evacuation. Our schools also provide sheltering facilities for community members and several local schools.
- Community mental health resources will be utilized for post-incident response such as grief counseling for students, staff and families

#### **D. Plan Review and Public Comment**

Pursuant to Commissioners Regulation, Section 155.17 e (3), this plan will be made available for public comment at least 30 days prior to adoption. The School Board shall adopt the District-Wide Emergency Management Plan only after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education. Full copies of the District-Wide Emergency Management Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption when the original SAVE legislation was enacted. The plan shall be reviewed during the school year by the District-Wide Safety Committee and maintained by the District Administration. The plan shall be updated annually or when changes or revisions are made and submitted to the Board of Education.

### **DISTRICT-WIDE SCHOOL SAFETY COMMITTEE**

Meryl Rubinstein, Assistant Superintendent for Business Operations (Chair)

Nancy Borzain, Parent

Paul Bulova, Board of Education

Dina Murphy, Nurse Coordinator

Steven Frasene, Assistant Principal, Mamaroneck High School

Janet Knight, MTA President

Tammi Godbee, Transportation Dispatcher

Matthew Irvine, Village of Larchmont Police

Chris Jaeger, Village of Mamaroneck Police

Tricia Leicht, Parent

Shanna Leila, Parent

William Maier, Town of Mamaroneck, Police

Debbie Manetta, Public Information

Frank Maresca, Village of Mamaroneck Police

Nora Mazzone, Director of Special Education

George McNally, Director of Facilities

Lisa Pompilio, Village of Larchmont Police

Rosemary Lee, Safety Consultant

Joseph Casbarro, Safety Consultant

# EMERGENCY CHAIN OF COMMAND

## **District Administration Notification**

In the event of an emergency, all building-level administrators will first contact the office of the Superintendent of Schools. If the Superintendent is not available, calls are to be placed to the Assistant Superintendent for Business Operations or the Director of Special Education and/or the Assistant Superintendent for Curriculum & Instructions. A *Chain of Command* flowchart (see page #8) was also created to visually display this sequence. All building administrators are apprised of this information and they have all of the needed telephone numbers to reach the Superintendent, as well as each of the Assistant Superintendents.

## **Secretarial Communication**

As stated in the building-level emergency procedures, when any emergency occurs during the course of the school day, the Superintendent's Office is called first. It will be the responsibility of the secretary in the Superintendent's Office to reach the Superintendent wherever he is. If he is not immediately available, she will call one of the Assistant Superintendents based on the *Chain of Command* to take charge until the Superintendent is available. During a crisis, building principals should not be burdened with making numerous phone calls. Even if the Superintendent is immediately available and in charge of the emergency situation, all three Assistant Superintendents would be immediately apprised by the secretary in the Superintendent's Office of the nature of the emergency and instructed to remain available to meet the Superintendent or his designee at a designated location.

## **Assistant Superintendents' Roles & Responsibilities**

Once advised of the nature of the emergency, the Superintendent is likely to instruct either the Assistant Superintendent for Business Operations or Director of Special Education to play a more prominent role. For example, if the emergency deals with facilities, transportation, etc., Assistant Superintendent for Business Operations is likely to play a key role and involve the Director of Facilities in the response and resolution. If the emergency is a student/staff medical or mental health situation, Director of Special Education would play a key role involving his nurses, psychologists or counselors, as needed. Since the nature of her duties as Assistant Superintendent for Curriculum and Instruction, there is not the likelihood that she will need to be in a primary role when resolving an emergency or crisis. Therefore, she and her secretary would be available to assume leadership of the communications activities that are so vital during an emergency. These communications responsibilities would include, but not be limited to: informing and working with the Public Information person on tasks and the media, preparing a "script" for a One Call Now message, possibly implementing the One Call Now to parents, informing all of the building principals of the emergency situation, working with the Technology Department on technology-related communication issues, etc.

## **Command Center Location**

The District Office of the Superintendent of Schools located at 1000 W. Boston Post Road, NY will be the Command Center from which emergency operations will be facilitated. When the Superintendent or his designee is notified that an emergency exists of sufficient magnitude (or is imminent), the Emergency Management Plan will be activated and the Command Center will be the focus of operations and communications. It is understood that the Command Center could be relocated to another facility should the District Office be unavailable due to the emergency situation (or the need to establish a Command Center closer to a given school which may be experiencing an emergency). Once again, depending on the type of emergency, the Superintendent may want all of the three Assistant Superintendents (and possibly select others like the Director of Facilities, Public Information and Technology) to meet at a designated location at or near the school building experiencing the emergency.

Such a location could be on the grounds outside of a building (such as during a fire) or at the Superintendent's Office (when being physically at a building is not essential). When the Superintendent's secretary informs the Assistant Superintendents of the emergency, she will also indicate *where* and at *what time* the Superintendent wants to meet with them. This location would serve as the "command center" until the emergency situation is under control.

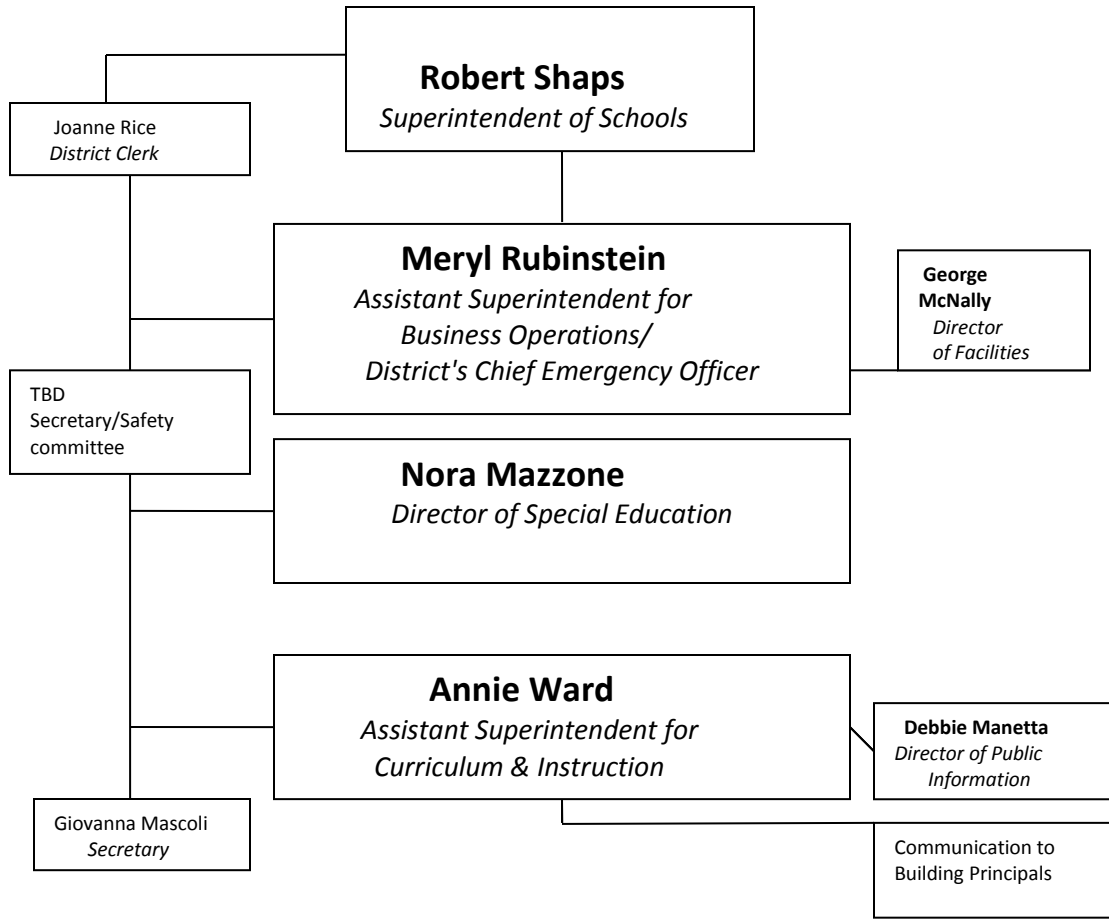
## **Communication with Police and Municipality**

Since there are three (3) police departments and municipalities within the school district (Village of Mamaroneck, Town of Mamaroneck and Village of Larchmont), it is critically important to nurture a strong relationship and communication with each. The importance of effective and timely communication with the local police and municipalities in the event of an emergency is clear to all principals. Furthermore, when school buildings conduct safety drills (e.g., lockdown drills and evacuation drills), the local police jurisdiction is invited to participate in the planning, as well as serving as an *observer* during the drills, whenever possible.

## **Within District Communication**

Communication between administrators during an emergency occurs by regular telephone, cell phone, two-way radios, e-mail and texting.

# Emergency Chain of Command



## Decision-Making During an Emergency

The Superintendent will make all final decisions regarding emergency responses and will be responsible for generating and/or approving any official statements to the Board of Education, to the administration and staff, as well as to students, parents and the media. The following personnel may be assigned to the Command Center to assist:

**Assistant Superintendent for Business Operations**– will coordinate custodial staff, transportation, and other human and material resources needed to address the emergency, especially those related to facilities.



**Director for Special Education** — will coordinate clinical, guidance and district medical services, especially those affecting the mental health of students and staff.

**Assistant Superintendent for Curriculum & Instruction**--- will assist with communication responsibilities during an emergency.

**Director of Facilities** – will manage all aspects of school facilities response.

**Director of Technology** – will provide access to student information systems and data.

**Public Information** — will coordinate press releases, web site and One Call Now.

**Secretaries** – will assist with communication and prepare documents as needed.

### **Emergency Assistance Agencies**

#### **Local Police Departments**

Village of Mamaroneck Police ..... (914) 777-1122

Town of Mamaroneck Police .....(914) 381-6100

Village of Larchmont Police ..... (914) 834-1000

#### **Fire Departments**

Village of Mamaroneck ..... (914) 777-7775/825-8777

Town of Mamaroneck .....(914) 834-2192

Village of Larchmont .....(914) 834-0016/834-0600

#### **Other Support Agencies**

Westchester County Police .....(914) 864-7700

New York State Police .....(914) 769-2600

EMS (Emergency Medical Services) ..... (914) 231-1616

Westchester County Disaster and Emergency Services ..... (914) 864-7714

American Red Cross .....	(914) 946-6500
Westchester Medical Center .....	(914) 493-7000
BOCES Superintendent .....	(914) 937-3820

## **RISK REDUCTION-PREVENTION & INTERVENTION**

### **A. Prevention Strategies & Services**

There are a wide range of prevention strategies and services being implemented throughout Mamaroneck schools K-12. The following represents only a sample of those strategies and services:

- Project ABLE---an anti-bullying leadership experience for middle school students
- Building Bridges---a program that promotes understanding and compassion for those with disabilities
- The Caprice Advisor Program---a program to help students to transition to the high school
- Peer Mentoring/Conflict Resolution---a program to empower students to resolve conflicts in their relationships with others
- CORE (Communicating with Others Respectfully Everyday)---a literature-based program that promotes respect, cooperation and nurtures a positive school environment
- The Inner Resilience Program---a program that integrates social-emotional learning with contemplative practice
- HEART (Humane Education Advocates Reaching Teachers)---an after school program that builds empathy and respect for animals, human beings and our environment
- Big Brother/Big Sister---a program that pairs older students with younger students to build responsibility and positive role-modeling
- Amigos---an after school program that pairs high school students with 1<sup>st</sup> graders and targets English Language Learners (ELLs) to help build relationships, assist with homework and positive mentoring
- ROAR---(Respect, Open communication, Acceptance and Resolution)---provides a common language, activities, and resources to promote cooperation, communication and conflict resolution
- Co-Op Summer Camp---provides academic reinforcement and character building/leadership skills for elementary school students
- Active Parenting Groups---operated by a social worker, explores social-emotional and academic growth with parents
- Tutoring Clubs/Service Clubs and other student led organizations that promote service and community involvement

The District has developed programs, information and activities to aid in risk reduction, including but not limited to the following:

- The District Code of Conduct (posted on the District's web site)
- Anti-bullying/cyber bullying programs for parents, teachers and students
- Positive Behavior Interventions and Supports (PBIS)
- Conflict Resolution and De-Escalation Training
- Child Abuse training and reporting
- Substance Abuse counseling and referral
- Outreach to parents and teachers on early detection of behaviors, and intervention strategies for prevention
- Dignity for all Students Act (DASA)
- CPR/AED Training
- Provide training on school safety, school violence and mental health by September 15<sup>th</sup> or within 30 days of hire, whichever is sooner

### **School Safety Teams & Building-Level Safety Plans**

Each school building in the district has a School Safety Team and a building-level Safety Plan. The responsibilities of the Safety Team include, but are not limited to: pre-incident planning and preparation, development and update of building emergency plans and emergency procedures, the assessment of potential risks, as well as the conducting of safety drills and exercises to test components of their plans. The team also identifies the evacuation site(s) and coordinates with local emergency services in the event of an evacuation. Internal communication within the building (to staff and students) and external communication with central district administration (and with parents), during and after an emergency are also team responsibilities.

### **Facilities and School Security**

The District has initiated safety and security protocols through various initiatives including, but not limited to:

- Visitor sign-in procedures
- Locked Single points of entry (controlled access) with video/audio Buzzer in Elementary and Hommocks Middle School
- Lock box with keys for substitutes in each building
- Created a secure entry way at Hommocks Middle School moving the main entrance
- Security cameras at the high school have been upgraded
- Appropriate signage on school grounds
- Classroom emergency folders (with students' names for attendance and emergency contacts)
- Telephones at each greeter station

- Use of two-way radios for communication
- 9-1-1 call stations – Panic Button
- Prepared and distributed Classroom Emergency Posters district-wide
- Training sessions with local police and teacher aides regarding emergency procedures at lunch, recess and other times during the school day
- Developed a guidance document and procedures for school greeters
- Held two training sessions with school greeters and campus supervisors
- Visited other school districts to see “best practices”
- Beginning of the creation of a Medical Response Team (MRT) in each school
- Planning of text messaging to high school students (continue to research)
- Approval for swipe entry system for all school buildings
- Purchased shirts & jackets to identify campus supervisors
- Purchased additional walkie talkies

The School District also provides monitors for all school main entrances, as well as monitors to supervise lunch periods and recess who assist with the safety and security of students.

The district safety committee has reviewed and is recommending the following items to be further reviewed to improve security:

- Safety at High School is highest physical plant priority
  - Repair of camera system (completed)
  - Entry system to allow doors to be locked and reduce doors being held open
  - Warning buzzers or alert systems on exterior doors to indicate a door is open
  - Engage a physical plant consultant to assist building committee and architect with appropriate plant considerations for safety (completed and in discussion)
- Focus on mental health resources in the district – what are we doing and what do we need to do
- Additional and on-going training for all personnel
- Continued training and cross training for greeters
- ID badge system at all schools (installing swipe entry system)
- Warning buzzers or alert systems on exterior doors to indicate a door is open
- Additional AED/CPR training as needed
- Vestibules/secure entryways at all schools
- Continue to review of safety protocols for school voting day, graduation and other large gatherings
- Lanyards for visitor badges easily identifying person as a visitor

## **Training, Drills and Exercises**

The District has established policies and procedures for annual multi-hazard school safety training for School Safety Teams, as well as staff briefings for review of building safety and security protocols. Training includes building-level Safety Team training addressing emergency planning, response and recovery. Team members jointly revise the building emergency plans for a consistent approach to emergency response. Team members are advised of their roles and responsibilities. Emergency drills and tabletop exercises are conducted. These drills and exercises address sheltering, evacuation, lockdown/ lockout planning and activation. Support and guidance are provided by local emergency response personnel. CPR and safety courses are also provided for staff members. The District oversees drills and exercises to test the effectiveness of the emergency response plans, including overall communications and district level response. Each principal is required to conduct drills as follows;

Total Drills:	8 drills by December 31 <sup>st</sup> 4 drills by summer recess
Lockdown Drills:	4 per year
Evacuation Drill:	8 per year, including fire drills
Table-Top Drills:	In addition to actual drills, the building-level Safety Teams conduct at least one table-top drill each year

## **Bus Safety**

NYS Ed. Law Sec 3623 requires that 3 bus drills be performed annually. The District ensures that there are bus monitors on Special Education buses, including out-of-district Special Education routes when mandated. Bus drivers and monitors receive training annually in accordance with New York State requirements.

Topics for training include; general safety and security, intervention strategies with difficult or challenging students, building security awareness, reporting requirements and procedures. Support staff, such as bus drivers and monitors, is also briefed on school safety and emergency preparedness procedures.

## **Visitor Procedures**

Each school has a greeter station with visitor sign-in procedures. All visitors are expected to sign-in upon arrival at a school and they are issued a visitor's badge (sticker) to wear.

## **Hiring and Screening of School Personnel**

Fingerprinting, criminal background checks and reference checks are required for any employee hired by the school district. Employees include: any person receiving compensation for work from the school district, as well as any contracted service provider involved in direct student contact. District legal counsel is consulted for all matters concerning legal hiring procedures to ensure that all NYS requirements are met.

## **Other Safety-Related Training**

The District provides a range of safety-related training to staff and/or students, including Right-to-Know training, Blood-borne Pathogens training, CPR & AED training, Dignity for All Students Act (DASA) training, and violence prevention training.

## **B. Early Detection of Potentially Violent Behaviors**

The District has implemented policies and procedures related to the early detection of potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors for employees and parents each school year. School guidance and counseling staff provide expert guidance to principals and teachers regarding awareness of potentially violent behaviors. Parents, students and staff receive information on the District's Code of Conduct, available on District website. Local mental health agencies are used as additional resources, as needed, for the students, district staff and parents regarding counseling and referrals.

## **C. Hazard Identification**

The following potential hazards have been identified that might impact the district or a given school building:

1. Mamaroneck Ave. Elementary School is in a flood zone
2. Mamaroneck Ave. School is near a major highway (I-95)
3. Several schools are located along heavily traveled roads (Mamaroneck HS is on Post Rd., Mamaroneck Ave. School borders heavily traveled Mamaroneck Ave., Chatsworth Elementary School borders Chatsworth Ave.)
4. Several schools are located near commercial areas (Mamaroneck HS, Hommocks Middle, Central and Chatsworth Elementary Schools)
5. Mamaroneck HS is located where there are several banks (possible robberies)

## **D. School Locations and Facilities**

Mamaroneck Ave. Elementary School  
Mamaroneck Avenue  
Mamaroneck, NY 10543  
Principal: Virginia Lockwood  
Phone: (914) 220-3602

Central Elementary School  
1100 Palmer Avenue  
Larchmont, NY 10538  
Principal: Joanne Hindley  
Phone: (914) 220-3402

Murray Ave. Elementary School  
Murray Ave.  
Larchmont, NY 10538  
Principal: Jennifer Monaco  
Phone: (914) 220-3704

Chatsworth Ave. Elementary School  
Forest Park Avenue  
Larchmont, NY 10538  
Principal: Katie Anderson  
Phone: (914) 220-3504

Hommocks Middle School  
Hommocks & Boston Post Road  
Larchmont, NY 10538  
Principal: Seth Weitzman  
Phone: (914) 220-3302

Mamaroneck High School  
1000 W. Boston Post Road  
Mamaroneck, NY 10543  
Principal: Liz Clain  
Phone: (914) 220-3105

# RESPONSE

## **A. Notification and Activation (Internal and External Communications)**

In case of a serious emergency incident, the district would use the procedures listed in this section to meet the requirements of notification and activation. A serious incident might warrant the evacuation of students and staff, or the use of alternative strategies such as lockdown/lockout, shelter-in-place depending on the situation, working closely in collaboration with local police/fire authorities and first responders. Each school building in the district has an emergency response plan which is comprehensive in nature and designed to respond to multiple hazards.

The district communications systems include, but are not limited to:

- Central and local telephone systems
- Public address systems within the buildings
- Two-way radio portable systems
- Fax systems
- Cell phones
- E-mail
- Automated calling system (*One Call Now*) used for parent notifications
- Emergency telephones for responders including 911
- Media Broadcasts on local television, cable and radio
- District web site

The Superintendent of Schools shall be responsible with the Public Information Officer for conveying emergency information to educational facilities within the school district to students and staff, as well as to parents, the community at-large and other educational agencies located within the school district's area. The Superintendent has taken appropriate steps to secure the following information about each educational agency within the district;

### **Non-Public Schools**

Westchester Day School  
856 Orienta Avenue  
Mamaroneck, NY 10543  
Rabbi Joshua Einzig, Head of School  
Phone: (914) 698-8900

Westchester Hebrew High School  
856 Orienta Avenue  
Mamaroneck, NY 10543  
Rabbi Jeffrey Beer  
Phone: (914) 698-0806



Saints John and Paul  
280 Weaver Street  
Larchmont, NY 10538  
Thomas Petrillo or Peter Schultz, Principal  
Phone: (914) 834-6332

Children's Corner  
130 Hommocks Road  
Larchmont, NY 10538  
Barbara Miglionico  
Phone: (914) 834-0022

French American School  
Joel Peinado - Supt.  
Debbie Kozlowski - Asst.  
Lower Grades: St. Augustine, Larchmont, NY  
Upper Grades: St. Vito's, Mamaroneck, NY  
Phone # 914-250-0507

## **Media Information and Parent/Community Public Information**

The Mamaroneck Union Free School District has developed a comprehensive Evacuation Master Plan indicating all relevant data regarding each school building, the numbers of students and staff, any special needs individuals, transportation information, and the specific evacuation location for that school. This information is contained in each Building's Emergency Plan. In addition, should a Parent Information Center and/or Media Briefing Center need to be established, the district has identified two locations:

**Mamaroneck High School**

**Hommocks Middle School**

In addition, the district utilizes an automated calling system to alert parents and staff in the event of an emergency. This system is updated annually, and the school web site contains important information for parents in the event of a school closing, evacuation or other incident.

When there is a school emergency, parents and the community will be advised not to arrive at the location of a school emergency unless specifically directed to do so. Parents may be directed to the school building at a designated time (after the situation is resolved), or to the evacuation site (once students and staff have been safely relocated), or to a designated Parent

Information Center (identified above). Such communication to parents and the community at-large and will be provided on a timely basis by the Superintendent or his designee.

## **B. Master Evacuation Plan**

A master evacuation plan has been developed for the district. The plan identifies specific information about the number of students and staff for each school who need to be relocated. It also identifies students who have mobility issues and/or special needs that may need special transportation. It also identifies the various evacuation sites. Each school has a checklist for assessing their evacuation location to ensure that adequate space, communication, and other critical needs have been addressed.

## **C. Situational Responses – Multi-Hazard Response and Emergency Response Procedures and Protocols**

Specific protocols have been developed for a wide range of emergencies ranging from bomb threats and criminal behavior, to dealing with bus accidents, student medical emergencies, Hazmat, and other critical situations. These procedures and protocols are listed in building-level Safety Plans

### **Responding to Acts of Violence: Implied or Direct Threats**

In the event of an act of violence (implied or direct threat) the district shall follow the protocols outlined in the multi-hazard emergency response procedures which are identified in the building-level Safety Plans

A general summary of these response protocols includes;

- Informing the building principal of any implied or direct threat
- Following the classroom emergency procedures as directed by the building principal.
- Utilizing any staff trained in de-escalation strategies
- Utilizing staff trained other specific strategies to address the situation (i.e., use of CPR/AED trained staff)
- Contacting emergency response agencies as soon as possible in the event of an imminent situation by calling 9-1-1 or 9-9-1-1 if you are using a school district telephone
- Collaborating with Police and emergency responders to identify level of threat
- Communicating with the Superintendent/Designee in order to activate the District Command Center or other resources
- Monitoring the situation, and when appropriate, activating the School Safety Team to coordinate local response and maintain internal and external communications

In the event of a serious act of violence, district personnel will follow established protocols, including providing support, communications and media control, assisting in any security management of the site, and providing necessary transportation. Also, media statements and notification to parents and community will be approved by the Superintendent (in coordination with local police and emergency responders, when necessary). Utilizing the Incident Command structure, the District will cooperate with any response agency and Incident Commanders.

### **Arrangements for Obtaining Emergency Assistance from Local Government:**

Fire Department staff conducts ongoing site visits to schools to determine fire evacuation routes and fire suppression or equipment placement. The building principal, in coordination with his/her Safety Team, shall make the necessary arrangements with any proposed evacuation site or location in cooperation with the District Administration. Local agencies shall be consulted as to the security of the school campus and evacuation site, walking routes, and general details in the situation. The Superintendent and District-Wide Safety Committee will coordinate with local/county government officials and state agencies in the event of a regional or community disaster situation.

### **Coordination of Resources and Protective Actions**

Decisions to cancel school, to dismiss early, shelter-in-place, or evacuate shall be made in coordination with local and state emergency responders, as appropriate. Principals and building-level Safety Teams have received training in communications during an emergency and response actions, including procedures which are best practices for Preparedness, Response, Recovery and Post-Incident protocols. Any situation in a school building will have a series of immediate responses as directed by the administrator in charge. As identified in a previous section, the central District Administration will also be notified in the event of an emergency and will coordinate the district resources to provide support and aid to the building principal. In the event of a community-wide or district-wide emergency, the District Administration will take the lead and coordinate any response or protective actions. Accordingly, such decisions as school cancellation, delay, early dismissal, evacuation and/or sheltering-in-place shall be made, as appropriate, in consultation with all parties involved as explained below.

### **Protective Action Options**

The following protective actions may be utilized depending on the situation and extent of any emergency;

- School Cancellation  
The District and building administration will monitor any situation which may require school cancellation prior to regularly scheduled student/staff arrivals. Should a

cancellation be warranted, information will be provided via One Call Now, the district's web site, and local media outlets (radio and television)

- **Early Dismissal**

The District and building administration will assess any situation which may warrant an early dismissal, and all appropriate notifications will be made to staff, parents and community via One Call Now, district web site and local media outlets. Early dismissal forms are completed by parents at the beginning of the school year which indicates any individual to whom a child is to be released. Students will in any case be supervised until they are able to be dismissed in a safe manner consistent with a parent unification plan.

- **Evacuation**

Each school in the district has prepared an extensive evacuation plan which details the circumstances under which an evacuation might be a response option, all routes to evacuation locations have been identified, accountability for all students and staff is an integral component of the plans, in cooperation with local emergency response officials. Communication to parents will follow the same outlets as identified for school cancellation and early dismissal.

- **Sheltering**

Sheltering will be utilized in the event of an emergency where protective actions call for staying within the building in pre-determined locations, as in a threat of high winds and severe weather.

## **RECOVERY**

### **A. District Support to Buildings**

The central District administration will support the building-level Safety Teams during any emergency crisis or response. The District Command Center will continue to operate through to any post-incident recovery. Central administration and the District-Wide Safety Committee will monitor requests for assistance or resources and direct those resources to the needs of the affected school building. This assistance and support includes both material, as well as human resources; for example, assigning additional custodial assistance in the event of a facilities emergency, additional clinical support to support students, or medical support provided by nurses.

### **District Resources to Address Multi-Hazard Emergencies**

The District resources available for use in an emergency include;

**Transportation:** In the event of a school evacuation where buses are needed, buses would be dispatched to the appropriate locations.

Food: The district is able to utilize food services to provide food and water for a limited period of time in our school buildings or delivered to an evacuation location. The American Red Cross can also be utilized in a community-wide disaster and this agency coordinates sheltering and food supplies in conjunction with the use of our school facilities.

Communications: Two-way radios, cell phones, faxes and emergency call out systems are available through the district, as well as the district web site and One Call Now system.

Technology: To ensure access to student information and parent contact information can be made.

## **B. Disaster Mental Health Services**

Mental health professionals (school psychologists, social workers, guidance counselors) will be utilized and deployed under the direction of the Director of Special Education to provide grief counseling and psychological support. Those professionals can also assist with the aftermath of a crisis, including any de-briefing sessions in the post-incident phase. Additional mental health professionals or family practitioners in the community are also available for ongoing support.