

# **District-Wide School Safety Plan**

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**Pine Bush Central School District**

**Updated for September 2024**

**Submitted to the board of education for approval and public hearing on August 20, 2024**

# **District-wide School Safety Plan**

**(As revised Spring 2024)**

## **Pine Bush Central School District**

*Commissioner's Regulation 155.17.*

### **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The 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. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

This plan was developed with a district health and safety committee consisting of representation from students, parents, labor unions, school leadership teams, and community members **(see 2002-2003 District –wide School Safety Team listing)**. A needs assessment was used including data from the Search Institute survey and the Pine Bush COPS Project survey.

The Pine Bush Central School District supports the SAVE Legislation, and recognizes the critical link between achievement and safe, healthy, orderly and supportive school environments where learning can take place. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

### **Section I. General Considerations and Planning Guidelines**

#### **A. Purpose**

The Pine Bush Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Pine Bush Central School District Board of Education, the Superintendent of the Pine Bush Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

#### **B. Identification of School Teams**

The Pine Bush Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

#### **2002-2003 District-wide School Safety Team**

**(Responsible for initial plan development)**

Facilitator - Robert Garloch, Director of Operations and Maintenance

Harold Fried, Director of Athletics

Debbie Zamonsky, Home Economics Teacher, Crispell Middle School

Barbara Shearer, School Nurse, EJR Elementary

Mary Montanya, Guidance Secretary CVMS

Phil Hoffman, School Security Aide, PBHS

Melissa Dickinson, School Nurse, Pakanasink Elementary

Carol Kiernan, School Nurse Circleville Elementary  
Marisa Habeck, Secretary Operations and Maintenance  
Ellen Helt, Principal Circleville Elementary  
Trini Giagiakos, Secretary PBE  
Bobbie Ercoline, School Nurse PBE  
Eric Meier, Town of Crawford Police, Board of Education  
Jill Gribbin, School Nurse PBHS  
Susan Walker, Parent  
Marie Lalor, Director of Food Services  
Sandra Butler-Roberts, Director of Human Resources  
Ginny Esposito, Board of Education  
Chris Fox, Dean of Students, PBHS  
Maggie Hyland, School Nurse Crispell MS  
Willy Demetriou, Custodian PBHS  
Art Lange, BOCES  
Nancy Coyne, NYSIR  
Mary Ellen O'Hare, TA Crispell MS, SRP President  
Aaron Hopmayer, co-principal PBHS

### **2023-2024 District-wide Health, Safety & Wellness Committee**

Diana Bowe, CRSP/PTA Council  
Brian Dunn, Superintendent of Schools  
Alyssa DiMaio, PBTA, PAK  
Patricia Fernandez, Nurse, PAK  
Kathy Garry, CVMS/Clerical Unit  
Amy Brockner, Assistant Superintendent, Indoor Air Quality Control Coordinator  
Jen Evens, Athletic Director  
Jill Gribbin, Nurse, HS  
Chris Hendricks, School Counselor, CVMS  
Aaron Hopmayer, Principal, HS  
Sue Johnson, PBE/Pine Bush Teachers Assoc.  
Robert Lawrence, Physical Ed. teacher, CVMS  
Jim Licardi, Director of O&M, Co-Chairperson  
Joe Lenz, Assistant Superintendent of Business  
Cara Robertson. Board of Education  
Caitlin Lazarski, Director of Food Services  
Joe Prestianni, Assistant Principal, CES  
Angela Wise-Landman, Exec. Dir. Of Human Resources, Data and School Counseling, DO  
Alex Tremper, Director of Security, Co-Chairperson  
Katie Yowell, PBTA, EJ  
Gina Dickinson, Confidential Managerial, DO  
Alayne Eisloeffel, Tri County Prevention Services  
Mary Alice Kovatch, ADAC of Orange County

### **C. Concept of Operations**

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plan for each school building. Each school building uses the protocols from the District-wide plan to guide their development and implementation.

The plan was developed by involving community members and representatives from each building. A committee was organized by the Superintendent that met over several months. Members represented the labor unions, PTA Council, high school student senate, building leadership teams, local police, fire, and EMS. The building plans were then written by building-level committees and sent to the district committee for review.

In the event of an emergency or violent incident, the initial response at the individual schools will be by the School Emergency Response Teams. They will notify the district by telephone primarily, with

secondary means of the 2-way radio system. If communication cannot be established, a runner is sent to the administration building.

Upon activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified, and, where appropriate, local emergency officials will also be notified.

The district office administration team has established a phone tree to notify transportation, local radio and television stations, the chief of police, and district administrators of any event from school closings, to emergency situations, as appropriate. The superintendent and building principals have School Messenger call lists in order to reach all contacts by phone, email and/or text.

Orange County and NY State resources could supplement the district's efforts through the Homeland Security Advisory System, the Orange-Ulster BOCES risk management contract, and local emergency services, at the direction of the County Executive and through the District Superintendent. Orange County is in Counter-Terrorism Zone 4 along with Rockland and Sullivan Counties. This zone is a collaboration of the New York State Police, local police agencies, and county governments.

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

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan **was** made available for public comment at least 30 days prior to its adoption. The district-wide plan **was** adopted by the School Board after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The public hearing was held on June 26, 2001. The plan was formally adopted by the Board of Education July 24, 2001.

Full copies of the District-wide School Safety Plan and the amendments were submitted to the New York State Education Department within 30 days of adoption. The plan was reviewed by the Department and notification was received March 1, 2002, that indicated all of the required components were included, however some components needed additional clarifying information. The information was sent to the State Education Department May 21, 2002. A Project SAVE District-Wide School Safety Plan Compliance Review Checklist was sent April 4, 2003, requesting additional elements. The plan **was deemed compliant May 8, 2003.**

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. The Board of Education approves any revisions and the annual review is submitted to the State Department of Education. A copy of the plan will be available at the Administration Building.

## **Section II: Risk Reduction/Prevention and Intervention**

### **A. Prevention/Intervention Strategies**

#### **Program Initiatives**

Listed below are programs and activities the district will utilize for improving communication among students and between students and staff in the prevention of potentially violent incidents. While all of these programs are desirable, some may need additional resources to become fully implemented and require a multi-year approach. Each Building Leadership Team is expected to draw upon district resources, including the District Professional Development Committee, the District Leadership Team, and the District Health and Safety Committee to assist them.

### **PREVENTION/INTERVENTION STRATEGIES**

- x Appropriate for that level and fully implemented
- xx Appropriate for that level but not fully implemented
- xxx Not appropriate for that level

Name of Intervention Program	Elementary School	Middle School	High School
Character Education	x	x	x
Diversity Awareness	x	x	x
Gaggle	x	x	x
No Place for Hate	x	x	x
SPEAK UP	x	x	x

Prioritization of the following program initiatives for implementation should be determined by the District Leadership Team, the District Safety Committee and the District Professional Development Committee:

Name of Intervention Program	Elementary School	Middle School	High School
Alcohol and Drug Abuse Council of Orange County (ADAC)	x	x	x
Building Level Health and Safety Committee	x	x	x
Codes of Conduct	x	x	x
Community Service for Middle/High school students	xxx	xx	xx
Counseling (Individual/Group/Crisis)	x	x	x
Critical Incident Stress Management (CISM)	x	x	x
District Health Safety Committee	x	x	x
Handle with Care	xx	xx	xx
Intensive Day Treatment (I.D.T.)	x	x	x
Parent Education	x	x	x
Positive Behavior Intervention Support	x	x	x
Responsive Classroom	x	x	x
Safety and Security Task Force	x	x	x
Social Emotional Learning Curriculum - Positivity Project	xx	xx	xx
Sports/Clubs/Organizations	xxx	x	x
Student Support Teams	x	x	x
Tri-County Community Partnership	x	x	x

The Search Institute survey assessed 40 developmental assets in March and April of 1999. This is a tool for assessing the health and well-being of middle and high school age youth. Based on this needs assessment, members of the district Drug Advisory Council implemented a Focus on Youth Initiative (FYI). The data indicated a high percentage of youth reporting a need in the empowerment asset area, specifically community valuing youth and youth not given useful roles in the community. There was a

need for adult role models, knowledge of planning and decision-making, and bonding to the school and community. The FYI council was the result of the community mobilization efforts based on the needs assessment. Community business leaders, the police department, and the ecumenical clergy council of Pine Bush, joined to combine resources and write grants. Through these efforts the Safe Places program for after school homework assistance was begun. After school clubs (such as the Boys and Girls Club or Club Kids, as an example) participate in offering before and/or after school programs. The High School has co-curricular advisors for programs including Teen Outreach.

The high school Teen Outreach also provided peer education workshops in RESPECT (Dating violence prevention), team building, diversity training, which is provided at middle schools, also. They also have developed an early-intervention program to help students deal with threatening and aggressive behavior. This "Bully Identification" program at the middle schools offered assistance with behaviors and problems that may have stemmed from and led to poor self-esteem in "bullying students", and provided assertiveness and social skills training for "targets". At the high school, Student Assistance Services facilitate teen support groups. The group goals are to promote social adjustment and development, increase ease of self-expression, and to help define values through age appropriate activities and discussion. The district has nine certified school social workers, ten school psychologists, and ten school counselors serving its seven schools.

Community service opportunities have been expanded beyond charitable collections and projects to Community Service programs at the High School and at all secondary schools through the National Honor Society program.

The High School has implemented a proactive approach with Positive Behavior Intervention and Supports program. Training for this program was done in collaboration with mental health. Diversity Awareness implementation has included the staff training with *Opening Doors*, the high school Unity Club (f/k/a Multi-cultural Club), and the establishment of the district Diversity Task Force. Reporting violations of the code of conduct is outlined in the Code of Conduct in Section VII. A copy of the Code of Conduct is given to each student and staff member in the district. All students are expected to promptly report violations to a teacher, school counselor, building principal, assistant principal, or the superintendent. Reporting may be done confidentially.

***The District has contracted with an external information and technology company to provide district internet monitoring security services used to alert District personnel of suspicious inquiries or dangerous threats. In addition, this initiative provides numerous anonymous platforms to report potential threats or suspicious activity.***

## **Training, Drills, and Exercises**

All district personnel will receive an orientation to the district's multi-hazards emergency plan on an annual basis. The orientation will focus on the district policies and procedures for fire evacuations and emergency response codes procedures, emergency communications and the district's incident command system, an explanation of the red binder system, and the various information safety sheets throughout the classrooms in the district. This orientation will be conducted by the building principal at a faculty meeting, preferably at the initial meeting each school year. (Substitute teachers and teacher aides will receive a fact sheet on the district's policies and procedures upon initial assignment.)

- Each emergency response code procedure will be practiced on an annual basis as part of a regularly scheduled staff meeting to test the district's communication system.
- Building evacuation procedures will be practiced a minimum of 8 times per school year. These procedures will be tested and evaluated during the facilities' fire evacuation drills.

The following are the Fire Drill Regulations/Procedures.

Purposes:

- to ensure that in the event of an emergency, students and staff will be able to leave the school building in the shortest possible time and without confusion or panic;
- to ensure that emergency vehicles can gain access to the building unimpeded by students or

- other barriers and without putting students or staff in jeopardy;
- to ensure that students are away from the building so they are not in danger from a fire, or an impediment to the work of the fire company;
- to ensure that students and staff are attentive and responsive to the directions of school officials who may have to give further directions.

#### Regulations:

- Fire drills must be held at least 8 times in each school year. Four (4) of these drills must be held between September 1 and December 31 of each year.
- Two drills must be conducted in buildings where summer school is held.
- The building principal is required to complete a report at the completion of each drill. If a school fire alarm goes off, the fire department has the authority to enter the school building to determine whether the fire is out and whether the building is safe for occupancy, even in the event of a false alarm. In addition, students may not reenter the building until the fire department determines the building is safe for occupancy. Only the fire department has the authority to order students back into the building. In short, once the fire company arrives in response to an alarm, the fire company is in control.

#### Procedures:

- All windows and doors must be closed during a drill (act accordingly).
- The student register must be in the possession of the teacher throughout the drill.
- Attendance must be taken during the drill to ensure that all students are out of the building and under the supervision of the teacher.
- The most efficient route of egress to the outside of the building from each room must be established and posted. The area outside the building where students are to proceed must also be established and communicated to staff. Such areas must be away from the building and out of the path of any emergency vehicles.
- Students and staff are expected to be silent during a drill, attentive to staff responsible for conducting the drill, and responsive to the directions of such staff.
- The district will conduct one early go-home drill to test its alerting and warning procedures, communications procedures, resources, staff procedures, transportation procedures, public information procedures, and evacuation procedures on an annual basis.
- The emergency plan for sheltering in the event of severe weather threat such as a tornado or thunderstorm will be practiced on an annual basis to test alerting and warning procedures, communications procedures, staff procedures and the movement of students to designated areas within the school building.
- The district will conduct one drill and/or exercise with local law enforcement agencies and other emergency response agencies to practice and review the emergency procedures for a "violent incident" on an annual basis.
- The local bus companies will also conduct safety drills three times a year, concurring with each season.
- Each building will have a plan for evacuation/sheltering in case of emergency.
- Table top drills for intruder incidents, bomb threats, or other threats will be conducted periodically by the building safety committee. Outside agencies will be involved as appropriate.
- Each school will conduct four lockdown drills annually. Greeters at each building need the ability to lock the front door without the need to find a custodian or leave the front door to get a key from the main office. Lockdown procedures include pulling students from a hallway into a classroom during initial hallway sweep (30 seconds). No door is to be opened for anyone during lockdown. Emergency personnel will open doors with the aid of building administrators. Follow the Code of Conduct with regard to cell phone use.**
- District has fully implemented AED program with trained nurses and coaches (a list of currently trained employees are attached).**

Following a program orientation, drill, or exercise, participants will forward their observations to their

Building Safety Committee representative for further review and/or discussion. If immediate action is needed, the principal will be notified in order to take corrective action. The Building Safety Committee will review after-action reports and forward recommendations and suggestions to the District Health and Safety Committee.

## **Implementation of School Security**

### **School Security**

Administrators will initiate a comprehensive security assessment survey of their school's physical design, safety policies, and emergency procedures with yearly updates. The assessment will be conducted in cooperation with law enforcement, school security staff, physical facilities personnel, fire and other emergency service personnel, teachers, staff, students, and other school community members. Using the conclusions of that survey, administrators will assign a safety and violence prevention committee composed of all of the above representatives to develop a comprehensive security plan (School Site Safety Plan). Based on each school's needs, school safety plans will include some or all of the following suggestions:

- Utilize paid, trained, civil service personnel, hired specifically to assist teachers and administrators in monitoring student behavior and activities. Personnel shall possess a secondary level security guard license from the State of New York and preferably be a former police or corrections officer.
- Encourage monitors within schools to develop a good rapport with students. The number of monitors used will be based on the number of students, the extent of problems at the school, and the space and layout of school grounds.
- Enforce restrictions regarding student loitering in parking lots, hallways, bathrooms, and other areas. Publish restrictions in the student handbook/code of conduct.
- Publish district policies and regulations established in the District Code of Conduct concerning searches for weapons and drugs.
- All visitors will be required to sign in and sign out at the school they are visiting and wear a visible visitor's pass. At all buildings, a district employee (greeter) will fill out the pass for the visitor and the visitor must show proper identification. Signs will be posted prominently at all school entrances instructing visitors where to sign in and out. All doors in all schools will be locked, including the main entrance after school buses have unloaded students in the morning. This policy will be published in the student handbook/code of conduct.
- School personnel are responsible for greeting strangers on campus and directing them to sign in if they have not done so. School personnel are also responsible for reporting visitors who have not signed in to a building administrator. School personnel will be reminded of this policy at annual faculty meetings.
- All high school students will be required to carry with them their photo IDs during school and at all school-related activities.
- A closed campus policy will be established that prohibits students from leaving campus except in accordance with their instructional program or with the permission of a school official.
- A cooperative relationship with law enforcement officials and owners of adjacent properties to the school will be established that allows for joint monitoring of student conduct during school hours. Neighboring residents and businesses will be encouraged to report all criminal activity and unusual incidents. A protocol will be established within the school to handle calls from the neighborhood.
- Communications systems that are available as indicated in the communications systems section of the plan will be utilized. These communications systems include, but are not limited to, phone system, public address system, fire alarm, cell phones, pagers, two-way radios, the "lockdown" notification system and mounted cameras systems on buses and school campuses for monitoring.
- A school bus rider attendance checklist will be developed for each regular bus run as well as shuttle bus runs, and will be kept daily.
- Support from outside police agencies will be utilized during school functions as needed.
- School grounds will be patrolled, especially in areas where students tend to congregate such as parking lots, hallways, stairs, bathrooms, cafeterias, and schoolyards.



- The Director of Operations and Maintenance will be responsible for submitting floor plans of each building to each local police force, the State Police, each local fire company, and the EMS. Revised plans will be submitted whenever such changes occur.
- A violent incident response plan will be developed and be part of each Building Safety Plan.
- Emergency response procedures and codes will be established and be part of each Building Safety Plan.
- Outside facility users are expected to maintain security at all times.

## **Job Description for School Security Aide**

Orange County Municipal/School Job Classification Specification

Class Title: School Security Aide

Title: 1566

Distinguishing features of the class: The work involves responsibility for security control of a school building and the surrounding grounds. Incumbents direct visitors to various offices and monitor student activities in areas of the campus. Work is performed under the general supervision of the Building Principal in accordance with established policies and procedures and requires the exercise of independent judgment in response to student disturbances. Does related work as required.

### Typical Work Activities:

- Patrols parking lots, being alert for unauthorized individuals and vehicles;
- Patrols hallways and monitors student movement for evidence of unusual or disruptive behavior;
- Intervenes in student disturbances as needed;
- Reports all instances of intervention and observation of unusual activity to Building Principal or designee;
- May notify other school personnel. i.e. School Nurse, School Counselor, of a student's unusual behavior;
- Provides security and crowd control for after school functions such as dances and sporting events;
- Directs visitors to various offices within the school.

### Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of crowd control and security measures in a school setting; ability to deal effectively with a school age population and the general public; ability to decide on an appropriate course of action; ability to maintain order; good interpersonal and human relations skills; sound judgment to act in emergency situations; maturity; good powers of observation; mental alertness; reliability; physical condition commensurate with the demands of the position.

Minimum Qualifications: None

### Special Requirements:

Must possess at time of application (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

### Note:

Active duty police officers in New York State are exempt from the Special Requirements. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

## **Job Description for School Monitor Title 1562**

Title: Greeter

A greeter is a monitor who is a member of the School Related Personnel Association and shall be responsible for the following duties:

- Maintain a position in the lobby of the school to welcome and/or intercept all visitors and staff

entering the building.

- Request that each visitor show an acceptable form of photo identification (ID). Examples of acceptable forms of ID include: driver=s license with photo, school ID with recognizable photo, valid passport with signature and current photo, work ID with photo, visitor personally known to greeter or staff.
- Greeters will note the type of ID presented on the log sheet. Those visitors without suitable ID will be escorted to the main office or the main office will be contacted to assist with determining if the visitor can be given a pass. The main office will also be contacted if a visitor refuses to show ID or sign in.
- Require the visitor to sign in the log and also sign out upon departure.
- Maintain a record of all visitors which will include: date, name, signature, form of ID, purpose of visit, time of arrival and departure.
- Notify the building principal or designee of any visitors who have not signed out at the end of the afternoon greeters' shift.
- Log sheets are to be kept in a binder, by date, and secured with the building principal at the end of each school day.
- Perform other tasks, at their station, as assigned by the administrator.

Greeters are to receive training and be knowledgeable about all emergency codes and building procedures they would need to know to do their jobs.

### School Resource Officer

The District has contracted with local police agencies to provide school resource officers and other officer resources to assist in District security protocols.

<b>Vital Educational Agency Information – BEDS Data 2023-2024</b>				
Agency	Population	Prof. Staff	Transportation	Key Official / Number
Circleville Elementary School pre-K-5	488	45	Busing, parent pick-up	Kristen Slover / 744-2031 Ext. 5523
E.J. Russell Elementary School pre-K-5	536	50	Busing, Walking, parent pick-up	Elizabeth Halsey-Sproul / 744-2031 Ext. 4203
Pakanasink Elementary School pre-K-5	400	49	Busing, Walking, parent pick-up	Brian Breheny / 744-2031 Ext. 5715
Pine Bush Elementary School pre-K-5	647	55	Busing, Walking, parent pick-up	Eric Winter / 744-2031 Ext. 4303
Crispell Middle School 6-8	615	64	Busing, Walking, parent pick-up	John Boyle / 744-2031 Ext. 4415
Circleville Middle School 6-8	455	50	Busing, Walking, parent pick-up	Lisa Hankinson / 744-2031 Ext. 5603 and Ext. 5601
Pine Bush High School 9-12	1596	130	Busing, Walking, parent pick-up, student drivers	Aaron Hopmayer 744-2031 Ext. 3602 and 3601
<b>Private/ Parochial Schools Serving District Residents</b>				
Agency	Residents:		Buses:	

Chapel Field Christian Academy - In district	85		N/A	845-778-1881
UTA-Mosdos Satmar of Bloomingburg	311		N/A	845-228-8998
Harmony Christian School	23		N/A	845-692-5353
Middletown SDA Church School	12		N/A	845-343-3775
Most Precious Blood	1		N/A	845-778-3028 716-549-1818
Montgomery Montessori	6		N/A	845-401-9232
Our Lady of Mount Carmel	17		N/A	845-343-8836
J.S. Burke	25		N/A	845-294-5481
The Birch School x	1		N/A	845-645-7772
New Beginnings	3		N/A	845-342-0051
Over the Moon - Pine Bush	3			
Northern Acad. Of Arts	2		N/A	845-779-0808
Over the Moon Middletown	1		N/A	845-524-4411
UTA KJ-Klein Boys	2		N/A	845-783-5800
Homestead School - Glen Spey	3		N/A	845-856-6359
Regis High School	2		N/A	
St. John's School	10		N/A	845-294-6434
Center for Discovery Harris	1		N/A	845-794-1400
Center for Discovery - Hurleyville	6		N/A	
Center for Discovery - Comm & Tech School	7		N/A	

Center for Discovery Gym	2		N/A	
Congregation Noam E Lisenk	4		N/A	
Center for Discovery - Gatehouse Monticello	2		N/A	
Center for Discovery Rock Hill	4		N/A	
Mountain Lake Academy, Lake Placid	1			
NJ Youth Challenge Academy, Sea Girt	1		N/A	
Success Academy Hudson Yards NY	1		N/A	
The Mount Academy, Esopus	1		N/A	
Hudson Valley Montessori School, Middletown	1		N/A	
Montessori New Paltz	2		N/A	
Anderson School, Staatsburg	1		N/A	
New Life Christian School, Franklinville	2		N/A	
Devereaux in NY, Red Hook	2		N/A	
Our Lady of Lourdes HS	1		N/A	
St. Therese's Academy, Nicholville	1		N/A	
Bishop Dunn Memorial School, Newburgh	2		N/A	845-565-2744
Edenwald School, Pleasantville	1		N/A	914-769-0456
Linden Hill School, Hawthorne	1		N/A	914-773-7516

Hathorne Cedar Knolls ES, Hawthorne	1		N/A	914-773-7408
Archbishop Stepinac HS, White Plains	1		N/A	914-946-4800
Kaplan Career Academy, New Windsor	2		N/A	
Bergen Catholic HS, Oradell NJ	1		N/A	
Field of Dreams, Slate Hill	3		N/A	
Learning Together, Highland	19		N/A	

### **Coordination of Mental Health Services**

The coordination of the services of mental health personnel with the responsibilities established in the district and school safety plans are as follows:

- The Assistant Superintendent for Instruction will provide building principals with the names of staff on the district Critical Incident Stress Management (CISM) Teams. This list will appear in the Building Safety Plan and be updated by the director as membership on this team changes. The Assistant Superintendent for Instruction will also distribute information about CISM to faculty and staff through newsletters and faculty presentations.
- The building principals will provide the District Health and Safety Committee with the names of staff on the Crisis Response Team. This list will be updated as membership on this team changes. This list will also be published in the District Health and Safety Plan.
- Support staff will be instructed by the Assistant Superintendent for Instruction and the Director of Special Programs on the coordination of school services with the “800” number child abuse hotline.

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

The dissemination of information regarding early detection of potentially violent acts to parents, students, and staff are as follows:

- The District Health and Safety Committee and SEL Universal Screener will update the imminent and early warning signs of violent behavior and provide that information to building principals for inclusion in teacher handbooks.
- The Superintendent will reissue the Superintendent’s letter to Parents on an annual basis.
- Building principals will review and update the imminent and early warning signs of violent behavior at faculty meetings on an annual basis.
- Building principals will review with staff the procedures staff have responsibility for regarding situations of potential violence in school.
- Each Building Safety Team will ensure a plan for safety lessons on child abuse avoidance, and student responsibility for informing adults about students with potentially violent behavior.
- The Building Safety Team will identify and offer programs on these issues to PTA’s.

Strategies for improved student and staff communication about potential violence are as follows:

- The District Health and Safety Committee will update the imminent and early warning signs of violent behavior and provide that information to the building principals for inclusion in teacher handbooks.
- The building principals will review and update the imminent and early warning signs of violent behavioral faculty meetings on an annual basis.

### **District Staff Response to Situations of Potential Violence in School**

The following is the procedure all staff members are expected to follow in response to situations of potential violence in the schools: (Student threat Assessments will be conducted utilizing the District Violence and Threat Assessment Tool, by the assembled Threat Assessment Team.)

- 1) If a staff member becomes aware of a student's threat or actual act of violence:
    - a) The staff member will immediately notify the principal and/or designee.\*
    - b) The principal and/or designee will notify the schools' Crisis Response Team
    - c) The principal and/or designee will arrange to have the student immediately escorted by an adult to the principal's office.
    - d) There shall be NO STOPS, NO EXCEPTIONS, NO QUESTIONS.
    - e) The student will be attended by one or more adults, at all times.
    - f) The Crisis Response Team will conduct a joint assessment.
    - g) Other staff will simultaneously conduct an investigation of the incident.
    - h) The student's parent(s) will be notified and be required to participate in an immediate school conference.
  - l) When a more general threat is made to a large, unspecified group, the principal and/or designee will determine the course of action.
- 2) As a result of the joint assessment and investigation:
    - a) HIGH RISK DETERMINATION  
The principal or designee will do the following:
      1. Advise parents to have the student receive an immediate psychiatric evaluation.
      2. Notify potential victim(s) and potential victim(s)" parents.
      3. Develop a safety plan with the potential victim(s) and potential victim(s)" parents.
      4. Refer for support services or outside services if indicated.
      5. Refer for discipline if indicated.
    - b) LOWER RISK DETERMINATION
      1. Discuss with the student and his/her parent(s) the significance of the incident and possible intervention measures.
      2. Notify potential victim(s) and potential victim(s)" parents.
      3. Develop a safety plan with the potential victim(s) and potential victim(s)" parents.
      4. Refer for support services or outside services if indicated.
      5. Refer for discipline if indicated.
- 3) At the conclusion of the potential incident of violence:
    - a) A written summary shall be prepared by a designated staff person
    - b) Involved personnel shall debrief.

**\*Notify Director of Special Programs whenever a classified student is involved**

### **C. Hazard Identification**

The only potential hazard present in this community would be closure of Route 302. Three of our seven schools are located along the highway, and the other four are nearby. There are no industrial sites,

correctional facilities, malls nor commercial sites in the community of Pine Bush. Severe weather which may cause fallen trees or rock slides blocking bus routes is a potential hazard that is not building specific.

School Building	Potential Emergencies
Circleville Elementary School K-5	Route 302, accidents
E.J. Russell Elementary School K-5 and Pre-K	Accidents
Pakanasink Elementary School K-5 and Pre-K	Accidents
Pine Bush Elementary School K-5	Accidents
Crispell Middle School 6-8	Route 302, accidents
Circleville Middle School 6-8	Accidents
Pine Bush High School & Administration building	Route 302, accidents

## Section III: Response

### A. Notification and Activation (Internal and External Communications) Communication Systems

The district has several communications systems that are used to communicate with the community, between district buildings, and within school buildings. These systems are:

A modern centralized phone system that is accessed by dialing 845-744-2031 and features the following:

- Fully implemented 911 – dial 8 -911 – when dialed, location of caller is identified by building and fire zone.
- Switchboard: The district switchboard is staffed from 8:00 a.m. to 3:45 p.m. on days when school is in session. The switchboard operator can be reached by dialing 845-744-2031 ext. 4000.
- Auto Attendant: The auto attendant permits a caller to call the district at 845-744-2031 and dial an extension, access the school directory, or access the district’s 24-hour information line. The 24-hour information line is updated daily by school personnel and includes school closing information, special event information, athletics information, and cafeteria menus.
- Auto one call system: This system allows an automated mass communication message to be sent out via landline phones, cell phones, e-mail and other electronic devices.
- Information Mailboxes: The phone system features information mailboxes that are used to communicate information to callers, but does not permit callers to leave messages. The district has five of these mailboxes that are used for overnight trips. The advisor on the trip is responsible for updating the mailbox that has been assigned to their trip and for providing the parents of the students on the trip with the directions on how to access the mailbox. The district also uses this type of mailbox for its middle school homework hotlines. The homework hotlines are updated daily by teachers.
- Voice mail: The phone system’s voicemail permits a caller to leave a message for someone when they are on the phone or away from their desk.

A public address system in each school building:

- The public address systems are used to communicate a message to everyone in the building. This system is used by one of the building administrators or their designee to communicate a message that everyone in the building needs to hear. This system is used for general announcements as well as a means for communicating messages to staff during an emergency.

- The buildings also have the ability to communicate with a specific room. This feature is used by the building administrators or the designee when communication is needed only with a particular room and not the entire building.
- Every building has a telephone in every classroom. These phones are programmed to only access internal school extensions. Every teacher has a code they can enter on the phone that will permit them to make local and toll free phone calls. A building level extension is used by staff that has a situation that needs to be dealt with immediately. This extension rings on the principal's, assistant principals' and main office secretaries' phones so that there should always be someone who can answer the call.

The district has a Fire Alarm System in each of its buildings:

- The fire alarms located in each building include pull stations, heat detectors, and smoke detectors. Anyone can pull one of the pull stations in the event of a fire. The pull stations and detectors will activate the fire alarm and notify the fire department.
- Everyone will exit the building when the fire alarm is activated.

***The district has an emergency lockdown system in each of its buildings:***

- ***Immediate alert to all occupants, students, staff and visitors.***
- ***Immediate alert to local emergency service providers.***

The district has cellular phones:

- The District Administrators each have a cellular phone they carry with them. These phones are used to communicate for district purposes. This includes normal communication while away from their offices as well as communication in the event of an emergency.

The district has a fax machine in every building:

- The fax machines are located in the main office of every school, administration building, special programs office, high school guidance office, athletic director's office, food service office, technology office, high school library and the operations and maintenance office.
- Each school has a standard desk phone that can be plugged into the fax line and can be used to make and receive phone calls in the event of an emergency or if the centralized phone system is down. One of the building administrators or the designee will be responsible for plugging the phone in and monitoring its use. During an emergency, this will be a good means of communication as the district's trunk lines and switchboard will most likely be busy.

The district has emergency office notification pendants in every building:

- Each school building visitor locking vestibule has a push button pendant for notification to the administration/main office that immediate assistance is needed.

The district has a two-way radio system:

- The district has radios in each school that have at least two channels that are unique to each building. One channel is used for custodial and the other for administrative. There is a bank of radios in the main office of each building that are used by assistant principals, monitors, security staff, physical education department, and main office staff. These radios are used for normal communication between staff within the building. They will also be utilized in the event of an emergency.
- The district has 12 radios that have a district-wide channel on them. One of these radios is assigned to each building principal, one is in the district office, one is assigned to the Director of Operations and Maintenance, and one is assigned to the Maintenance Foreman. These radios have a line to communicate with each other from anywhere in the district. The radios assigned to the principals are programmed to use the district-wide channel as well as the two channels in their respective building. The district office radio is programmed to use the district-wide channel and the administrative channels in each of the seven buildings. The radios of the Director of Operations and Maintenance and Maintenance Foreman are programmed to use the district-wide channel and the custodial channels in each of the seven buildings. Each of these radios has the ability to scan the channels it



is programmed for. These radios are used for normal communication as well as in the event of an emergency.

- The Town of Crawford Police and the State Police dispatchers monitor the district-wide channel and the high school administration channel. This enables the police to respond quickly to an emergency.
- On all days the district is open, a designated custodian in each building will carry the district wide channel radio. This permits the district office and/or another building to be able to get in touch with the designated custodian in case of an emergency.

The district maintains a Web-site:

- The site address is [www.pinebushschools.org](http://www.pinebushschools.org).
- District, Board of Education, individual school, student and parent resources, and athletic information can be found on the site.
- School closing information and press releases are posted and updated as appropriate.

The administrators utilize email. Messages, alerts, etc. from Homeland Security are sent via email, with follow-up phone calls from the Superintendent's office.

Emergency Response Procedures are standardized at each building. When the Superintendent is alerted to a situation, each staff member in their office is assigned a school building to notify by phone, cellular, or pager with specific instructions according to level of emergency.  
(See section B. Situational Responses, Responses to Acts of Violence for detailed plan)

## **B. Situational Responses**

### **Multi-Hazard Response**

The district has an Emergency Management Plan in a binder at each building which includes a description of specific protocols for the following situations: anthrax; intrusion/hostage taking/kidnapping; hazardous materials spills; civil disturbance/explosion/ fire emergency; severe thunderstorm/tornado; school bus accident (off-site); bomb threat. The general protocol for each hazard uses the chain of command system. (See Incident Command System chart). The incident commander is the Superintendent, followed by the Assistant Superintendent for Instruction, the Assistant Superintendent for Business, the Executive Director of Human Resources, the Building Principals, and the Directors.

The district has formed a Cyber Security Task Force to assist in identifying and mitigating any perceived or actual cyber threats to the district. This committee also provides oversight and planning on all cyber related response action plans and protocols.

### **District Reunification Centers**

South End of the District – Circleville Park

North End of the District – Pine Bush Town Park, Town of Crawford Park. Parents will be directed to go to those locations for reunification.

**Reunification /Family Information Center-** Following a major incident, the District will facilitate an off-site reunification/family information center. The site locations would align with the designated district reunification centers listed above. District staff and equipment would be directed to the chosen site as quickly as possible to facilitate the arrival of students and responding parents and guardians.

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

## Violent Incident Response Plan

An act, perpetrated by a student, faculty member or unauthorized persons entering the school, which results in physical harm to an individual or potential of harm (hostage situation), is reported to the principal or principal's designee.

- 1) Notify staff by using the appropriate specific language via PA.
  - a. Procedures will be universal to the district.
  - b. Substitutes and other temporary staff/volunteers will be trained in emergency codes.
  - c. An *Emergency Information Poster* will be placed in each classroom containing specific instructions for several types of emergency situations.
  
- 2) "Lockdown" -- Lock down will occur immediately.
  - a. Perform initial hallway sweep, recommended 30 seconds for sweep.
  - b. Teachers will lock the doors and windows of their classroom and students will back away from windows.
  - c. Teachers will take attendance.
  - d. Students and teachers will remain in the secured area until opened by administrator or law officer.
  
- 3) Following calls to be made by the principal or principal's designee:
  - a. A single call will be made to 911 (dial 8-911). Give a brief description and state what services are needed.
  - b. Superintendent/designee will make the calls to the following:
    - i. Other building principals
    - ii. Bus Company
    - iii. Other Directors
    - iv. BOCES District Superintendent to activate Crisis Response Team
  
- 4) Crowd Control - An appointed assistant principal and nurse will go directly to assess the situation and clear the area.
  - a. Nurse will have an emergency kit ready and accessible (substitutes will be made aware of location).
  - b. Building Response Team (with CPR knowledge and prior training) will assist at scene as well.

**\*\*If perpetrator is still at large:\*\***

- **Act in a manner that will not put any more lives in jeopardy.**
- **Avoid any reckless and/or imprudent action.**

**Obtain as much information as possible for the police such as:**

- **description/clothing;**
- **in what direction they were traveling;**
- **profile-background information.**

The superintendent, principal, police, EMS, and representatives of counseling services will gather at the command center. (A command center will be pre-established in each building along with an alternative site in case the command center is in an area where the incident is situated.)

Secondary staging areas need to be designated with the incident commander for staff assignments, fire, police, EMS, etc. Restrict access to the incident scene/Crowd Control

- a. An appointed assistant principal and nurse will go directly to assess the situation and clear the area.
- b. Nurse will have an emergency kit ready and accessible (substitutes will be made aware of location).
- c. Building Response Team (with CPR knowledge and prior training) will assist at scene as well.

- d. Begin to isolate the area; methodically evacuate the immediate area keeping potential witnesses available for law enforcement personnel to interview.

#### News Media

- a. Develop a relationship with the news media prior to the incident.
- b. No one should speak to the press except for the public information officer.
- c. Establish an area in the district for news reporters to be able to access information (preferably this area should be at the District Office and not at the incident site).
- d. Utilize news media to the district's advantage for communicating information to parents and other community members – such as posting where parents can pick up their children and advising the general public about associated traffic problems.

#### Parents

- a. Designate an area for parents to assemble for information.
- b. Parents will be given instructions via area radio stations and various district messaging services.
- c. Inform parents if students will be kept at school until it is determined the crisis is over.
- d. Instruct parents not to phone the school and tie-up the few telephone lines that will be needed for emergency use. Administrators will use the various means of communication available to them.
- e. When considered safe, students will be released to their parents or an authorized designee only.
- f. Logs will be kept indicating which students have been released.
- g. Police assistance may be helpful.

#### 5) Evacuate school as soon as deemed safe.

- a. Put into effect the Early/Emergency Dismissal Plan.
- b. Prepare special needs students and related personnel for evacuation.
- c. Send those students who cannot be taken home to a predetermined alternate site.
- d. Elementary school walkers and students with no back-up instructions will be bused to another school in the district.

#### 6) Student/Staff Support

- a. Pay particular attention to friends of deceased, and persons with recent losses or a history of suicide threats or attempts.
- b. Set up support rooms/stations and call for back-up counselors, if needed.
- c. Make available and adapt the High School Sudden Adolescent Death Plan in each school.

#### 7) Hold a faculty meeting as soon as possible.

- a. Debrief staff to help process feelings.
- b. Plan for anticipated reactions of students.
- c. Have articles available that highlight the signs and normal responses to grief.

#### 8) Determine the most effective method to inform parents about the crisis/death, what the school is doing, and what reactions to expect from their child.

#### 9) Prepare to hold community meetings, if necessary.

#### 10) Log activities and decisions (what worked/what did not).

### **ADDITIONAL EMERGENCY RESPONSE CODES: Utilized based on specific threats and situations.**

**Lockdown**- Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

**Lockout**- Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

**Evacuate**- Used to evacuate students and staff from the building.

**Hold-in-place**- Used to limit movement of students and staff while dealing with short term emergencies.

**Shelter-in-place**- Used to shelter students and staff inside the building.

**Medical emergency**- Used to restrict student movement during a serious medical situation.

**\*COMMUNICABLE DISEASE EMERGENCY RESPONSE PROTOCOL ADDENDUM**

**PROTOCOLS FOR RESPONDING To A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE PINE BUSH CENTRAL SCHOOL DISTRICT**

**ACTIVATION**

These protocols have been developed to respond to a public health emergency. Directive shall come from New York State Education Department, New York State Department of Health, Orange County Department of Health, or other appropriate agency for this protocol to be activated.

**PURPOSE:**

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly, A10832, 2019 Leg. on 9-7-2020 that requires all public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

**PROTOCOLS**

Requirements of the regulation are in *Italic*.  
Districts specific information are **BOLD**.  
Tables and boxes are for entry of the actual plan components.

**DEFINITIONS**

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1 (d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1 (e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. (S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).

**IDENTIFICATION OF ESSENTIAL POSITIONS**

In the event of a state ordered reduction of in-person workforce, below is a sample list of essential positions and titles along with the justification for this assignment. (S8617/A10832 Section I-d & NYS Labor Law Section 27-c (1)(d) and (S8617/A10832 Section 3-a & NYS Labor Law Section 27-c (3)(a)).

<b>Position</b>	<b>Title</b>	<b>Justification</b>
	<b>Director</b>	

**Information Technology**

	<b>Technicians</b>	<b>This group is needed to maintain the Internet capability including remote learning and working from home.</b>
<b>Custodial and Maintenance</b>	<b>Director</b>	<b>This group is needed to maintain the cleanliness and continued functioning of the building.</b>
	<b>Assistant Director</b>	
	<b>Head Custodians</b>	
	<b>Building Custodians Operations and Maintenance Workers</b>	
<b>Administration</b>	<b>Superintendent, Asst. Superintendents, and Executive Director of Human Resources</b>	<b>At least one administrator is needed to ensure continuity of the response efforts.</b>
<b>Faculty and Staff</b>	<b>Teacher/ Related Service Providers</b>	<b>Should it become necessary to meet a student's needs under the section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis.</b>
<b>Security</b>	<b>Director of Security School Resource Officers</b>	<b>To ensure the safety/security of the campuses.</b>
<b>Transportation</b>	<b>Bus Drivers</b>	<b>To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction</b>
<b>Food Service</b>	<b>Food Service Workers</b>	<b>To supply food to students who receive home meals.</b>

## TELECOMMUTING PROTOCOLS

*Telecommuting Protocols (S8617/A10832 Section 3-b & NYS Labor Law Section 27-c (3)(b))*

*Listing of Non-essential position titles and contractor titles who will need to telecommute along with equipment deemed essential to their role.*

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

***Pine Bush CSD Information Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendent and departmental supervisors. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Information Technology. Below is the listing of non-essential personnel who have been identified as eligible to receive equipment.***

<b><i>Non-Essential Position Titles</i></b>	<b><i>Equipment assignment</i></b>		
	<b><i>Phone</i></b>	<b><i>Chromebook or Laptop</i></b>	<b><i>VPN</i></b>
<b><i>Building Administrator</i></b>	<b><i>x</i></b>	<b><i>x</i></b>	
<b><i>Business office off site</i></b>		<b><i>x</i></b>	<b><i>x</i></b>

<b>Contractor Titles??</b>			
<b>District Administrator</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>IT off site</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Nurse</b>		<b>x</b>	
<b>Support Staff - <u>administrative</u></b>		<b>x</b>	
<b>Teacher</b>		<b>x</b>	
<b>Teacher Aide</b>		<b>x</b>	
<b>Related Service Providers</b>		<b>x</b>	

*Downloading and installing software and data.*

**At Pine Bush CSD, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Google Workspace apps. Some staff will be issued VPN access through the district's Cisco firewall as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for VPN access. The Director of Information Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of VPN access.**

*Transfer of phone lines to work or personal cell phones.*

**In the event of a pandemic, the district will use its Mitel phone system to forward calls that will allow designated employees to answer calls on their district issued or Personal cell Phone or on their Personal landline.**

**STAGGERING OF WORK SHIFTS**

*Description of how the employer will stagger work shifts of essential employees and contractors to avoid overcrowding on public transportation and at work sites. (S8617/A10832 Section 3-c & NYS Labor Law Section 27-c (3)(c)).*

**PBCSD will have several options to comply with this requirement.**

- **Staff already have staggered work schedules, 6 am through to 9 am are the normal arrival times with corresponding departure times.**
- **If necessary, we use the pre-determined cohorts to stagger and alternate workdays. Depending upon the situation, buildings may be 25% or 50% capacity following guidance from the NYSDOH and the Governor's Office.**
- **If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.**

**PERSONAL PROTECTIVE EQUIPMENT**

*A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration. (S8617/A10832 Section 3-d & NYS Labor Law Section 27-c (3)(d)).*

Plan to procure PPE

**PPE will be purchased using the BOCES bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability and orders that fulfill the table below will be placed. Operations and Maintenance Staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.**

<b>PPE type</b>	<b>Storage Location</b>
<b>Masks (resuable)</b>	<b>Climate controlled Warehouse Building</b>
<b>Gloves</b>	<b>Climate controlled Warehouse Building</b>
<b>Face shields</b>	<b>Climate controlled Warehouse Building</b>
<b>Gowns</b>	<b>Climate controlled Warehouse Building</b>
<b>N-95</b>	<b>Climate controlled Warehouse Building</b>

**Minimum PPE Required**

*Minimum two pieces of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks).*

<b>Position</b>	<b>Mask s</b>	<b>Pairs of gloves</b>	<b>Face Shield</b>
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<b>Minimum per person quantity for 6 months</b>	<b>130</b>	<b>260</b>	<b>6</b>
<b>Superintendent (1)</b>	<b>130</b>	<b>260</b>	<b>6</b>
<b>Director of Operations and Maintenance (1 )</b>	<b>130</b>	<b>260</b>	<b>6</b>
<b>Assistant Director (1 )</b>	<b>130</b>	<b>260</b>	<b>6</b>
<b>Head Custodians (6)</b>	<b>780</b>	<b>1560</b>	<b>36</b>
<b>Building Custodians (42)</b>	<b>5460</b>	<b>10920</b>	<b>252</b>
<b>Director of IT (+ 2 staff)</b>	<b>780</b>	<b>1560</b>	<b>18</b>
<b>Faculty and Staff</b>	<b>2000</b>	<b>4000</b>	<b>300</b>
<b>Security (8)</b>	<b>1040</b>	<b>2080</b>	<b>48</b>
<b>Total</b>	<b>10580</b>	<b>21160</b>	<b>678</b>

**Additional Supplies:**

- 1 box of each size of N95 respirators and 1 box of surgical masks per person as deemed necessary.
- 130 isolation gowns per person as deemed necessary..

**PPE Storage**

*Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.*

**PROTOCOL FOLLOWING EXPOSURE**

*A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.*

*Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.*

*Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy. (S8617/A10832 Section 3-e & NYS Labor Law Section 27-c (3)(e)).*

*Communicable disease definition - (S8617/A10832 Section 1-f & NYS Labor Law Section 27-c (1)(f)).*

**We will follow current guidance from the Centers for Disease Control and**



Prevention (CDC) as well as state and local Department of Health guidelines. For example:

1. All employees are instructed to fill in a screening tool at least one hour before arriving at work.
  - a. If they pass, they receive a notice that they are cleared to come to work.
  - b. If they do not pass, they receive a notice to stay at home until contacted.
  - c. The HR department contacts each employee who does not pass the screening tool questionnaire. They get further information regarding the reason for the failing response/
  - d. Our district medical director reviews all failures and makes a determination. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If an employee begins to experience symptoms related to the current pandemic, after arriving at work, they have been instructed to go out to their car or a designated isolation room within their building and to contact their supervisor for further instructions.
3. Supervisors will use the urgent response **protocol** to this change in status to determine their immediate course of action.
4. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered\_ and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.

#### DOCUMENTATION

A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. 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.

(S8617/A10832 Section 3-f NYS Labor Law Section 27-c (3)(f).

The HR Department in conjunction with departmental supervisors will keep an online schedule for purposes capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are conducting essential business and are scheduled and approved in advance by the Superintendent or designee.

#### EMERGENCY HOUSING

*A protocol for how the public employer will work with such employer's locality to identify sites for*

*emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace. (S8617/A10832 Section 3-g NYS Labor Law Section 27-c (3)(g)).*

**Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:**


- Pine Bush High School

This document has been prepared by Donna Geidel, Acting Superintendent (January 2021 Please sign and date below to indicate that your union membership has reviewed and supports this document that is aligned to subdivision 2 of Section 2801 -a

of New York Education Law:

  
\_\_\_\_\_  
Michael Gillespie, PBAA Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Christopher Passudetti, PBTA Representative

  
\_\_\_\_\_  
Date

- |     |   |                          |
|-----|---|--------------------------|
| 3.  | <u></u><br>John Hicks, Non-Affiliate Representative                        | <u>1/15/21</u><br>Date   |
| 4.  | <u></u><br>James Licardi, Non-Affiliate Representative                     | <u>1/22/21</u><br>Date   |
| 5.  | <u></u><br>Alex Tremper, Non-Affiliate Representative                      | <u>1/14/21</u><br>Date   |
| 6.  | <u></u><br>Marilyn Prestia, Non-Affiliate Representative                   | <u>1/15/21</u><br>Date   |
| 7.  | <u></u><br>Kurt Wickham, Non-Affiliate Representative                      | <u>1/29/21</u><br>Date   |
| 8.  | <u></u><br>Robert Grassi, Non-Affiliate Representative                     | <u>1-14-21</u><br>Date   |
| 9.  | <u></u><br>Elizabeth McNamee, Non-Affiliate Representative                 | <u>1/15/21</u><br>Date   |
| 10. | <u></u><br>Mary Merando, Non-Affiliate Representative                    | <u>1/28/21</u><br>Date   |
| 11. | <u></u><br>Margaret Winsper, School-Related Professionals Representative | <u>1/21/21</u><br>Date   |
| 12. | <u></u><br>Heather Long, Confidential Managerial Representative          | <u>1-15-21</u><br>Date   |
| 13. | <u></u><br>Danuta Kliti, Confidential Managerial Representative          | <u>1-21-2021</u><br>Date |
| 14. | <u></u><br>Ivette Leonard, Confidential Managerial Representative        | <u>1/15/21</u><br>Date   |
| 15. |   | <u>3/12/2021</u><br>Date |

**PINE BUSH CENTRAL SCHOOLS  
PHONE NUMBERS  
July 2024**

<u>ADMINISTRATION (Cell Phones)</u>  Amy Brockner                    845-807-3926 Joseph Lenz                      518-727-2591 Admin. Build FAX                845-744-6189	<u>District Switchboard 845-744-2031</u>  Amy Brockner                    Ext. 4011 Joseph Lenz                      Ext. 4012 Angela Wise-Landman         Ext. 3508
<u>PINE BUSH HIGH SCHOOL</u>  Cell phone                        845-800-6705 Main Office Fax                 845-744-3488 Athletics Fax                    845-744-3160 Counseling Fax                 845-744-8586 Operations & Maint Fax        845-744-8227 Ed. Tech. Dept Fax             845-744-3895	<u>CIRCLEVILLE MIDDLE SCHOOL</u> Cell Phone                        914-329-5171 Main Office Fax                 845-361-3811  <u>CRISPELL MIDDLE SCHOOL</u> Cell Phone                        845-978-5911 Main Office Fax                 845-744-2261
<u>CIRCLEVILLE ELEMENTARY SCHOOL</u> Cell Phone                        845-747-4177 Main Office Fax                 845-361-2136	<u>EJ RUSSELL ELEMENTARY SCHOOL</u> Cell Phone                        845-341-3602 Main Office Fax                 845-744-3308
<u>PAKANASINK ELEMENTARY SCHOOL</u> Cell Phone                        845-325-0574 Main Office Fax                 845-361-3816	<u>PINE BUSH ELEMENTARY SCHOOL</u> Cell Phone                        914-489-6608 Main Office Fax                 845-744-8092
<u>OPERATIONS &amp; MAINTENANCE DEPARTMENT</u> Cell Phone                        845-541-4620 Office                                Ext. 3050	<u>SPECIAL PROGRAMS</u> Main Office                        Ext. 4801 Main Office Fax                 845-744-2241
<u>CHILD NUTRITION/FOODSERVICE</u> Cell Phone                        845-800-6713 Office                                Ext. 4826,4825 or 4827	<u>REGISTRATION/TRANSPORTATION</u> Central Registrar                Ext. 4058 Transportation                    Ext. 4057
<u>24 HOUR INFORMATION HOT LINE</u> 845-744-2031 (then dial) 11 School Directory 12 Information Hotline 13 Crispell Homework Hotline 14 Circleville Homework Hotline	<u>24 HOUR FIELD TRIP HOTLINE</u> 845-744-2031 (then dial) 2100 Field Trip #1 2101 Field Trip #2 2102 Field Trip #3 2103 Field Trip #4 2104 Field Trip #5 (advisor will notify parents which number is being used for their child's trip)

**CIVIC AGENCIES**  
**EMERGENCY FOR POLICE, FIRE AND AMBULANCE**  
**8 and then 911 (must dial 8 to get an outside line first, then 911)**

<u>TOWN OF CRAWFORD</u>		<u>TOWN OF WALLKILL</u>	
Town Supervisor	845-744-2029	Town Supervisor	845-692-7832
Highway Dept.	845-744-8069	Highway Dept.	845-361-1106
Building Inspector	845-744-3912	Building Inspector	845-692-7808
<b>Police</b>	845-744-3300	<b>Police</b>	845-692-6757
<b>State Police</b>	845-744-3891	<b>State Police</b>	845-344-5300
<b>Pine Bush Fire Dept.</b>	845-744-2681	<b>Circleville Fire Dept.</b>	845-361-3461
<b>Bullville Fire Co.</b>	845-361-3939	<b>Ambulance</b>	845-342-1818
<b>Pine Bush Volunteer Ambulance Corps</b> 845-744-2810		<b>Mobile Life Support Services</b>	845-561-5698

<b>Hospital</b> Garnet Medical Center 845-333-1000 Mid-Hudson Regional Hospital 845-483-5000 Westchester Medical Center 914-493-7000	Department of Environmental Conservation Region 3 845-256-3000  O/U BOCES – Health & Safety/Risk Management 845-781-4887
Orange County Health Department 845-291-2330	Poison Control 800-222-1222
O&R Gas Leak 800-533-5325	O&R Electric Emerg. 1-877-434-4100
Life Line 800-273-8255 (Suicide, Drug/Alcohol, Mental Health)	Child Abuse Hotline 800-635-1522 Rape Crisis Hotline 800-942-6906
National Weather Service www.weather.gov	American Red Cross 845-294-9785
FBI 202-324-3000 or 212-384-1000	Oil and Toxic Chemical Spill 800-424-8802

**Acts of Violence**

The District-wide Code of Conduct specifies specific consequences for violent acts. The schools have a no tolerance policy for violence.

The Board of Education (“the board”) is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, parents, teachers, administrators, other district personnel, and visitors is essential to achieving this goal.

The district has a long standing set of expectations for conduct on school property and at school functions.

These expectations are based on the following principles:

- civility;
- mutual respect;
- citizenship,
- character;
- tolerance;
- fairness;

- honesty;
- integrity

The board recognizes the need to:

- clearly define these expectations for acceptable conduct on school property;
- identify the possible consequences of unacceptable conduct;
- ensure that discipline, when necessary, is administered promptly and fairly.

To this end, the board adopts the Code of Conduct, which, unless otherwise indicated, applies to all students, parents, school personnel, and visitors when on school property or attending school functions.

There is a zero tolerance policy on students who commit violent acts against staff members:

Students who commit a violent act against a staff member -

Any student who commits a violent act against a staff member will face suspension from school for at least one calendar year\*. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law 3214. The superintendent has the authority to modify the one year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Students who commit violent acts other than bringing a weapon to school -

Any student who committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days\*. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. The principal has the authority to modify the minimum five-day suspension on a case-by-case basis. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long term suspension. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom --

Any student who is repeatedly substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days\*. For purposes of this code of conduct, "repeatedly substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by the teacher(s) pursuant to Education Law 3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

\* A student with a disability may be suspended only in accordance with the requirement of state and federal law.

Response Protocols

(See Section B. Situational Responses - Multi-Hazard Response, and Emergency Response Codes chart)

Arrangements for Obtaining Emergency Assistance from Local Government

(See this section Protective Action Options)

Procedures for Obtaining Advice and Assistance from Local Government Officials

(See this section Protective Action Options)

District Resources Available for Use in an Emergency

(See Civic Agencies chart)

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies  
(See Incident Command System chart)

Protective Action Options

*School Cancellation*

- Superintendent/designee will monitor any situation that may warrant a school cancellation.
- Superintendent/designee will make determination and notify principals.
- Superintendent's office, using the Incident Reporting Form, will contact local media and post on the website.

*Early Dismissal*

- Superintendent/designee will monitor any situation that may warrant an early dismissal.
- Superintendent/designee will make determination and notify principals.
- Superintendent's office will contact the transportation supervisor at First Student Bus to arrange for transportation.
- Superintendent's office, using the Incident Reporting Form, will contact local media and post on the website to inform parents of early dismissal.
- The building principal/designee will set up an information center so that parents may make inquiries as to the situation.
- Appropriate district personnel will be retained until all students have been returned home.

*Evacuation (before, during and after school hours, including security during evacuation and on evacuation routes)*

- Superintendent/designee will determine the level of threat.
- Superintendent's office will contact the transportation supervisor at Birnie Bus to arrange for transportation.
- Building principal/designee will alert appropriate police (Town of Crawford, Town of Wallkill, or State Police), EMS (Pine Bush Rescue Squad or Mobile Life Support), and/or fire companies (Pine Bush, Bullville or Circleville).
- Building principal/designee will sanitize all evacuation routes and sites prior to evacuation
- Account for all student and staff population and report any missing staff or student to the building principal.
- Superintendent/designee will make determination regarding early dismissal.
- If determination was made to dismiss early, superintendent's office, using the Incident Reporting Form, will contact local media and post on the website to inform parents of early dismissal.
- Building principal/designee will ensure adult supervision or continued school supervision/security.
- The building principal/designee will set up an information center so parents may make inquiries as to the situation.
- Appropriate district personnel will be retained until all students have been returned home.

*Sheltering sites (internal and external)*

- Superintendent/incident commander/designee will determine the level of threat.
- Building principal/designee will alert appropriate police (Town of Crawford, Town of Wallkill, or the State Police), EMS (Pine Bush Rescue Squad or Mobile Life Support), and/or fire companies (Pine Bush, Bullville or Circleville).
- Building principal/designee will begin determining the location of sheltering depending on nature of incident and per building plan.
- Account for all student and staff population and report any missing staff or student to building principal.
- Determine if there are other occupants in the building.
- Arrangements for human needs will be performed by medical staff, EMS and/or administrators
- Appropriate safety precautions will be made by Town of Crawford Police, Town of Wallkill, and/or the State Police.
- A public information officer will provide information and the current status of the situation to parents and other inquiring parties through the command office of the new site.
- Appropriate district personnel will be retained until all students have been returned home.

## **Section IV: Recovery**

### **District Support for Buildings**

#### **A. District Health And Safety Committee**

The Health and Safety Committee is composed of a cross section of members of the district with representation from the Board of Education, students, teachers, administrators, parent organizations, labor unions, support staff, and building safety teams. Each year, the board of education will appoint a representative to the Health and Safety Committee at the board of education's annual reorganization meeting. The committee will be chaired by the assistant superintendent for business, who will annually request appointments as follows (appointees may act in more than one capacity):

Student Representative: The high school principal shall be asked to appoint a student representative.

Labor Union Representatives: All units will be asked to designate a representative (Administrators, Teachers, Clerical, Operations and Maintenance, Food Service, Teaching Assistants, Paraprofessionals, and Security Aides).

A Parent Organization Representative: The PTA Council will be asked to designate a representative.

Building Leadership Teams: Each school building principal will be asked to select a representative from his/her building leadership team.

Community: The assistant superintendent for business will request community members to participate. This shall include representatives from local police departments, fire companies, and emergency medical services (EMS).

The functions of the Health and Safety Committee will comply with both the regulations of Part 155.4 RESCUE and Project SAVE.

The role of the Health and Safety Committee is to establish and monitor district practices and procedures to ensure a safe and healthy environment in school buildings and grounds, and assist in the investigation and disposition of health and safety related complaints such as the environmental quality of a facility, pest management, and construction issues. During construction projects, the committee will be expanded to include the architect and construction manager (as necessary). The committee will monitor safety during the project. The Health and Safety Committee will also communicate the district safety plan to the building leadership teams (BLTs), monitor and coordinate the health and safety plans of the BLTs, and address health and safety issues identified by the BLTs. In addition, the District Safety Team will be responsible for monitoring the work of the district's Critical Incident Stress Management Team.

All members of the District Health and Safety Committee will act as liaisons to the respective group they represent. Members will keep their respective groups apprised of the work being conducted by the committee. In addition, any safety issue that cannot be handled by the building level safety team will be brought before the district-wide Health and Safety Committee for consideration of possible solutions.

#### **Building Safety Teams**

Building Safety Teams (BSTs) will be established by each building leadership team creating a building safety subcommittee. Each group within the building will be represented to include a teacher, a custodian, a nurse, a physical education teacher, a building level PBTA representative, a resource officer (as available), a support staff member, and a community member. In the event that the community member on a building leadership team is unable to serve on the safety team the building principal will solicit a community member. The BLT will also invite representatives of the police, fire company, and EMS to participate on the BST.

The purpose of each building safety team is to do the following:

- Establish aims that focus on prevention and intervention strategies to reduce student violence. An action plan for each aim will be developed and be part of each BLTs multi-year plan for school improvement.
- Assess the health and safety needs of the school and communicate those needs to the District Safety Team.
- Plan and implement an emergency response plan, review the plan annually, and make revisions as needed. The BST is also responsible for communicating the plan with staff, local law enforcement agencies, fire department, ambulance corp, and other emergency responders.

Each BST will meet at least once annually, but as often as needed, to achieve the above purpose.



## **Crisis Response Team**

Depending on the staff at each building, the Crisis Response Team will consist of the building principal or the principal's designee, a school psychologist, the school nurse, the school social worker, guidance counselors, and substance abuse counselor, and other personnel as deemed necessary. The building principal or the principal's designee will mobilize the appropriate members of the team whenever they become aware of a potential threat to the health and safety of the building's occupant(s). The team will assess the potential threat by utilizing the sections of the Joint Assessment Check List and the Potential Incident of Violence as a guideline when evaluating a student who is perceived to be at risk. The team will have a thorough knowledge of the district's violent incident response plan.

## **Critical Incident Stress Management (CISM)**

The Critical Incident Stress Management Team is composed of student support staff, and administrators, teachers, and clerical staff who volunteer to participate. The members of this team are trained to provide support to students and staff involved in a critical incident, as well as provide post incident support through critical incident stress debriefings.

## **Coordination of Mental Health Services**

The coordination of the services of mental health personnel with the responsibilities established in the district and school safety plans are as follows:

- The Director of Human Resources will provide building principals with the names of staff on the district Critical Incident Stress Management (CISM) Teams. This list will appear in the Building Safety Plan and be updated by the director as membership on this team changes. The Director of Human Resources will also distribute information about CISM to faculty and staff through newsletters and faculty presentations.
- The building principals will provide the District Health and Safety Committee with the names of staff on the Crisis Response Team. This list will be updated as membership on this team changes. This list will also be published in the District Health and Safety Plan.
- The Director of Human Resources will obtain copies of the Orange County Youth Bureau Youth and Family Services Directory for inclusion in the District Health and Safety Plan.
- District representatives on the county-wide Committee of Agencies and Schools Together Team (CAST), selected by the Director of Special Programs, will work collaboratively with community agencies to provide assistance for children and families. This list will be updated as membership on this team changes. This list will also be published in the District Health and Safety Plan.
- Support staff will be instructed by the Director of Human Resources and the Director of Special Programs on the coordination of school services with the A800" number child abuse hotline.

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

The dissemination of information regarding early detection of potentially violent acts to parents, students, and staff are as follows:

- The Superintendent will reissue the Superintendent's letter to Parents on an annual basis.
- Building principals will review and update the imminent and early warning signs of violent behavior at faculty meetings on an annual basis. Building principals will review with staff the procedures staff is responsible for regarding situations of potential violence in school.
- Each Building Safety Team will develop a plan for safety lessons on child abuse avoidance, and student responsibility for informing adults about students with potentially violent behavior.
- The Building Safety Team will identify and offer programs on these issues to PTA's. Strategies for improved student and staff communication about potential violence are as follows:
- The District Health and Safety Committee will update the imminent and early warning signs of violent behavior and provide that information to the building principals for inclusion in teacher handbooks.
- The building principals will review and update the imminent and early warning signs of violent behavior at faculty meetings on an annual basis.

## **District Staff Response to Situations of Potential Violence in School**

The following is the procedure all staff members are expected to follow in response to situations of potential violence in the schools:

- 1) If a staff member becomes aware of a student's threat or actual act of violence:
  - a) The staff member will immediately notify the principal and/or designees.\*
  - b) The principal and/or designees will notify the school's Crisis Response Team.
  - c) The principal and/or designees will arrange to have the student immediately escorted by an adult to the principal's office.
  - d) There shall be NO STOPS, NO EXCEPTIONS, NO QUESTIONS.
  - e) The student will be attended by one or more adults, at all times.
  - f) The Crisis Response Team will conduct a joint assessment of the student.
  - g) Other staff will simultaneously conduct an investigation of the incident.
  - h) The student's parent(s) will be notified and be required to participate in an immediate school conference.
  - i) When a more general threat is made to a large, unspecified group, the principal and/or designees will determine the course of action.
  
- 2) As a result of the joint assessment and investigation:
  - a) **HIGH RISK DETERMINATION**  
The principal or principal's designee will do the following:
    - i) Inform police immediately.
    - ii) Mandate parents to have the student receive an immediate psychiatric evaluation.
    - iii) Notify potential victim(s) and potential victim(s)' parents.
    - iv) Develop safety plan with the potential victim(s) and potential victim(s)' parents.
    - v) Refer for support services or outside services if indicated.
    - vi) Refer for discipline if indicated.
  
  - b) **LOWER RISK DETERMINATION**
    - i) Discuss with student and his/her parent(s) the significance of the incident and possible intervention measures.
    - ii) Notify potential victim(s) and potential victim(s)' parents.
    - iii) Develop a safety plan with the potential victim(s) and potential victim(s)' parents.
    - iv) Refer for support services, or outside services if indicated.
    - v) Refer for discipline if indicated.
  
- 3) At the conclusion of the potential incident of violence:
  - a) Written summary shall be prepared by a designated staff person
  - b) Involved personnel shall debrief.

**\*Notify Director of Special Programs whenever a classified student is involved**

**\*\*Note – For a situation of potential violence with non-school activities on school property after hours, use 911 emergency**

<b>CPR/AED TRAINED STAFF MEMBER - July 2023</b>			
<p>John Barth Samantha Becker Kevin Blackwell Matthew Boffalo Lisa Bouffard Michelle Bouffard Maria Vanini-Brown Janell Budd Wendy Crandall Alyza Countryman Lisa Carillo Candice Carillo Joseph Carillo Michael Ciarelli Antonia Cicarelli Dan Conley Megan Collins Andrew Cook Kim Craft Denise Crisafulli</p>	<p>Denise Crisafulli Christopher Curnan Anthony DiMarco Dan Edwards Teddy Fernandez Derrick Frost Aileen Duurloo Ariel Dunnigan Alyssa DiMaio Steve Distefano Derrick Frost Ted Fernandez Marc Gittleman Casey Grey Nick Glielmi Priscilla Hassan Barbra Hostetter Jake Izzo</p>	<p>Melyssa Klemptner-Amelio Kevin Krieger Kevin Kreeger William Lacovara Jim Licardi Olivia Langston Robert Lawrence Michael Mancuso Jaelin Mott Elizabeth Schmidt Clark Najac Richard Ormsby John Petrofsky Robin Renahan Michael Reineke Elexus Riquelme David Rivera Vincent Roberto Michael Sabini Patrick Sause Kyle Schneider Samantha Schwartz Brian Shaw Kate Shadrin</p>	<p>Rebecca Torre Elizabeth Valdez Scott VanPelt James Wright, Jr.</p>