

BREWSTER CENTRAL SCHOOL DISTRICT
DISTRICT WIDE SCHOOL SAFETY PLAN

2018 -2019

30 Farm to Market Road
Brewster NY 10509

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Aerial View of the District (google maps)

SECTION I: GENERAL CONSIDERATIONS/PLANNING GUIDELINES

Purpose

The Brewster Central School District Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

Concept of Operations

The District Wide team built upon what was already in place, specifically the existing Emergency Response Plan that had been developed pursuant to previous Commissioner's Regulations. The 1997 Emergency Response Plan had been updated in fall 1998, and a Quick Reference Guide had been developed in fall 1999 to provide employees with readily available information about how to respond to a crisis. School safety has been a staff development priority for the Brewster Central School District since that time.

On a regular basis, staff meetings are held in each building addressing issues related to school violence, the planning process for dealing with crises, violent behavior in our society, assessing threats and violent potential of students. Also, building committees update the existing documents on a yearly basis.

The District Wide School Safety Plan is linked directly to the individual Building Level Emergency Response Plans. In the event of an emergency or violent incident, the initial response at an individual building will be by the Building Emergency Response Team. The Building Emergency Response Team will immediately notify the Superintendent's Office and, where appropriate, will also notify local emergency officials. If the emergency or violent incident has an impact beyond the individual building, the District Emergency Response Team will be activated and will coordinate the response.

As a part of developing the District Wide School Plan, input was gathered from both the local police and the state police. We will continue to work closely with the law enforcement agencies, the ambulance departments and fire departments that have jurisdiction over the Brewster Central School District. We will also continue to seek resources and support through other state and county agencies.

This Plan seeks to develop a solid framework upon which Brewster Central School District can provide:

- A safe learning environment for our students.
- A thorough and thoughtful process for responding to a wide range of emergency situations.

Plan Review and Public Comment

The designated Chief Emergency Officer for the Brewster Central School District is Andrew Bates, Director of Facilities II.

Pursuant to Commissioner's Regulation 155.17 (e) (3), the original Plan was made available for public comment prior to its adoption. The District Wide and Building Level Plans were adopted by the school board only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The Plan was formally adopted by the Board of Education.

In subsequent years, the Plan will be reviewed periodically and will be maintained by the Brewster Central School District and the District Wide Safety Team. The required annual review of the Plan will be

completed on or before September 1 each year. Updates to staff rosters and team lists will be made prior to October 1 each year. If major changes are made to the Plan, the plan will be made available for public comment and it will be presented to the Board of Education for adoption. A copy of the Plan will be available for view by appointment in the District Office, 30 Farm to Market Road, Brewster, New York 10509.

While linked to the District Wide School Safety Plan, 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.

The District Wide School Safety Plan will be posted to the District webpage within 30 days of its adoption. The URL for this page will be submitted to NYSED as part of the BEDS. Building Level Emergency Response Plans will be supplied to both local and state police.

SECTION II: RISK PREVENTION AND INTERVENTION

Prevention Intervention Strategies

The Brewster Central School District proactively implements a variety of preventive programs to reduce the risk of violence. A variety of programs have been used in the Brewster Central School District since the mid-1980's to address these issues. The following table shows some of these initiatives and the schools that use them.

	JFK	CV Starr	HH Wells	High School
Teacher – Student Mentoring Program	X	X		X
Teacher- Teacher Mentoring Program		X	X	X
Facing History and Ourselves Curriculum English and Social Studies Classes			X	X
Safe School Ambassadors/ Culture Of Dignity			X	X
Health Education Instruction			X	X
Social Workers/ Guidance Counselors	X	X	X	X
Peer Mediation			X	X
Student Government			X	X
Infinite Campus	X	X	X	X
SRO Program	X	X	X	X
Anti-bullying Program				X
PBIS- CUBS Program	X			X
Dignity Act Training	X	X	X	X

In-service training which reflects violence prevention has also been offered in Preventing Academic Failure, Developing Conflict Resolution Skills, Improving Communication Skills, and District Wide Character Education Goals. Training is continually offered and the skills that are acquired are applied in the classrooms, lunchrooms, hallways, playgrounds, buses, and all other areas of our schools.

Violence prevention in our district is not an individual effort but a collaborative effort by all staff and faculty who continually implement the many research-based programs, academic intervention programs, counseling initiatives, and skills that they acquire. Our teachers, assistants, monitors, psychologists, social workers, counselors, administrators and support staff all work together to offer a safe school climate.

Students are instructed on the proper use of 911 with the help and cooperation of our local law enforcement agencies.

The District School Safety Committee will recommend additional resources, programs and training as needed.

Training, Drills and Exercises

Since the 2002-2003 school year, the Brewster Central Safety/Emergency Response Team and the Building Crisis Management Teams have worked with a number of consultants to develop emergency plans. In 2015 the District Team worked diligently to adopt the NYS Building Level Emergency Response Plan Template. To this end our plans were thoroughly reviewed and revised. We have worked with local law enforcement officials and county emergency management services to train the teams through tabletop exercises and drills to practice emergency plans. The District Safety/Emergency Response Team has developed and utilized lockdown procedures for every school building within the district. In addition, the District Team has developed walk away procedures, sheltering procedures and emergency evacuation plans.

Along with the required fire drills, lockdown drills and the early dismissal drill, each building will conduct additional drills during the course of the year to prepare staff and students for responding to other potentially hazardous events. Each drill will be assessed carefully, and modifications will be made to existing procedures based on the feedback.

Description of Duties of School Resource Officers and Hall Monitors

School Resource Officers(SRO) are employees of the Putnam County Sheriff's Department and, as such, are hired after extensive background searches and training. Their job responsibilities encompass all aspects of school security. In addition, these officers conduct countless presentations designed to educate parents, staff and students on a variety of safety related topics.

All prospective hall monitors within the Brewster Central School District are individually interviewed by administrators. At least two references are checked and all employees are fingerprinted. Hall monitors work in very close cooperation with Principals and School Resource Officers and are trained to report all unusual incidents to the building administration.

Greeters work with administrators and SRO's to control visitor access to our buildings. They receive annual training to assist them in these duties.

Implementation of School Security

- Greeters at each school screen visitors, require photo IDs, assign visitor badges, and notify administration of the visitor's presence in the building.
- All schools have a one point entry and all outside doors are locked after students arrive and remain locked until dismissal.
- All visitors are required to provide government issued photo ID, sign in/out and wear identification badges to indicate their "visiting" status.
- All schools have SRO's and/or SPO's.
- Each building's administration has developed and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions have been published in the student handbook/code of conduct.
- All Facilities and Maintenance staff, as well as key office staff in each building, have a communication system allowing for communication among staff in an emergency.
- All employees are issued photo ID badges.
- Employees have key fobs to allow them to access the buildings through specific doors during specific times. This allows doors to remain locked during the school day.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.

Early Detection of Potentially Violent Behaviors

The building greeters scan visitor driver's licenses into Scholar Chip which checks the license against the sex offender database. Greeters are trained on how to respond if there is a suspicious result.

Presentations are made to the entire Brewster Central School District instructional staff that address issues of violence in society, the changing world of youth and adolescence, and characteristics in children that predict violent behavior. Training on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

The District has policies and procedures regarding the early detection of potentially violent behaviors. Dissemination of information to parents/guardians on these issues may be accomplished through a variety of means, including: mailings, handouts in buildings, posting information on web site, inclusion of information in the school district calendar, disseminating information at school functions, disseminating information within guidance offices, social worker offices and psychologist's offices and through re-broadcasting of presentations on Channel 22.

Hazard Identification

The District Level Emergency Response Team, in conjunction with local officials, has identified areas outside of school property that may impact a district facility during an emergency. Things that were considered were population, presence of hazardous materials, potential for emergency based on national trends, and proximity to the district property.

The following is a list of areas which may have an impact on the district should an emergency occur at them:

- Route 22
- Interstate 84
- Route 312
- Gas station on Corner of Brewster Hill Road and Route 312

- Williams Service Station
- Gas station on Main Street in Brewster
- Putnam County Hospital
- Indian Point Nuclear Power Plant
- Suburban Propane on Route 6 in Brewster
- Oil storage tanks on N. Main Street in Brewster
- Metro North Rail Lines
- Lamothermics on Route 312

The District Level Safety Team has recognized that there are many factors that could cause an emergency in our facilities within the district. There are also factors that need to be considered when responding to an emergency. Below is a list of environmental factors that we have identified:

- Asbestos locations
- Transformers located on the property
- Gas lines
- Science chemicals
- Grounds/Maintenance shop
- Sewer/Sanitary lines

SECTION III: RESPONSE

Notification and Activation- Internal and External Communications

Internal Communications

In case of an emergency within the district, whether it is a violent incident or other emergency, the Incident Commander (usually a school Principal) is authorized to contact local law enforcement or other first responders and may use the School Resource Officer (SRO) in determining the correct response. When any faculty or staff member believes that a situation warrants it, they are authorized to call 911 to report an emergency. They should contact the main office as soon as possible to report that 911 has been called. The Superintendent of Schools office shall be notified as soon as practical that an emergency is occurring. A District Administrator (usually the Superintendent) will notify all principals/designees of facilities within the district to take the appropriate action. The District Administrator will also determine if the District Wide Emergency Response Team needs to be assembled.

The District's procedures include: the use of the School Resource Officer, maintaining a list of local law enforcement agencies, and instructions that, in the event of an emergency, all individuals are authorized to contact the law enforcement agencies. These procedures are located within the District's School Building Emergency Response Plans.

The following forms of communication are available:

- Telephone/cell phones
- Fax
- Email
- District Radio System
- NOAA Weather Radio

Emergency 8-911 phones
Connect Ed

Policies and procedures exist to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. These procedures include emergency contact cards provided by students, Connect Ed, the district web site and broadcasts by the local media. The District also has a local school district television channel which we are able to edit immediately to notify parents of an emergency situation.

Multi-Hazard Response

Brewster Central School District has developed multi-hazard response plans to the various types of emergency situations. These are maintained in the building level emergency response plans.

Responses to Acts of Violence: Implied or Direct Threats

In the event of an implied or direct threat (threats are alarming statements or behaviors that give rise to concern about subsequent violence) of violence by a student, staff member or visitor to a school, the Principal should be informed immediately by the threatened individual (or a staff member who becomes aware of the threat). The Principal or their designee will determine the steps to be taken based on the nature of the threat. The steps may include: further investigation, threat assessment, notification of the Superintendent, activation of the Building Emergency Response Team and/or notification of local authorities and notifying the parents of the student against whom the threat was made.

Acts of Violence

Acts of violence by students, staff members or visitors to the schools will not be tolerated. In the event of such an incident, if any staff member who feels that it is necessary may call 911. The Principal should be informed immediately by the victim, or the staff member who becomes aware of the incident. The Principal or their designee will determine the steps to be taken based on the nature of the incident. The steps may include: further investigation, threat assessment, notification of the Superintendent, activation of the Building Emergency Response Team and/or notification of local authorities. Refer to the building level emergency response plans for more detailed response protocols (building level plans are confidential and are not made available to the public). Depending on the nature of the situation, other actions (e.g., lockdown, hold in place, or emergency evacuation) may be necessary.

Arrangement of Obtaining Assistance from Local Government and Other Agencies

Brewster Central School District maintains ongoing communications with local municipal officials, governmental agencies and emergency service organizations. When deemed appropriate, the Superintendent or his/her designee will contact the appropriate local government officials for advice or assistance during an emergency situation.

Putnam County Sheriff, Ambulance and all Fire Depts.	911
Superintendent of Schools	279-8000
<i>IF calling from a cell phone DO NOT CALL 911. Use the telephone numbers in Appendix C.</i>	

Procedures to Coordinate the Use of District Resources in an Emergency

In an emergency that requires the activation of the District Emergency Response Team, the coordination of District resources will be through the District Team with the Superintendent of Schools (or his/her designee) as Incident Commander. If the District Team is not activated, the coordination of resources will be managed through the Office of the Superintendent of Schools. The Director of Facilities will oversee the allocation of custodial and maintenance staff, as well as heavy equipment and non-transportation needs. Where needed, the building principals will coordinate the use of support staff. In cases where computers and related technology are necessary to provide support, the Director of Technology & Innovation will also become involved.

CPR/AED and First Aid trained individuals and their contact information are listed within the building level plans and are maintained by each building.

Emergency supplies are located throughout the district buildings and may include: flashlights, hand-held radios, fax machines, fire extinguishers, AEDs, first aid kits, cell phones, and PA systems. There are emergency call boxes located strategically throughout the campuses. In addition, the district has generators, backhoes, and dump trucks.

Protective Action Options

During certain emergency situations, one of a variety of protective actions may need to be employed. Summaries of the options are found below. Detailed plans associated with procedures for each school building are maintained in each building's school emergency response plan. Each building has plans to respond to bomb threats, hostage taking, intrusion, and kidnapping in addition to other responses.

School Cancellation

School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all staff and students. Examples include events such as weather-related incidents for which ample warning is normally provided or utility failures. Other situations, such as an incident at the Indian Point Nuclear Power Plant, may also dictate this action to allow Putnam County to use our schools as reception centers.

Early Dismissal

Early dismissal will be used when school is in session and there is time to return staff and students to their homes before the expected emergency occurs. Early dismissal is activated by the superintendent of schools or his/her designee. It will be communicated to parents and guardians via: automated message; radio and television and in some cases text message.

Shelter in Place

Suitable for a variety of reasons shelter in place is used in response to a situation outside of the building such as a weather emergency, or a chemical spill or other environmental hazard. The principal or their designee will usually activate the shelter in place.

Hold in Place

Suitable for a variety of responses, hold in place offers the ability to isolate and control the movement and/or to relocate building occupants by rooms, halls, or areas to other parts of the building determined to

be safe. In addition, it can be used as a precautionary measure prior to building evacuation. The principal or their designee will usually activate the hold in place annex.

Evacuation

Evacuation/relocation will be used when school is in session and it has been determined that an occupied building or location does not provide a safe environment for staff and students. The principal or their designee usually activates an evacuation. In case of fire or large chemical spill, any staff member who becomes aware of the issue may activate the evacuation procedures.

Lockout

In response to incidents of actual or potential threat from outside the building, a lockout may be initiated. The nature of the incident will determine if 911 should be called. For example, local law enforcement may contact school officials to advise them of a suspected fugitive in the immediate area of the school building. If a wild animal, such as a bear or raccoon that is acting strangely, were to wander onto school grounds, school officials could initiate a lockout and contact police. Any staff member who becomes aware of a threat outside the school may activate the lockout annex.

Lockdown

In response to incidents of actual violence, a lockdown may be initiated. If it is determined that a lockdown is necessary. Any staff member who becomes aware of an immediate threat of violence in or around the school is authorized to activate the lockdown annex.

Response Protocols

The School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan. For reasons of student safety these specific plans are confidential and will remain secure. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to staff and students.

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard staff and students
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Responses to Acts of Violence: Implied or Direct Threats

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Informing the Building Principal
- Determination of level of threat with Superintendent

- Contacting law enforcement agency and/or other first responders as necessary
- Monitoring the situation
- Adjusting the response as appropriate
- Utilizing the Building Emergency Response Team if necessary

Responses to Acts of Violence: Actual

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determination of the level of threat
- Isolation of the immediate area and evacuation if necessary
- Informing the Building Principal and Superintendent
- If necessary, initiating lockdown procedures
- Contacting appropriate law enforcement agency and/or other first responders as necessary
- Monitoring the situation

District Emergency Response Team

The Superintendent or his/her designee will act as Incident Commander. When the Incident Commander has been notified that an emergency exists, he/she will activate the Plan and direct the operation from the Command Post.

All members of the District Emergency Response Team will assemble at the Command Post and implement the emergency response as directed by the Incident Commander.

Purpose of the District Emergency Response Team

The following are the functions of our District Emergency Response Team:

- To identify the level of the emergency.
- To support the efforts of a Building Emergency Response Team to minimize the traumatic impact on staff and students and return the site to educational normalcy.
 - Resource allocation
 - Staff reallocation: substitutes, extra human services, transportation, etc.
 - Security of the campus
 - Media
- To coordinate efforts of Building Emergency Response Teams when numerous or all sites are impacted.
 - Interface with law enforcement, fire, medical
 - Media
 - Resource allocation
- To manage:

- o Communication with media
- o Legal considerations, specialized equipment
- o Communication with component school districts
- o Communication with outside agencies.
- To plan
 - o Educate staff, students and parents about plan
 - o Conduct drills.

Response to an Incident:

The Brewster Central School District will use the Incident Command System for schools to respond to incidents. Assignment for the response by the District Administration is below:

Incident Commander: *sets the incident objectives, strategies and priorities; has overall responsibility for the incident response and coordinates all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders and for establishing and maintaining liaison with other agencies participating in the incident.*

	Name	Title
Primary	Valerie Henning-Piedmonte	Superintendent
Alternate	Michelle Gosh	Assistant Superintendent
Alternate	Victor Karlsson	Assistant Superintendent
Alternate	Kathleen Culligan	Director of Human Resources

Safety Officer: *Monitors safety conditions and develops measures for assuring the safety of all response personnel.*

	Name	Title
Primary	Andrew Bates	Director of Facilities II
Alternate	Kenneth Winch	Asst. Dir. of Facilities
Alternate	Lars Olenius	Head Custodian, Brewster High School

Liaison Officer: *Assists establishing contacts with and coordinating outside agencies that provide services or resources – red cross, county, etc.*

	Name	Title
Primary	Kathleen Culligan	Director of Human Resources
Alternate	Andrew Bates	Director of Facilities II
Alternate	Kenneth Winch	Asst. Director of Facilities

Public Information Officer: *Media liaison, official spokesperson for school; coordinates information for parents and staff.*

	Name	Title
Primary	Michelle Gosh	Assistant Superintendent
Alternate	James Treloar	Director of Technology & Innovation
Alternate	Victor Karlsson	Assistant Superintendent

District Emergency Response Team Members

Title	Name
Superintendent of Schools	Dr. Valerie Henning-Piedmonte
Assistant Superintendent for Curriculum, Instruction and Assessment	Ms. Michelle Gosh
Assistant Superintendent for Finance and Operations	Mr. Victor Karlsson
Director of Human Resources	Ms. Kathleen Culligan
Director of Technology & Innovation	Mr. James Treloar
Director of Facilities II	Mr. Andrew Bates
Supervisor of Transportation	Ms. Mary Smith

Alternates for the District Emergency Response Team

Title	Name
Principal, High School	Ms. Nikki Horler
Principal, Wells Middle School	Mr John Clark
Assistant Director of Facilities	Mr. Kenny Winch
Assistant Supervisor of Transportation	Ms. Leonore Volpe

Incident Command Post and Equipment

Primary Command Post Location:	District Office Superintendent’s Conference Room
Alternate Command Post:	District Office Board Room
Command Post if DO is not available	Transportation Garage Offices
Equipment Location	District Office Conference Room/Director of Facilities Office

National Weather Bureau(NOAA radio)-includes commercial stations	List of Emergency Telephone Numbers
Radio Systems, radio units	Computer/ Internet Access/ Connect Ed
Telephones and cell phones and emergency phones	Tape Recorder
Emergency lighting	List of Hazardous Materials
Generator	Maps, charts, etc.
Flashlights	Office Supplies

SECTION IV: RECOVERY

As part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The Brewster Central School District Safety/Emergency Response Team is charged with providing support to the Building Teams.

The Brewster Central School District will support any building to recover from an emergency situation. School mental health staff may be assigned to respond to assist the affected staff and students. If the need is greater than that which can be managed by district personnel, Putnam/Northern Westchester BOCES Regional Crisis Team may be requested. The Putnam/Northern Westchester BOCES Crisis Response Team will be available to assist with any recovery support including personnel and informational literature.

PRIVATE EDUCATIONAL FACILITIES

Private Schools

School	Address	Type	Main Phone #	Main Contact
Green Chimney's	400 Doansburg Rd Brewster, 10509	K-12	845-279-2995 X100	Joseph Whalen
Longview School	83 Main Street Brewster 10509	K-12	845-259-8259	Mr. Mark Jacobs

Pre - Schools

The Children's Station	278-8726
Creative Kids	279-9100
Nature's Nursery	279-2995 ext. 301
Our Montessori	914-962-9466
Over the Rainbow Childcare	940-0100
Sacred Heart Nursery School	278-4659

St. Andrew's Nursery School	279-4325
Sunshine PreK	279-4585 x7