

# **WEBUTUCK CENTRAL SCHOOL DISTRICT**

## **District-Wide Safety Plan**

**194 Haight Road, Amenia, New York**

**Revised: May 2021**

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# WEBUTUCK CENTRAL SCHOOL DISTRICT

## District-wide School Safety Plan

*Commissioner's Regulation 155.17 Project 14*

### **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.

The Webutuck Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

### **GENERAL CONSIDERATIONS**

#### **A. Purpose**

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

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

The Webutuck 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:

- Ray Castellani                      Superintendent/Chief Emergency Officer
- Robert Farrier                      Business Administrator
- Jennifer Eraca                      Director of Student Services and Curriculum and Instruction
- Lauren Marquis                      Technology Director
- Chris Lounsbury                      Board Member
- Walt Kilmer                          Supervisor of Facilities
- Jerry Heiser                          Director of Transportation & Food Service
- Tammy Nethercott                      WTA President

- |                      |                       |
|----------------------|-----------------------|
| ▪ Charles Davis      | School Nurse 4-12     |
| ▪ Matt Pascale       | EBIS Principal        |
| ▪ Kathleen McEnroe   | H.S. Principal        |
| ▪ Allisen Karpf      | Teacher/Building Rep  |
| ▪ Cara Tomasetti     | EBIS/WHS Psychologist |
| ▪ Vincent Merendino  | Guidance Counselor    |
| ▪ Darlene McLaughlin | Guidance Counselor    |
| ▪ Carrie Havranek    | Social Worker         |
| ▪ Tara Hart          | Social Worker         |
| ▪ Melanie Kay        | H.S. Secretary        |
| ▪ Jennifer Hengen    | WES Principal         |
| ▪ Michael Needham    | Safety Consultant     |

The District-wide Safety Team developed the District-wide School Safety Plan with input from appropriate school employees, i.e. transportation and food services coordinator.

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

- The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans as a matter of protocol. The activation of the Building-level Emergency Response Plan triggers the notification of the chain of command and the assessment of the activation of the District-wide School Safety Plan and District-wide Response Team.
- The District-wide Plan was developed through extensive analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration, and local emergency services, the plan has been developed to address the specific needs of the Webutuck Central School District and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The Building Principal is responsible for notifying the Superintendent or the highest-ranking person in the chain of command of any necessary Building-level plan activation. This notification shall be accomplished through the use of telephone or the district’s radio network.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall be notified.
- County and state resources supplement the school districts emergency action planning in a number of ways:
  - State and local law enforcement provide building reviews and employee training.
  - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing building-level emergencies.
  - A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
  - A protocol exists for the use of county mental health resources during post-incident response.

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

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The School Board shall adopt the District-wide Plan only after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education.
- Full copies of the District-wide School Safety Plan and any amendments shall be submitted to the New York State Education Department within 30 days of adoption.
- This plan shall be reviewed periodically during the year and maintained by the District-wide School Safety Team. The required annual review shall be completed on or before September 1 of each year after its adoption by the Board of Education.

### **RISK REDUCTION/PREVENTION AND INTERVENTION**

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

##### **Program Initiatives**

The district has developed a number of programs and activities to aid in risk reduction. These initiatives are run at different age groups within the district.

- Anti-Bullying Presentations K-4
- Elementary School Internet Safety Program
- Athletes Encouraging Positive Decision-making 9-12
- Drinking & Driving Assembly – 9-12
- Character Education program PreK - 3
- The District Code of Conduct
- Some employees attended Gang Activity Detection training
- The district is developing a Big Brothers/Big Sisters Program
- Social Skills Grade K-8
- Conflict resolution training for select staff
- Certain employees received Child Abuse and Harassment training
- The district has a Suicide Prevention Program
- Athletic Code
- Fire Prevention training
- Dignity for All Students Act (DASA)
- Equity for All Program

##### **Facilities Initiatives**

The district has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- The school has developed a visitor sign-in procedure and requires the use of visitor ID badges.
- The district uses a substitute identification badge system.

- The school has developed a single point of access for visitors at each building, with buzzer access systems to certain areas of the school building.
- The district has installed enhanced electronic security equipment.
- The district has installed surveillance equipment on school buses.

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

- The district has established policies and procedures for annual multi-hazard school safety training for employees and students. Training includes:
  - An annual review of the Building-level emergency guides and general employee awareness training for building employees conducted by each principal.
  - The annual early evacuation drill to test evacuation and sheltering procedures.
  - Each school building conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures.
  - The Building-level tabletop exercise may run in cooperation with members of local emergency services.
- The district shall conduct drills and other exercises to test and evaluate the effectiveness of the district emergency response plan. Each building principal will forward a schedule of planned emergency drills and fire drills to the Superintendent by the beginning of each school year. Each principal will be required to complete a minimum number of student drills as follows:
  - 4 lockdown drills, 8 fire/evacuation drills. 8 of which must be conducted by December 31 of each year, the balance must be conducted during the remainder of the school year

During each fire drill, the building administrator/incident commander shall be responsible for the accountability of students, visitors before ending the drill and returning to the building.

- The district shall conduct tabletop exercises with the building-level safety teams to test the components of the emergency response plan. The narratives, sequence of events, and messaging for each exercise shall be developed by select members of the District-wide Safety Team, Emergency Management consultants, and local emergency services. A controller, evaluator and simulator shall conduct each tabletop exercise. The suggestions and necessary enhancements of the Building-level plan noted during the evaluation shall be documented by the evaluator and provided to the Building-level Safety Team and District-wide Safety Team for further evaluation.
- Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

In the execution of their duties, faculty and teacher assistants shall have responsibility for:

- Monitoring halls, lavatories, locker rooms, locker bays and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building(s), with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

### **Chief Emergency Officer**

The Chief Emergency Officer shall act as the liaison between the district and external agencies during times of emergencies as well as during plan development and maintenance. The Superintendent of Schools shall function as the Chief Emergency Officer.

### **School Safety Personnel**

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in the district:

The building principal or his/her designee shall serve as the School Safety Representative for the school building. The responsibilities of the School Safety Representative are as follows:

- Monitor hallways, entranceways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building level safety issues or concerns.
  - Represent the building on the District-wide Health and Safety Committee.
  - Serve on building level School Building Response Team.
  - Attend school safety meetings and be a resource on school safety and security issues for building employees.
  - Develop plans and strategies for building security, crime and violence prevention, safety planning and employee training.
  - Participate in school incident investigations.
  - Respond to all school emergencies as part of the building's Emergency Response Plan.
  - Coordinate annual school safety multi-hazard training for students and employees. Multi-hazard training shall include crisis intervention, emergency response and management.
  - Employees and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lock-down, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.



- Designate procedure for informing substitute teaching and non-teaching employees of school safety protocols.
- o Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.
- o Attend professional development activities on school safety and violence prevention.

All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the Superintendent.

**Hiring and Screening of School Personnel**

The following hiring and screening practices are followed for the hiring of all personnel:

Fingerprinting and Criminal Background Checks

For all employees hired by the school district, the district completes a fingerprinting and criminal background check prior to appointment. Employees include: any person receiving compensation for work from the school district; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

Reference Checks

References are thoroughly checked prior to extending an employment offer.

- o Reference check forms are used for instructional, non-instructional and transportation personnel.
- o Reference checks are completed and reviewed by both the hiring supervisor and the administrator in charge of the program area.
- o Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:
  - Why did (prospective employee) leave your employment? Or, Do you know why (prospective employee) is leaving your employment?
  - Would you rehire (prospective employee)? If no, why not?

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

The district has implemented policies and procedures related to the early detection of potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors to employees and parents each school year. (Appendix 5). In addition, employees shall receive training on the districts Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the Superintendent.

**C. Hazard Identification**

The following sites have the potential for internal or external emergency situations:

<b>Building</b>	<b>Employees</b>	<b>Students</b>	<b>Transportation Requirements – One Run System</b>

<b>Webutuck High School</b> Telephone: 845-373-4100 x 3300 Principal: Katy McEnroe	158	187	12 Buses
<b>Eugene Brooks Intermediate School</b> Telephone: 845-373-4100 x 2200 Principal: Matthew Pascale		201	
<b>Webutuck Elementary School</b> Telephone: 845-373-4100 x 1100 Principal: Jennifer Hengen		187	

The buildings and grounds associated with each of these facilities have the potential for a district or building-level emergency or incident.

The following facilities that are proximate to the Webutuck Central School District have been identified as having a potential for presenting emergencies that could affect the district:

- Millerton Agway, 5980 N. Elm St. – Route 22, Millerton, NY, 518-789-4471
- Dutchess Oil & Propane, 1 John St., Millerton, NY, 518-789-3014
- Route 22 traffic
- Hunters and wildlife
- Gang activity

**RESPONSE**

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

- In cases of a serious violent incident the district would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is or appears to be, life threatening and warrants the evacuation of students and employees because of an imminent threat to their safety or health, including but not limited to; the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical, or biological weapon, knife or other dangerous instrument capable of causing death or serious injury; riot; hostage-taking or kidnapping.
  - Communications systems are:

**Internal**

Teachers and building employees	Public address system
Students	Public address system and verbally from supervising teachers
Superintendent of Schools	Phone by principal’s secretary
Buildings and Grounds	Phone or radio by principal’s secretary
Board of Education	Phone or E-mail

**External**

State Police/Dutchess County Sheriff	911
Rescue Squad	911
Webutuck Fire Department	911 (Direct to specific entrance)
Parents	By Alert Now whenever possible, mass direction via radio to a neutral location. Efforts by Law Enforcement to keep parents from removing students is paramount
News Media	Superintendent of Schools

- The Superintendent of Schools shall be responsible for conveying emergency information to educational facilities within the Webutuck Central School District. The Superintendent shall take appropriate steps to secure the following information about each educational agency within the district: number of students, number of employees, transportation requirements associated with the evacuation of each facility; and the business and home telephone numbers of key officials of each agency. Such information shall be updated at least annually by the Superintendent. Each such agency shall report material changes to such data to the Superintendent of Schools, in writing, within 7 days of such change.

## **Non-Public Schools**

Maplebrook School  
5142 Route 22, Amenia, NY

Point of contact: Jennifer Scully, Head of School  
Business #: 845-373-8191

The Millbrook School  
131 Millbrook School Rd., Millbrook, NY 12545

Point of Contact: Jonathan Downs, Headmaster Business  
#: 845-677-8261

- Information will be provided to parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal through the use of telephone by employees at the building level using the student/parent directory and/or local and regional radio and TV stations. These are the same stations that are used to announce official school delays or closings. This information is provided to parents through the School District website and building handbooks. Additionally, if an event occurs at the school district where students cannot be released immediately, a parent/community public information center may be established at:

The Old Amenia Town Hall  
Route 22

In the event that this public information center is established, parents and community members are encouraged not to report to the school district where a building may be in crisis, but rather gather at the indicated location above to where regular public information statements will be made by the Superintendent or designee.

## **B. Situational Responses – Multi-Hazard Response and Response Protocols**

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

In the event of an act of violence or implied or direct threat, the district shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Building Principal.
- Use of employees trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

Instances of violence, including threats of violence to self or others, require notification of parents or guardians. When a student is determined to be at high or moderate risk, then a parent must be notified immediately. When a student is determined to be at low risk, then a parent must be notified within 24 hours of the school becoming aware of the incident.

## **Acts of Violence**

In the event of serious acts of violence, district personnel shall follow the following protocol:

- Follow the classroom emergency procedures as directed by the Building Principal.
- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Building Principal/Superintendent.
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Staff cooperation is critical when an act of violence occurs. In the event of a criminal act, bomb threat, civil disturbance, intrusion, hostage-taking, kidnapping or other threatening event, staff response may include:

1. Verbal instructions to cease the behavior.
2. Call for assistance from other staff.
3. Verbal instructions to follow classroom emergency procedures based on the main office's instruction over the public address system.
4. Call law enforcement and other necessary emergency response agencies.
5. Removal of any onlookers that could aggravate the situation.
6. Not invading the space of the individual(s) involved.
7. Removal of any potentially dangerous weapons or objects.
8. Physical restraint if other actions do not stop the violence.

In the event of a violent incident, the following policies are to be followed at the district level:

- The Superintendent will ensure the building-level team has adequate resources to respond to the emergency.
- The Superintendent will develop a public information strategy to communicate necessary information to the media, parents and staff.
- The District Office will notify the CSE Chair who is the leader of the district's Crisis Intervention Team of the event.
- The Superintendent will notify appropriate Board of Education members of the incident.
- The Superintendent will notify the BOCES District Superintendent that the school's emergency plan has been activated and file any necessary information with the State Education Department (for example, school bomb threat data cards).

In the event of a violent incident, the following policies are to be followed at the school building level:

- Student reports an incident to an adult or adult observes an incident.
- Adult takes appropriate action as necessary to respond to the incident.
- A written referral is forwarded to the building principal.
- School guidance counselor, social worker and nurse are involved when necessary.

- Building principal will conference with the student(s) involved to determine the problems/issues.
- If parental notification is necessary, building principal will contact the parent(s) and may arrange a parent conference.
- Appropriate discipline will be administered following the District Code of Conduct and incident reported to the State Education Department when appropriate.

**Procedures to be followed in the event of hostage, intruder, kidnapping and bomb threats**

**Hostage/Intruder**

Responsible Party	Action
Employee	1. Notify building administrator of hostage/intruder situation.
Administrator	1. Review level of threat posed by intruder. 2. If necessary, initiate lockdown procedures. 3. Call police and superintendent. 4. Follow police instructions for handling intruder/hostage situation. 5. If a lockdown is not implemented, consider evacuation of students and isolating impacted area. 6. If evacuating, take emergency response kit. 7. Based on advice of police, confront intruder. 8. Escort intruder out of building. 9. If intruder refuses to leave, maintain surveillance and summon police. 10. Consult with police to resume normal duties.
Superintendent	1. Contact transportation supervisor if buses need to be rerouted. 2. Notify all other building administrators and supervisors. 3. Notify BOCES District Superintendent. 4. If appropriate, notify the Needham Risk Management Resource Group. 5. Determine need for communication to parents, staff and media.

**Kidnapping**

Responsible Party	Action
Employee	1. Notify building administrator.
Administrator	1. Verify confirmed or potential kidnapping incident. 2. Notify police. Write down license plate number. 3. Follow police instructions for handling kidnapping situation. 4. Notify superintendent.

	<ol style="list-style-type: none"> <li>5. Pull student emergency card and student photos.</li> <li>6. With police, notify parent(s) or spouse(s) of individuals who are or could be kidnapped.</li> <li>7. Consult with police to resume normal activities.</li> </ol>
Superintendent	<ol style="list-style-type: none"> <li>1. Contact transportation supervisor with information.</li> <li>2. Notify all other building administrators and supervisors.</li> <li>3. Notify BOCES District Superintendent.</li> <li>4. If appropriate, notify the Needham Risk Management Resource Group.</li> <li>5. Determine need for communication to parents, staff and media.</li> <li>6. Notify Board of Education members.</li> </ol>

### Bomb Threats

Responsible Party	Action
Call Recipient	<ol style="list-style-type: none"> <li>1. Complete NYS Police Bomb Threat Response Card</li> <li>2. After the caller hangs up, dial *57 or 1157 if on a rotary phone to initiate Call Trace process. Note from the recorded message if the call has been traced or not.</li> <li>3. Notify Building Administrator.</li> </ol>
Administrator	<p>Generic, Non-Specific Bomb Threat, i.e. no specific date, time, location or method:</p> <ol style="list-style-type: none"> <li>1. Announce “Shelter-in-Place”. Instruct everyone to remain where they are and scan their respective work areas for anything out of the ordinary.</li> <li>2. Call 911 and the District Office.</li> <li>3. Activate school building-level safety team or sweeping team. Instruct them to scan common areas for anything unusual.</li> <li>4. If no device is found, decide whether to continue school or evacuate. The school district administration may consult with police to make their decision.</li> <li>5. If a device is found, follow the steps for a “Specific” bomb threat.</li> </ol> <p>Specific Bomb Threat:</p> <ol style="list-style-type: none"> <li>1. Announce “Shelter-in-Place”.</li> <li>2. Call 911 and the District Office.</li> <li>3. Activate the school building-level safety team or sweeping team. Instruct them to find an internal location to move the school population to, scan and clear the location, and a route to it.</li> <li>4. Move those in the affected area to the established and cleared location.</li> <li>5. Assist first responders as necessary.</li> </ol>

Superintendent	<ol style="list-style-type: none"> <li>1. Follow the Unlawful Call Center procedures on the attached page if the call was traced, and check the district's call accounting system for identification of the call's source.</li> <li>2. Notify BOCES District Superintendent.</li> <li>3. If appropriate, notify the Needham Risk Management Resource Group.</li> <li>4. Fax or mail the Bomb Threat Report Data Sheet to Facilities Planning at NYS Education Department</li> <li>5. Determine need for communication to parents, staff and media.</li> <li>6. Notify Board of Education members.</li> </ol>
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Follow-up of the violent incident should include:

1. Investigation of the incident by building principal and law enforcement, as necessary
2. Preparation of written accounts of the incident by all involved
3. Review of written accounts by the building principal for any disparities
4. Appropriate disciplinary action according to the code of conduct
5. Review of the entire incident by administration for future planning
  - a. What happened?
  - b. Where did it happen?
  - c. When did it happen?
  - d. Why did it happen?
  - e. How did it happen?
  - f. How many individuals were involved?
  - g. Are the individuals associated with a group?
  - h. How could the incident have been prevented?
  - i. What warning signs were missed?
  - j. What can we do to prevent a future incident?
6. Counseling or other needed support for the victim(s), other students and staff involved in the incident.
7. Necessary reporting and parental notification.

Each school's building-level plan lists building specific response actions to criminal acts, bomb threats, civil disturbance, intrusion, hostage-taking, kidnapping, as well as technological and natural disasters.

### **Response Protocols**

The Webutuck Central School District has a comprehensive multi-hazard Emergency Response Plan. Such plan is updated annually. Copies of the plan are available in each Principal's Office as well as in the Superintendent's Office and the Business Office. Elements of the plan include:

- Chain of Command
- Other Relevant Parties
- Emergency Planning Committee
- Emergency Telephone Numbers
- Telephone Tree
- First Aid List



- Fleet List
- A list of hazardous incidents and a response plan for each (e.g. bomb threat, hostage, intruder, natural disaster, structural failure, et. al.)

**Chain of Command**

Ray Castellani	Superintendent
Robert Farrier	Business Administrator
Jennifer Eraca	Director of Student Services and Curriculum and Instruction
Lauren Marquis	Technology Director
Katy McEnroe	High School Principal
Matthew Pascale	EBIS Principal
Jennifer Hengen	Elementary School Principal

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

The School’s Administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

**Procedures for Obtaining Advice and Assistance from Local Government Officials**

The School’s Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

**District Resources Available for Use in an Emergency**

The Webutuck Central School District has created a comprehensive list of resources available during an emergency, including facilities, bulk petroleum, buses and trucks. This list may be found in Appendix 3.

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

The district shall use the following procedure to coordinate the use of school district resources and manpower during emergencies:

- The Building Principal of the affected facility shall contact the Superintendent or the District-wide Safety Team and request the necessary manpower or resources.
- The Superintendent of Schools, or the highest-ranking person in the chain of command shall

assess the request and allocate personnel and resources as necessary.

### **Protective Action Options**

The Webutuck Central School District shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place or evacuate shall be made in cooperation with state and local emergency responders as appropriate.

- School cancellation
  - Monitor any situation that may warrant a school cancellation – *Superintendent/ District Team.*
  - Make determination – *Superintendent.*
  - Contact local media.
  
- School delay
  - Monitor any situation that may warrant school delay – *Building Administrators/ Superintendent/District Team.*
  - If conditions warrant, delay opening of school.
  - Contact Transportation Supervisor to coordinate transportation issues.
  - Contact local media to inform parents of delayed opening.
  - Set up information center so that parents may make inquiries as to situation.
  - Provide for safety and security of employees and students who do come to school.
  
- Early dismissal
  - Monitor situation – *Superintendent/District Team.*
  - If conditions warrant, close school – *Superintendent.*
  - Contact Transportation Supervisor to arrange transportation.
  - Contact local media to inform parents of early dismissal.
  - Set up an information center so that parents may make inquiries as to the situation.
  - Retain appropriate district personnel until all students have been returned home.
  
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
  - Determine the level of threat – *Superintendent.*
  - Contact Transportation Supervisor to arrange transportation – *Superintendent or Designee.*
  - Clear all evacuation routes and sites prior to evacuation.
  - Evacuate all employees and students to pre-arranged evacuation sites.
  - Account for all student and employee population. Report any missing employees or students to Building Principal.
  - Make determination regarding early dismissal – *Superintendent or Designee.*
  - If determination was made to dismiss early, contact local media to inform parents of early dismissal.
  - Ensure adult supervision or continued school supervision/security.
  - Set up an information center so that parents may make inquiries as to the situation.
  - Retain appropriate district personnel until all students have been returned home.
  
- Sheltering sites (internal and external)
  - Determine the level of threat – *Superintendent/Incident Commander/Designee.*
  - Determine location of sheltering depending on nature of incident.
  - Account for all students and employees. Report any missing employees or students to designee.

- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **RECOVERY**

### **A. District Support for Buildings**

The Webutuck Central School District District-wide Team will support the Building-level Emergency Response Team and the Crisis/Post-Incident Response Teams in affected schools.

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

The district office shall assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams in the affected schools. The Superintendent or his/her designee may gain additional resources from the Dutchess County Department of Mental Health, as the situation requires.

## **APPENDICES**

### ***Appendix 1:***

Listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building employees.

### ***Appendix 2:***

Summary of Building-level plan.

### ***Appendix 3:***

Internal resources of the Webutuck Central School District.

### ***Appendix 4:***

The Early Detection of Potentially Violent Behaviors – A Guide for Families and Communities

### ***Appendix 5:***

Pandemic Operations Plan

**Appendix 1 - Listing of all school buildings covered by the District.**

**Webutuck Central School District Office**

194 Haight Road Amenia,  
NY

Telephone: 845-373-4100 x5506  
Superintendent: Ray Castellani

**Webutuck High School**

Telephone: 845-373-4100 x 3000  
Principal: Katy McEnroe

**Eugene Brooks Intermediate School**

Telephone: 845-373-4100 x2000  
Principal: Matthew Pascale

**Webutuck Elementary School**

Telephone: 845-373-4100 x1000  
Principal: Jennifer Hengen

**Bus Garage**

Telephone: 845-373-4100 x 4401  
Head Bus Driver: Jerry Heiser

## Appendix 2

### **Webutuck Central School District Building-Level Emergency Response Plan Summary**

#### **Commissioner's Regulation 155.17**

#### **INTRODUCTION**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Webutuck Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district- wide cooperation and support of Project SAVE.

#### **GENERAL CONSIDERATIONS AND GUIDELINES**

##### **A. Purpose**

The Webutuck Central School District's Building-level Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Webutuck Central School District Board of Education, the Principals of the Webutuck Central School District schools appointed a Building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

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

Each building has developed two emergency teams:

- Building-level School Emergency Response Team
- Building-level Post-incident Response Team

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

- The initial response to all emergencies will be by the School Emergency Response Team.
- Upon the 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.
- Efforts may be supplemented by county and state resources through existing protocols.

##### **D. Plan review and public comment**

- This plan will be reviewed periodically during the year and will be maintained by the Building-level Emergency Response Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education.

- Pursuant to Commissioner’s Regulation 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. The School Board may adopt the district-wide and building-level plans only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plans must be formally adopted by the Board of Education.
- Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the Building-level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

**PLAN SUMMARY**

**RISK REDUCTION/PREVENTION AND INTERVENTION**

**A. Designation of School Teams**

- A Building-level Emergency Response Team, including the members required by regulation, has been created. Members of the team include: school personnel, local law enforcement officials, representatives from local, regional, and/or State emergency response agencies; and other appropriate incident response teams.
- A Building-level Post-incident Response Team, including the members required by regulation, has been created. Members of the team include: school personnel; medical personnel; mental health counselors; and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.

**B. Prevention/Intervention Strategies**

- Training for emergency teams and individuals who have safety responsibility, including de-escalation training, has been conducted as determined in the district-wide plan.
- Procedures for an annual review and the conduct of drills and exercises to test components of this school’s plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials have been developed and will be implemented.
- The District-wide School Safety Plan requires annual multi-hazard training for students and staff. The school’s plan describes how this training will be provided to staff and students in the building.

**C. Identification of Sites of Potential Emergencies**

The District-wide School Safety Plan requires an identification of sites of potential emergency. The Building-level Emergency Response Team has identified both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

**RESPONSE**



### **A. Assignment of Responsibilities**

A chain of command consistent with the National Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency in the building. In the event of an emergency, the building's response team may adapt NIMS/ICS principles based on the needs of the incident.

### **B. Continuity of Operations**

The building has developed procedures to continue operations during an emergency.

### **C. Access to Floor Plans**

Procedures have been developed to ensure that crisis response, fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.

### **D. Notification and Activation**

Procedures have been developed to ensure that crisis response, fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.

Internal and external communication systems have been developed that will be used in emergencies.

Procedures are in place for notification and activation of the Building-level Emergency Response Plan.

### **E. Hazard Guidelines**

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The school building's plan includes building-specific guidelines for the following types of emergencies: Threats of Violence, Intruder, Hostage/Kidnapping, Explosive/Bomb Threat, Natural/Weather Related, Hazardous Material, Civil Disturbance, Biological, School Bus Accident, Radiological, Gas Leak, Epidemic, or Others as determined by the Building-level Emergency Response Team

### **F. Evacuation Procedures**

Policies and procedures have been developed for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident which include at least the following:

- Evacuation before, during and after school hours (including security during evacuation)

- Evacuation routes (internal & external)
- Sheltering sites (internal & external)
- Procedures for addressing medical needs
- Transportation
- Emergency notification of persons in parental relation to the students
- Other procedures as determined by the Building-level Emergency Response Team.

### **G. Security of Crime Scene**

Policies and procedures have been established for securing and restricting access to the crime scene in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on school property.

### **RECOVERY**

The Building-level Emergency Response Plan will be coordinated with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.

Short-term actions for recovery include:

- Mental health counseling (students and staff)
- Building security
- Facility restoration
- Post-incident response critique
- Other

Long-term actions for recovery include:

- Mental health counseling (monitor for post-traumatic stress behavior)
- Building security
- Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
- Other

### **Appendix 3 - Listing of internal resources for Webutuck Central School District.**

The District has the following resources available during times of crisis:

#### **Vehicles**

27 Buses  
2 Maintenance Vehicles  
Bobcat Earthmover  
KUBOTA Tractor

#### **Fuel Sources**

The district has a number of forms of fuel sources available for emergency use. For specific information consult with the facilities department.

#### **Communications**

See Building Level Plans

## **Appendix 4 - The Early Detection of Potentially Violent Behaviors – A Guide for Families and Communities**

### **Early Warning Signs**

It is not always possible to predict behavior that will lead to violence. In some situations, and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. School personnel and students as well as parents are often in a good position to observe these early warning signs.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate--and potentially harmful--to use the early warning signs as a checklist against which to match individual children. Rather, the warning signs are offered only as an aid in identifying and referring children who may need help. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

The information that follows and such other information as may be appropriate concerning Early Warning shall be made available to all employees in a form to be determined by the Superintendent. It is the policy of the Webutuck Central School District that employees and students use the early warning signs only for identification and referral purposes. Trained professionals should make diagnoses in consultation with the child's parents or guardian.

The following early warning signs are cited by the United States Department of Education in its publication entitled **Early Warning, Timely Response: A Guide to Safe Schools** and are presented with the following qualifications: they are not equally significant and they are not presented in order of seriousness. They include:

- Social withdrawal. In some situations, gradual and eventually complete withdrawal from social contacts can be an important indicator of a troubled child. The withdrawal often stems from feelings of depression, rejection, persecution, unworthiness, and lack of confidence.
- Excessive feelings of isolation and being alone. Research has shown that the majority of children who are isolated and appear to be friendless are not violent. In fact, these feelings are sometimes characteristic of children and youth who may be troubled, withdrawn, or have internal issues that hinder development of social affiliations. However, research also has shown that in some cases feelings of isolation and not having friends are associated with children who behave aggressively and violently.
- Excessive feelings of rejection. In the process of growing up, and in the course of adolescent development, many young people experience emotionally painful rejection. Children who are troubled often are isolated from their mentally healthy peers. Their responses to rejection will depend on many background factors. Without support, they may be at risk of expressing their emotional distress in negative ways--including violence. Some aggressive children who are rejected by non-aggressive peers seek out aggressive friends who, in turn, reinforce their violent tendencies.

- Being a victim of violence. Children who are victims of violence-including physical or sexual abuse-in the community, at school, or at home are sometimes at risk themselves of becoming violent toward themselves or others.
- Feelings of being picked on and persecuted. The youth who feels constantly picked on, teased, bullied, singled out for ridicule, and humiliated at home or at school may initially withdraw socially. If not given adequate support in addressing these feelings, some children may vent them in inappropriate ways-including possible aggression or violence.
- Low school interest and poor academic performance. Poor school achievement can be the result of many factors. It is important to consider whether there is a drastic change in performance and/or poor performance becomes a chronic condition that limits the child's capacity to learn. In some situations--such as when the low achiever feels frustrated, unworthy, chastised, and denigrated--acting out and aggressive behaviors may occur. It is important to assess the emotional and cognitive reasons for the academic performance change to determine the true nature of the problem.
- Expression of violence in writings and drawings. Children and youth often express their thoughts, feelings, desires, and intentions in their drawings and in stories, poetry, and other written expressive forms. Many children produce work about violent themes that for the most part is harmless when taken in context. However, an overrepresentation of violence in writings and drawings that is directed at specific individuals (family members, peers, other adults) consistently over time, may signal emotional problems and the potential for violence. Because there is a real danger in misdiagnosing such a sign, it is important to seek the guidance of a qualified professional--such as a school psychologist, counselor, or other mental health specialist--to determine its meaning.
- Uncontrolled anger. Everyone gets angry; anger is a natural emotion. However, anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self or others.
- Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors. Children often engage in acts of shoving and mild aggression. However, some mildly aggressive behaviors such as constant hitting and bullying of others that occur early in children's lives, if left unattended, might later escalate into more serious behaviors.
- History of discipline problems. Chronic behavior and disciplinary problems both in school and at home may suggest that underlying emotional needs are not being met. These unmet needs may be manifested in acting out and aggressive behaviors. These problems may set the stage for the child to violate norms and rules, defy authority, disengage from school, and engage in aggressive behaviors with other children and adults.
- Past history of violent and aggressive behavior. Unless provided with support and counseling, a youth who has a history of aggressive or violent behavior is likely to repeat those behaviors. Aggressive and violent acts may be directed toward other individuals, be expressed in cruelty to animals, or include fire setting. Youth who show an early pattern of antisocial behavior frequently and across multiple settings are particularly at risk for future aggressive and antisocial behavior. Similarly, youth who engage in overt behaviors such as bullying, generalized aggression and defiance, and covert behaviors such as

stealing, vandalism, lying, cheating, and fire setting also are at risk for more serious aggressive behavior. Research suggests that age of onset may be a key factor in interpreting early warning signs. For example, children who engage in aggression and drug abuse at an early age (before age 12) are more likely to show violence later on than are children who begin such behavior at an older age. In the presence of such signs it is important to review the child's history with behavioral experts and seek parents' observations and insights.

- Intolerance for differences and prejudicial attitudes. All children have likes and dislikes. However, an intense prejudice toward others based on racial, ethnic, religious, language, gender, sexual orientation, ability, and physical appearance--when coupled with other factors--may lead to violent assaults against those who are perceived to be different. Membership in hate groups or the willingness to victimize individuals with disabilities or health problems also should be treated as early warning signs.
- Drug use and alcohol use. Apart from being unhealthy behaviors, drug use and alcohol use reduces self-control and exposes children and youth to violence, either as perpetrators, as victims, or both.
- Affiliation with gangs. Gangs that support anti-social values and behaviors--including extortion, intimidation, and acts of violence toward other students--cause fear and stress among other students. Youth who are influenced by these groups--those who emulate and copy their behavior, as well as those who become affiliated with them--may adopt these values and act in violent or aggressive ways in certain situations. Gang-related violence and turf battles are common occurrences tied to the use of drugs that often result in injury and/or death.
- Inappropriate access to, possession and use of firearms. Children and youth who inappropriately possess or have access to firearms can have an increased risk for violence. Research shows that such youngsters also have a higher probability of becoming victims. Families can reduce inappropriate access and use by restricting, monitoring, and supervising children's access to firearms and other weapons. Children who have a history of aggression, impulsiveness, or other emotional problems should not have access to firearms and other weapons.
- Serious threats of violence. Idle threats are a common response to frustration. Alternatively, one of the most reliable indicators that a youth is likely to commit a dangerous act toward self or others is a detailed and specific threat to use violence. Recent incidents across the country clearly indicate that threats to commit violence against oneself or others should be taken very seriously. Steps must be taken to understand the nature of these threats and to prevent them from being carried out.

### **Identifying and Responding to Imminent Warning Signs**

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response.

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed

at peers, employees, or other individuals. Usually, imminent warning signs are evident to more than one employee member--as well as to the child's family.

Imminent warning signs may include:

- Serious physical fighting with peers or family members.
- Severe destruction of property.
- Severe rage for seemingly minor reasons.
- Detailed threats of lethal violence.
- Possession and/or use of firearms and other weapons.
- Other self-injurious behaviors or threats of suicide.

### **Threat Assessment**

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be written, spoken, or symbolic – as in motioning with one’s hands as though shooting or strangling another person. There are principally four types of threats – direct, indirect, veiled and conditional.

Threats are made for a variety of reasons: as a warning signal, a reaction to fear of punishment, anxiety, demand for attention or as retribution for a perceived or actual slight or affront. Threats may be intended to taunt, intimidate, assert power, punish, manipulate, coerce, frighten, terrorize, and compel desired behavior, to strike back for an injury, injustice or slight; to be disruptive, to challenge authority or to protect oneself.

Individuals who make threats normally manifest other behaviors or emotions that are indicative of a problem. These can include: signs of depression, prolonged brooding, evidence of frustration or disappointment; fantasies of destruction or revenge in conversations, writings, drawings or other actions; expressions of intense love, fear, rage, revenge, excitement or pronounced desire for recognition. Use of alcohol or drugs can be an aggravating factor, as can a romantic breakup, failing grades or conflicts with parents or friends.

### **Personality Traits**

Personality traits and behaviors that should be considered in assessing the likelihood of a student carrying out a threat include:

- a student intentionally or unintentionally revealing clues to feelings, thoughts, fantasies, attitudes, or intentions that may signal an impending violent act;
- low tolerance of frustration, easily hurt, insulted, angered by real or perceived injustices;
- poor coping skills, demonstrating little ability to deal with frustration, criticism, disappointment, failure, rejection or humiliation;
- lack of resiliency, is unable to bounce back from frustrating and disappointing experiences; failed love relationship, cannot accept or comes to term with humiliation or rejection;
- injustice collector, nurses resentment over real or perceived injustices, will not forgive or forget those who s/he believes are responsible;
- depression manifested by lethargy, physical fatigue, morose or dark outlook on life, malaise, lack of interest in activities once enjoyed, unpredictable anger, generalized or excessive hatred to others, hopelessness about the future, psychomotor agitation, restlessness, inattention, sleep and eating disorders;

- narcissism, self-centered, lacking insight to the needs / feelings of others, blames others for failure and disappointment, may embrace the role of victim, display signs of paranoia, self-importance or grandiosity masking feelings of unworthiness, notably think or thin skinned;
- alienation, feels different or estranged from others, more than being a loner, involves feelings of isolation, sadness, loneliness, not belonging or fitting in;
- dehumanizes others, fails to see others as humans, sees them as objects to be thwarted;
- lacks empathy, demonstrates inability to understand feelings of others, may ridicule displays of emotion as weak or stupid;
- exaggerated sense of entitlement, has a sense of being superior and constantly expects special treatment and consideration;
- attitude of superiority, has a sense of being superior to others, smarter, more creative, talented, experienced, more worldly;
- exaggerated / pathological need for attention, positive or negative, regardless of the circumstances;
- externalizes blame, consistently refuses to take responsibility for own actions, blames others, often seems impervious to rational argument and common sense;
- masks low self-esteem, may display arrogance, self-glorifying attitude, avoids high visibility or involvement, may be considered a “non-entity” by peers;
- anger management problems, manifested by consistent temper tantrums, melodramatic displays, brooding, sulking, seething silence, reacts out of proportion to cause, may direct anger to those who have no connection to triggering incident;
- intolerance, racial, ethnic, religious and other, displays symbols and slogans of intolerance on self or possessions;
- inappropriate humor, macabre, insulting, belittling, or mean.
- Attempts to manipulate others, attempts to con and manipulate to win trust so others will rationalize aberrant behavior;
- Lack of trust, is untrusting and suspicious of the motives and intentions of others, may approach clinically paranoid state;
- Closed social group, introverted, with acquaintances rather than friends, may associate only with a single small group to the exclusion of others;
- Manifests a dramatic change in behavior, academic performance, disobedience of school rules, schedules, dress codes etc.
- Rigid and opinionated, judgmental and cynical, strong opinions on topics about which little knowledge is possessed, disregards facts, logic and reasoning;
- Demonstrates unusual interest in sensational violence;
- Fascination with violence-filled entertainment, movies, TV, computer games, music videos, printed material, inordinate amount of time with violent computer games and websites involving violence weapons and disturbing objects;
- Has negative role models, drawn to negative, inappropriate role models, Hitler, Satan or others associated with violence and destruction;
- Manifests behavior that is relevant to carrying out a threat, spends inordinate amount of time practicing with firearms, on violent websites, and begins excluding normal pursuits such as homework, class, work, time with friends.

### **Family Dynamics**

Family dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:



- Turbulent parent / child relationship, relationship is particularly difficult, can be uniquely evident following recent or multiple moves, loss of parent, addition of step-parent, dismisses parents' role in his / her life, evidence of violence in the home;
- Acceptance of pathological behavior, parents do not react to behavior that most would find disturbing' parents appear unable to recognize or acknowledge problems in their children, respond quite defensively to real or perceived criticism of child, parents appear unconcerned about, minimize or reject reports of inappropriate behavior by child;
- Access to weapons, family keeps guns, weapons, explosives materials in the home and accessible to the children, weapons treated carelessly, without normal safety precautions, parent or role model may handle weapons irresponsibly or use as device for intimidation;
- Lack of family intimacy or closeness;
- Student "rules the roost," few limits set for children, parents regularly submit to child's demands, student insists on inordinate degree of privacy, parents have little information about student activities, school life, friends, or other relationships.
- No limits or monitoring of TV or Internet, parents do not supervise, limit or monitor TV, Internet, computer use or access.

### **School Dynamics**

School dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Student attachment to school, student appears detached from school, other students, teachers, and school activities;
- Tolerance for disrespectful behavior, school does little to prevent or punish disrespectful behavior between students, bullying is part of the school culture, school authorities are oblivious to bullying, little or no intervention by school authorities, school atmosphere promotes racial or class divisions, allows them to remain unchallenged;
- Inequitable discipline, discipline is inequitably applied or is perceived as such by students or employees;
- Inflexible culture, official and unofficial patterns of behavior, values and relationships among students, teachers and administrators are static, unyielding and insensitive to changes in society and the changing needs of newer students;
- Pecking order among students, certain groups have more prestige and respect – both officially and unofficially by students and school officials;
- Code of silence, prevails among students, little trust between students and employees;
- Unsupervised computer access, access is unsupervised and unmonitored, students are able to play violent games, explore inappropriate websites, promote violent hate groups, give instruction in bomb making etc.

### **Social Dynamics**

Social dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Media, entertainment and technology, easy unmonitored access to media, entertainment and Internet sites with violent themes and images;
- Peer groups, intense and extensive involvement with a group that shares fascination with violence or extremist beliefs;
- Drugs and alcohol, knowledge of student's use of drugs or alcohol or changes in such use is important;

- Outside interests, outside interests of students are important to note as they can mitigate or increase the school's level of concern in assessing a threat;
- Copycat effect, school shooting and other violent incidents that receive intense media attention can generate threats or copycat violence elsewhere, school employees should be highly vigilant in the aftermath of such incidents.

## Public Employer Health Emergency Plan for the Northeast (Webutuck) School District

**Plan Approval date 3/21/2021**

This plan has been developed in accordance with NYS legislation S8617B/A10832.

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## Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

The Northeast ("Webutuck") Central School District ("District") with the input of Webutuck Teachers Association, CSEA, Local 1000 and the Webutuck Administrative Association, as required by the amended New York State Labor Law have developed this plan.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of "the District" or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits, which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--

As the authorized official of the Northeast (Webutuck) School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Raymond Castellani

Title: Superintendent of Schools

Signature: 

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requiring 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.

### Scope

This plan was developed exclusively for and is applicable to the Northeast (Webutuck) Central School District. This plan is pertinent to a declared public health emergency in the State of New York, which may affect our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

## Concept of Operations

The Superintendent of Schools of the Northeast (Webutuck) School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of the need to begin implementing this plan, all employees and contractors of the Northeast (Webutuck) School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, students, and other community members will be notified of pertinent operational changes by way of email notifications, social media messaging, and local news outlets, amongst others. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Northeast (Webutuck) School District ("the Superintendent of Schools"), or their designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. Updates of this plan will be published on the District Website and posted conspicuously in all school buildings.

Upon resolution of the public health emergency, the Superintendent of Schools of the Northeast (Webutuck) School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Northeast (Webutuck) School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable the District to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Northeast (Webutuck) School District

The Webutuck (Northeast) School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the District to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others

- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Northeast (Webutuck) School District have been identified as:

Essential Function	Description
Information Technology/Continuity of Operations and Instruction Priority Level: 2	Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education.
Buildings and Grounds Priority Level: 2	Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members.
District Office Priority Level: 1	Oversight and management of the functions performed by employees in the Superintendent's office, the School Business Administrator along with the Business office, and the Human Resources office to ensure that regular business operations and services continue as necessary and/or mandated.
Health Office/Health Services Priority Level: 1	Upon consultation with the district physician and the County Department of Health, school nurses may be responsible for assessing ill staff and students, providing consultation to the district office, following up with healthcare providers, and providing assistance with contact tracing efforts as necessary.
School Building Main Office Staff Priority Level: 4	Oversight of mail, phones, sign-in procedures, and building utilization and operations.
Food Service Priority Level: 2	Ensure that food can be provided to students
Transportation Priority Level: 2	To ensure that meals may be delivered to students
Building Administrators Priority Level: 3	Daily administration of school buildings as it relates to curriculum, attendance, and discipline.

#### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

In the event of a school closure, and when authorized by state and local health officials, the Northeast (Webutuck) School District may assign teaching as a mission essential function of the District. During a closure,



having teachers and other educators on-site, in their own work space, may facilitate safety and be favorable for accessibility to resources, technology, and internet connection.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology/Continuity of Operations and Instruction	<ul style="list-style-type: none"> <li>IT Director (specific title)</li> </ul>	Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district's internet access, phone systems, and cell phone plans
	<ul style="list-style-type: none"> <li>IT Support &amp; Network Support Specialists</li> </ul>	Responsible for providing support to teachers and students in regards to computer hardware and software. Will respond to "help desk" and troubleshooting concerns.
Buildings and Grounds	Head Maintenance Worker	<ul style="list-style-type: none"> <li>Responsible for overseeing and providing direction to the B&amp;G department and employees to ensure a safe working environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Custodians</li> <li>Maintenance Workers</li> <li>Groundskeeper(s)</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for routine cleaning and disinfecting.</li> <li>Responsible for routine and emergency maintenance tasks.</li> <li>Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields.</li> </ul>
District Office	Superintendent of Schools	Responsible for making day-to-day decisions about educational programs, budget/spending, staff, and facilities
	Business Administrator	Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available
	Human Resources Manager	Responsible for assisting the school district as a liaison to district personnel, providing guidance for personnel functions, and ensuring the complete and effective compliance with personnel policies, protocols, and practices
	Pandemic Administrator/Coordinator	Responsible for helping the school district come in to and remain in compliance with all aspects of reopening plans, reopening activities, and guidance related to reopening.

	School Nurse	Responsible for assessing ill students and staff and assisting in contact tracing efforts
School Building Main Office Staff	School Secretary	Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.
Food Service	School Food Service Director	Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are disseminated.
	Food Service Helper/Cashier	Responsible for the preparation of and making of meals for students.
Transportation	Transportation Director	Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries.
Building Administrators	Building Principals	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.

### Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

#### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

Remote work protocols shall be developed and facilitated through coordination with district administrators, building administrators, and the IT department to ensure that all needs are met and that safety, security, and functionality are at the forefront of any and all discussions.

### *Approval and Assignment of Remote Work*

The Superintendent or designee, in consultation with the Director of Human Resources and other administrators and/or supervisors as needed, will review requests for remote work and corresponding work assignments to aid in the decision making process. Final decisions will be communicated to the Director of Human Resources and building/department administrators for dissemination to their respective staff. The Director of Human Resources will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

### *Equipping Staff and Students for Remote Learning*

The school district shall work with their IT Manager to support non-essential employees and students during an extended school closure. In order to support this, students K-12 and instructional faculty and staff shall be provided with Chromebooks/laptops as possible to ease the transition to remote learning/working. Non-instructional staff who work remotely will have access to Chromebooks/laptops based on their individual needs for them to effectively perform their job duties remotely. In addition, the IT Department has established protocols for the repair of Chromebooks/laptops, as well as protocols for assisting in the procurement of internet access at an individual's home, if they do not have internet. The IT Department will also be responsible for assisting individuals in the procurement of VPN or other secure network drives as is deemed necessary and for providing access to software and databases that are deemed necessary for individuals to perform their duty.

### *Staggered Shifts*

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure.

Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Superintendent of Schools or designee, in consultation with the Personnel Assistant and other administrators and/or supervisors as needed, will review work assignments to determine when staggered work assignments will be necessary. All staggered work assignments will be made in conjunction within the District standard operating practices and all security procedures must be followed.

### *Identification of Positions with Staggered Work Hours and Approval Process*

District buildings and grounds staff may be assigned to staggered shifts to ensure coverage before, during, and after core business hours. Nurses and other building positions may also be realigned to ensure greater coverage during the day and to line up with the needs of our population.

The approval and assignment of changed work hours must be reviewed by the Superintendent of Schools or designee. Factors such as staffing levels, the ability to provide physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

## Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

### Primary Personal Protective Equipment Supplier

Air Guys	10 Elm St. Cornwall, NY	Contact: John Evans	Phone: (239) 634-4557 (845) 202-2738
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### Secondary Personal Protective Equipment Suppliers

EA Morse	11 Harding St. Middletown, NY	Contact: Glenn Marasco	Phone: (845) 978-4882 (845) 346-4700
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Grainger	300 Corporate Blvd Newburgh, NY	Contact: Clint Bull	Phone: (845) 753-5374 (845) 567-6900
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In addition to the above the District has utilized several other smaller vendors for one off transactions for personal protective equipment.

### Personal Protective Equipment

- District will keep a minimum of eight-week supply of all personal protective equipment

- Weekly inventory levels will be taken, and restocking will take place when the inventory level reaches the minimum order level
- A working supply of personal protective equipment is stored in the custodial/maintenance storage areas in each of the District buildings with all custodial and maintenance staff having access to this room.
- The District's reserve supply of personal protective equipment is stored in the District Office Storage Room. This room has limited access by District Administrative Staff and the Head of Maintenance.
- The District will also keep an eight-week supply of sanitizing cleaning supplies for fogging machines and other disinfecting/sanitizing activities.

*Identification of Personal Protective Equipment Based on Job Duties*

The COVID Coordinator shall provide each building with a supply of disposable masks and hand sanitizer for use, as necessary. School Business Administrator or designee shall be responsible for monitoring and replenishing those supplies as necessary. Individuals with a medical necessity and an approved reasonable accommodation will be provided N-95 respirators as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program; fit tested, medically cleared, and provided N-95 respirators as required.

*Procurement of Personal Protective Equipment*

School Business Administrator or designee shall track PPE inventory in their building in the form of an inventory report that will be submitted to *the* Senior Maintenance Mechanic for review each week. When inventory gets low (i.e., having less than two pieces of PPE for each essential employee for at least a six-month period), the Head Maintenance Worker will notify the Business Administrator who will contact one or more of the vendors on the District-approved supplier's list to procure the necessary PPE. The district maintains a supplier list with backup suppliers listed in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with the Dutchess County Department of Health for assistance. Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation.

Staff Exposures, Cleaning, and Disinfection

**Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When/If a staff member is exposed, we will follow applicable Dutchess County Department of Health, New York State Department of Health, and CDC guidelines as is required and best practices.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements, coordinate with our local public health office for additional guidance, and support as needed.

**Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas, which are accessible to the public/constituents, will be disinfected according to a preset schedule that emphasizes their cleaning and disinfection.
  - b. Buildings and grounds staff, with possible assistance from others, will be responsible for cleaning and disinfecting common areas, based on the requirements of each individual situation and influenced by factors such as frequency of use, the specifics of the communicable disease, and recommendations from local, state, and federal authorities.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned prior to being disinfected.
4. 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. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact-tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Northeast (Webutuck) School District to support contact tracing within the District and may be shared with local public health officials.

Department Heads will be responsible for tracking employee hours with the payroll timesheet. This information is completed and submitted to payroll, where the official records and attendance records will be stored. The District's Payroll Clerk will be official record keeper for all payroll and attendance records.

### Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner, which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Northeast (Webutuck) School District's essential operations. If such a need arises, the school district shall work with local and state authorities to help identify and arrange for housing needs.