



DISTRICT- WIDE SCHOOL SAFETY PLAN

2020-2021

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 School Safety Plan is responsive to the needs of all schools within the agency and is consistent with the more detailed emergency response plans required at the school building level. School districts and other educational agencies stand at risk from 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. 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.

Ulster County BOCES supports the SAVE Legislation and intends to facilitate the planning process. The Chief Emergency Officer, encourages and advocates on-going agency-wide cooperation with and support for Project SAVE. The Chief Emergency Officer is responsible for ensuring this plan is updated annually, that its contents are understood by staff, and coordinates with first responders.

Section I: General Considerations and Planning Guidelines

Purpose

The Ulster County BOCES District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Ulster County BOCES Board of Education, the District Superintendent appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the agency's Emergency Management/Disaster Preparedness Plan.

Identification of School Teams

Ulster County BOCES has created 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 for 2020-2021 are:

- Ms. Gail Hutchins, Board of Education
- Mr. Vincent Petrocelli, Board of Education
- Ms. Barbara Carroll, Board of Education
- Dr. Jonah Schenker, Deputy Superintendent
- Ms. Allison Dodd, Assistant Superintendent for Administration
- Mr. Eugene Knudsen, Director, MHRIC/Director Adult Education
- Ms. Gwendolyn Roraback, Director, Instructional Services
- Ms. Jillaine Berardi, Principal, Special Education
- Ms. Amy Storenski, Principal, Career and Technical Education
- Mr. Lawrence McCauley, Dispatcher, Ulster County BOCES Transportation
- Dr. Michael O'Rourke, Environmental Compliance Coordinator - Administrator/Staff Industrial

Hygienist - Ulster BOCES Risk Management

- Mr. Victor DeStefano, Supervisor, Buildings and Grounds
- Mrs. Linda Brooks, O&M Program Assistant
- Ms. Kerri Ann Sheehy, Teacher & President, Ulster County BOCES Teachers Organization
- Ms. Michelle Rosu, Teacher Aide & President, Ulster County BOCES Teaching Assistants & Aides
- Mr. Shawn Cheatham, Student Services Specialist and President, Ulster County BOCES United Employees
- Deputy James Grable, School Resource Officer, Center for Innovative Teaching and Learning at Port Ewen
- First Sgt. Chad Storey, Ulster County Sheriff's Department
- Mr. Peter Harris, Principal, P-Tech/HVPA
- Ms. Margaret Short, School Nurse
- Ms. Noelle Zamow, Student Services Manager, Mid-Hudson Regional Information Center and President, Ulster County BOCES Management Association
- Mr. Ian Winters, Community Representative
- Student Representative (*Optional*)

Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans. 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. Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response efforts may be supplemented by County and State resources through existing protocols. The students transported from Ulster County BOCES to Camp Ramapo will follow the emergency response protocols of the camp administration while at that site.

Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Committee. ~~The plan will be reviewed each year and approved by the Board of Education prior to September 1st.~~ This plan will be available for public review and comment on the Ulster County BOCES website and approved annually by the Ulster County BOCES Board of Education prior to September 1st. A copy of the plan will be available at Ulster County BOCES, Conference Center, Business Office, 175 Route 32 North, New Paltz, NY 12561 and on the Ulster County BOCES website. ~~for public comment.~~

Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall file a copy of its district-wide safety plan with the commissioner and all amendments to such plan shall be filed with the

commissioner no later than 30 days after their adoption. Each board of education, chancellor or other governing body or officer shall ensure that a copy of each building-level emergency response plan and any amendments thereto, is filed with the appropriate local law enforcement agency and with the State Police within 30 days of its adoption, **but no later than October 15th, 2016 and each subsequent October 15th thereafter.** Building-level emergency response plans shall be confidential and shall not be subject to disclosure under article six of the Public Officers Law or any other provision of law.

Chief Emergency Officer

The school district/BOCES chief emergency officer shall be NIMS 700 & ICS 100 trained. Additional training is recommended. The chief emergency officer shall act as liaison between staff members and first responders. The chief emergency officer shall be responsible for ensuring that staff understand the content, and value of, the district-level safety plan. The chief emergency officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans. In 2019-2020, the Ulster County BOCES appointed Dr. Michael O'Rourke, Environmental Compliance Coordinator as the Chief Emergency Officer. The Chief Emergency Officer will be appointed annually by the Ulster County BOCES Board of Education at the board's Reorganization Meeting.

Section II: Risk Reduction/Prevention and Intervention

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence or reduce the impact, of such emergency if it does occur.

Prevention/Intervention Strategies

Program Initiatives

- The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:

___ Non-violent conflict resolution training programs

___ Peer mediation programs and youth courts

___ Sensitivity Training

___ Youth clubs

___ Others based on building needs

___ Character Education

___ Student Performance Team

___ Positive Behavior Intervention and Support (PBIS)

Training, Drills, and Exercises

- Ulster County BOCES shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training shall include periodic Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and District Superintendent. Training, as required by the Dignity for All Students Act, is provided for all those holding, or applying for, a professional license or certificate (e.g. administrators, supervisors, teachers). This training is provided to DASA Coordinators via the Ulster County BOCES DASA COSER. DASA Coordinators provide training to the teaching staff.
- Ulster County BOCES annually performs twelve (12) fire & emergency drills at each of its K-12 school buildings which are timed and documented for review prior to the annual Fire Safety Inspection. Eight (8) of the twelve (12) drills are evacuation drills. The remaining drills are lockdown drills or other emergency drills. In addition, Ulster County BOCES participates in the annual Go-Home Early Drill and practices at least one Sheltering Drill per building per school year. The efficacy of these drills is assessed annually by building administrators and teaching staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.
- Ulster County BOCES utilizes Crisis Intervention Specialists for safety and security purposes in school facilities owned by Ulster County BOCES. A brief description of the duties of this job category is given below.

Crisis Intervention Specialist: 1) manages disruptive, assaultive, and out-of-control behaviors and provides physical intervention as required; 2) assists in the classroom when crisis situations require aid and to be on-call for potential crisis situations; 3) refers students as needed for counseling or discipline; 4) coordinates daily activities of the reorientation room; 5) resolves all major daily behavioral incidents and reports to clinical and supervisory staff; 6) completes written behavioral summaries for all suspensions; 7) organizes weekly behavioral phase level program; 8) monitors individual behavioral levels in cooperation with clinical and educational staff.

The minimum qualifications for this position include a high school diploma, at least two (2) years direct experience working with an emotionally disabled population, and crisis intervention training and background. Additional training is required via workshops that provide instruction in relevant disciplines such as proper restraint techniques and the de-escalation of violent incidents. The hiring and screening for this position is performed through the Ulster County BOCES personnel office as per civil service and State Education Department requirements. The administration and teaching staff participate in the hiring process.

For the 2020-2021 school year, Ulster County BOCES will continue to use a School Resource Officer at the Center for Innovative Teaching and Learning at Port Ewen. Private security guards are deployed during school hours at both Port Ewen locations as well as at the Center for Innovative Teaching and Learning at Anna Devine site. Working relationships with county and state police regarding the implementation of school safety and security are well established, including methods of crime scene preservation.

Implementation of School Security

- Ulster County BOCES uses the following security procedures in its school buildings: Additional security indicatives are in planning & development.
 - a) Use of properly trained Crisis Intervention Specialists.
 - b) Use of properly trained and certified security guards at all K-12 educational sites.
 - c) Securing those exterior doors not routinely used for student or staff entrance.
 - d) To the extent possible, limiting entrance to the main door of each school building.
 - e) Requiring all visitors to sign in at the main office of each school building.
 - f) Requiring all **faculty, staff and** adult students to wear identification badges.
 - g) Other security measures as deemed appropriate by the Board of Education and the District Superintendent.
 - h) Utilizing SHARE 911 campus notification system.
 - i) Utilizing Lobby Guard visitor management system.

Vital Educational Agency Information

- Each individual educational program within **Ulster County BOCES** collects and maintains vital educational information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with agency administrators. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the agency and local component school districts.

Location	Contact Person	Phone Number	Enrollment (Update every October)	Staff
Career & Technical Education Center at Port Ewen - 319 Broadway, Port Ewen, NY 12466	Robert Knuschke	(845) 331-6680 x2213	893	72
Career & Technical Education Center at Port Ewen - 319 Broadway, Port Ewen, NY 12466	Amy Storenski	(845) 331-6680 X2234	See above	See above
Center for Adult Education at Port Ewen - 319 Broadway, Port Ewen, NY 12466	Coleen Macaluso	(845) 331-5050 X2821	472	21
Adult Education Ellenville Learning Center, 105 Center St., Ellenville, NY 12428	Elizabeth Mastro	(914) 388-4011 cell	162	5
Center for Adult Education - 521 Boices Lane, Kingston, NY 12401	Coleen Macaluso	(845) 633-2296 cell	35	1
Center for Innovative Teaching and Learning at Port Ewen – 319 Broadway, Port Ewen, NY 12466	Jillaine Berardi	(845) 339-8707 x2360	158	118
Center for Innovative Teaching and Learning at Port Ewen – 319 Broadway, Port Ewen, NY 12466	Richard Haviland	(845) 339-8707 x1528	See above	See above
Center for Innovative Teaching and Learning at Port Ewen – 319 Broadway, Port Ewen, NY 12466	Gwen Kramer-Gold	(845) 339-8707 X2238	See above	See above
Center for Innovative Teaching and Learning at Anna Devine (P-Tech/Phoenix Academy) 1372 Old Post Rd. Ulster Park, NY 12487	Peter Harris	(845) 334-5912	123	25

Ulster County BOCES Mobile and Office Telephone Numbers (Student-Based)

Name	Mobile Phone	Office Number	Push to Talk Device (PTT)
DeStefano, Victor	845-476-0031	845-255-1400 Ext. 1304	845-332-0795
Dodd, Allison	845-594-4373	845-255-3010	
Grable, James	845-532-0541	845-339-8707	
Harris, Peter	845-399-0768	845-334-5912 Ext. 2444	
Khoury, Charles	201-206-3981	845-255-3040	
Knuschke, Robert	704-746-2678	845-331-6680 Ext. 2213	
O'Rourke, Michael	845-901-7234	845-255-1400 Ext. 1361	
Berardi, Jillaine	914-388-7822	845-339-8707 Ext. 2360	
Schenker, Jonah	845 594-1431	845-255-3020	
Storenski, Amy	845 750-5364	845-331-6680 Ext. 2234	
Haviland, Richard	845-532-7260	845-339-8707 Ext. 1528	
Kramer-Gold, Gwen	626-840-9044	845-339-8707 Ext. 2238	
McCauley, Lawrence	845-519-0348	845-331-6680 Ext. 1622	

Early Detection of Potentially Violent Behaviors

- The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for Ulster County BOCES instructional staff (Ulster County BOCES also employs Behavior Intervention Specialists). These professionals, among other duties, support at risk students to ensure successful adjustment to class by providing them with conflict resolution skills and appropriate communication strategies.

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, teacher representatives, guidance counselor, and/or the CSE Chairperson of the home district in which the student is enrolled shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

Hazard Identification

- Each Ulster County BOCES educational site is evaluated annually (All Hazard Site Assessment) by the Risk Management Department for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, biological contamination, and site security. The most recent evaluation was performed on April 12, 2019. Results of this confidential evaluation are kept on file in the Risk Management office. The next evaluation will take place during June of 2020.

Section III: Response

Notification and Activation (Internal and External Communications)

- In the event of a violent incident, either implied or direct, Ulster County BOCES shall utilize the county's 911 system to contact available law enforcement personnel.
- In the event of an emergency or disaster that may impact school facilities or programs, Ulster County BOCES will use the following means to communicate with all educational facilities within the agency. Ulster County BOCES recently completed an extensive upgrade of its radio communications system that allows site-to-site radio contact, including Camp Ramapo.

Telephone/Cell Phone

Fax/Email

Radio Systems

Local Media (e.g. WPDH, WBNR, WDST)

www.ulsterboces.org

- In the event of an early dismissal or other event that warrants such action, persons in parental relation shall be notified via one of the following: local media, the use of telephone chains, School Messenger and web postings.

Situational Responses

Multi-Hazard Response Protocols

- Ulster County BOCES has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

Hazard Category	Type
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **the Appendix A** for an outline of the sequential response action for each emergency situation.

Responses to Acts of Violence: Implied or Direct Threats

- Students and staff of Ulster County BOCES are expected to abide by normal standards of civility as outlined in the Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. This includes direct/implied threats of suicide or self-harm by a student. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, District Superintendent, those in parental relation) based on the nature of the threat.
- The Ulster County BOCES Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

Acts of Violence

- Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by Ulster County BOCES. In the event of such an incident the building administrator or his/her designee shall notify the District Superintendent and law enforcement, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

Arrangements for Obtaining Emergency Assistance from Local Government

- When appropriate, Ulster County BOCES will make use of the following local government agencies during emergencies:

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-336-6997
Ulster County American Red Cross	845-338-7020
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3010
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Mental Health Services	845-340-4000
Ulster County Safety Office	845-340-3410

Procedures for Obtaining Advice and Assistance from Local Government Officials

- When deemed appropriate, the District Superintendent or his/or designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

District Resources Available for Use in an Emergency

- Each Ulster County BOCES facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, duct tape, hardware) are located in the maintenance shops in both New Paltz and Port Ewen. Each Ulster County BOCES facility can serve as a sheltering site, if required, during most emergencies.
 - Ulster County BOCES maintains a fleet of 33 vehicles, which are currently in service. The fleet consists of: 4 cars (Non-DOT), 8 SUV's, 1 Utility Van, 4 Mini-Vans (2 DOT), 2 Utility Body Trucks (4X4), 1 Dump Body Truck (4X4), 4 Pick-Up Trucks, 4 Buses, 3 Utility Trailers (not self-Propelled), and 2 Front End Loaders.

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

- The use of manpower and resources during an emergency shall be coordinated at each facility by the building administrator or director with direction from the District Superintendent or his/her designee. The coordination of manpower may be further broken down into internal departments or divisions.
- An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level Safety Plan.

Protective Action Options

(a) School Cancellation or Delay

The cancellation or delay of Ulster County BOCES educational programs shall be made by the District Superintendent or designee. The decision to cancel or delay school shall follow the established chain of command.

(b) Early dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending blizzard). The decision to dismiss school early shall be made by the District Superintendent or his/her designee. The Ulster County BOCES Transportation Supervisor or designee is then notified to contact component school districts to send their buses to pick up students at the designated time. Persons in parental relation shall be notified via one of the following ways: the local media, the use of telephone chains, School Messenger and web postings.

(c) Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the Ulster County BOCES administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

(d) Sheltering

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). A code or similar system should be in place to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Food Supplies – During the school year the kitchen in the Center for Innovative Teaching and Learning at Port Ewen has a food supply capable of serving approximately 385 meals per day for a minimum of two days at all times.

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and

that a means of moving or transporting students be arranged. Secondary Sheltering sites have been established at Robert R. Graves Elementary School, 345 Mountain View Ave, Port Ewen, NY, Rifton Fire Department, 43 Maple St, Rifton, NY, and at the Town of Esopus' Community Room at their Town Hall building located at 284 Broadway, Port Ewen, NY.

(e) Terrorist Threats & Activities

In the event of terrorist threats or activities, building administrators shall be instructed by the District Superintendent or his/her designee to follow the recommended actions outlined by the NYS Division of Homeland Security ~~System for Schools (see Appendix B)~~ and Emergency Services. The actions recommended are based on the level of alert declared by the state and federal governments.

Section IV: Recovery

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The Ulster County BOCES administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

- A. Ulster County BOCES will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The agency will also assist these teams by interfacing with relevant regulatory agencies and the media.
- B. The Ulster County BOCES district office, under the direction of the District Superintendent, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

Supporting Information:

- SRO Agreement
- Security Guard Agreement
- Chief Emergency Officer Job Description
- Appendix

APPENDIX

BOMB THREAT

- Evaluate and identify the threat situation. Use Bomb Threat Instruction Form
- Call 911.
- Do NOT use Fire Alarm.
- Notify building administration
- Initiate a Hold in Place Advise All Staff to scan their area for anything unusual or suspicious.
- Custodial Staff and Crisis Staff scan exits for anything suspicious or unusual.
- Scan and clear area that students are to be moved to. If necessary, evacuate the Building. Take student information (football).
- Move students so that they are clear of the building.
- Shut off all radios and cell phones.
- Set up command post.
- Notify District's Superintendent's Office.
- Wait for Emergency Services, inform them and follow their directions.
- Contact Home Schools.
- Contact transportation supervisor.
- If necessary, institute a "Return Home" or "Off Site" plan, or
- Terminate emergency. Resume instruction.

INTRUDER

- Notification to Main Office
- Administrator in charge to Identify and Evaluate situation
- Call 911.
- Immediate Lockdown Procedures announced and followed.
- SRO contacted and to proceed immediately to building involved.
- Contact District Superintendents' office
- Wait for Emergency Services, inform them and follow their directions.

HOSTAGE SITUATION

- Identify and evaluate situation. Who is in the area? Are there any other hazards?
 - Call 911.
 - Notify building administration
- Contact the District's Superintendent's Office.
- Initiate a lockdown or evacuation.
- Grab FOOTBALL and portable cell phones and radios.
- Check that all students and staff are accounted for.
- Notify parents.
- Set up command post.
- Wait for emergency services. Notify and advise of the situation and follow their instruction.
- Contact Home Schools.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
- Terminate emergency. Resume instruction.

KIDNAPPING

- Identify and evaluate situation.
 - Call 911
 - Notify building administration
- Contact the District's Superintendent's office.
- Notify parents.
- Set up command post.
- Wait for police, emergency services. Notify and advise of the situation and follow their instruction.

PHYSICAL ASSAULT OR THREAT

- Staff should assess situation and contact Crisis Intervention who will attempt to break up confrontation and de-escalate situation according to building policy.
 - School Resource Office will be notified in the event law-enforcement is needed.
 - After controlling situation, notify building administrator for follow-up.
 - Call 911 if needed
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FLOOD

- Monitor weather radio warnings.
- Contact home schools.
- Review flood plain maps and transportation routes.
- Contact District Superintendent's office.
- Contact transportation supervisor.
- If necessary, institute "Shelter" or "Return Home" plan.

SNOW/ICE STORM

- Monitor weather radio warnings
- Contact home schools.
- Contact District Superintendent's office.
- Contact transportation supervisor.
- If necessary, institute "Shelter" or "Return Home" plan.

HAZARDOUS MATERIALS INCIDENT

- If incident is inside the building move everyone away from the area of the spill/leak and perform a normal building evacuation.
- Call 911.
- Call Risk Management.
- If incident is outside the building initiate a Hold in Place and call 911.
- The facilities department will be notified to shut down all ventilation.
- Wait for police, emergency services and follow their instruction.

TORNADO WATCH/WARNING

- Monitor weather radio warnings
- If tornado watch is issued, continue to monitor weather radio and utilize trained tornado spotters, if available.
- If tornado warning is issued, curtail all outdoor activities and immediately bring all students and staff inside building
- Move staff and students to pre-designated sheltering locations.

THUNDER/LIGHTNING STORM

- Monitor weather radio warnings
- Based on radio warnings, curtail all outdoor activities and immediately bring all students and staff inside building
- Continue normal indoor activities until weather radio warnings warrant moving staff and students to pre-designated sheltering locations.

FIRE

- Sound alarm if not already activated.
- Grab 'FOOTBALL'/Vital Documentation, cell phone and radios.
- Evacuate building.
- Move students clear of building.
- Check to see if all students are accounted for.
- Contact the District's Superintendent's Office.
- Set up command post.
- Wait for the fire department to arrive.
- If necessary, institute an "Off Site Sheltering" or "Return Home" plan.
- Contact Home Schools.
- Terminate emergency. Resume instruction.

EXPLOSION

- Sound fire alarm.
- 'FOOTBALL'/Vital Documentation cell phone and radios.
- Move students clear of the building. Communicate by hard wire phone, bull horn, and courier.
- Check to see if all teachers have all students accounted for.
- Set up command post.
- Contact District's Superintendent's Office.
- Wait for emergency services (fire department, police) to arrive and advise of situation.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan.

GAS LEAK

- Upon discovery of a gas leak or detection of odors (i.e. mercaptan) notify: facilities, school principal, crisis staff, SRO and C&T administration.
- Facilities staff and Principal shall notify their respective Supervisors.
- Facilities staff will isolate gas leak and activate emergency gas shut off for that location (e.g. science lab).

- If the cause of gas leak is unknown, the Building Administrator or designee will call 911 to alert fire service and Central Hudson gas leak response at (800) 942-8274.
 - Evacuate the building leaving lights as they are. DO NOT use the fire alarm.
 - Assemble in Emergency Evacuation Safety Zones.
 - Wait for the all clear and return to normal activities.
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System Failure

- Assess situation. Determine if problem is internal or external.
- Contact facilities department.
- Contact District Superintendents' office.
- If there is a question of safety of the building occupants initiate evacuation. Otherwise Hold in Place.
- If necessary, institute "Shelter" or "Return Home" plan.
- Contact Home Schools.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
- Terminate emergency. Resume instruction.

Structural Failure

- Assess situation. Determine if problem is internal or external.
 - Contact facilities department.
 - Contact District Superintendents' office.
 - If there is a question of safety of the building occupants initiate evacuation. Otherwise Hold in Place.
 - If necessary, institute "Shelter" or "Return Home" plan.
 - Contact Home Schools.
 - If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
 - Terminate emergency. Resume instruction.
 - Contact design professionals.
 - Implement Continuity of Operations Plan (COOP).
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SICK/INJURED PERSON

- Identify injured or sick person
- Contact school nurse & building administration
- Follow procedure according to building policy
- Initiate Hold in Place.
- If needed parents or family members will be notified.

SCHOOL BUS ACCIDENT

- If able the driver will account for all students and evacuate them if it is unsafe for them to remain on the bus.
- The driver will contact the transportation supervisor who will call 911.
- The transportation supervisor will contact the District Superintendent's office.
- The building principal or assistant principal and the school nurse will go to the scene of the accident.
- Home Schools notified.

- Any injured students will be evaluated on-site by medical personnel.
- If needed parents or family members will be notified.

MASS ILLNESS/EPIDEMIC/PANDEMIC

- Identify concerns with the school nurse.
- School nurse will determine severity and apprise building administration
- Building administration will notify the District's Superintendent's office.
- The DS's office will notify Risk Management.
- Risk Management will notify and interface with the local health department (LHD) regarding recommendations for continuing school operations.
- Additional measures will be taken based upon recommendations from LHD and the CDC with regard to an epidemic or pandemic.

Ulster County BOCES

Job Description

POSITION: CHIEF EMERGENCY OFFICER

REPORTS TO: District Superintendent or designee

GENERAL RESPONSIBILITIES: The Chief Emergency Officer is responsible for ensuring that the District-Wide School Safety Plan is updated annually, that its contents are understood by staff, and coordinates with first responders.

SPECIFIC DUTIES:

- The Chief Emergency Officer shall be NIMS 700 (National Incident Management System) and ICS 100 (Incident Command System) trained.
- Coordinates the communication between school staff, law enforcement, and other first responders.
- Leads the efforts of the District-wide School Safety Team in the completion and yearly update of the District-wide School Safety Plan and the coordination of the District-wide School Safety Plan with the Building Level Emergency Response Plans.
- Ensures that all requirements are included in the School Safety Plan and files certification with the State Education Department and other required entities after the plan is adopted by the Board of Education.
- Ensures completion and yearly updates of the Building Level Emergency Response Plan for each school building, by the dates designated by the Commissioner.
- Develops materials and trainings to ensure the all Ulster BOCES staff members are trained and understand the School Safety Plan.
- Coordinates appropriate safety, security, and emergency training for all Ulster BOCES staff members, including required training for the Emergency Response Plan.
- Upon completion of staff trainings, sends certification to the State Education Department, as required.
- Assists in the selection of security related technology and development of procedures for the use of such technology.
- Ensures that the required evacuation and lock-down drills are conducted in all Ulster BOCES buildings, as required by Education Law § 807.
- All other duties as assigned by the District Superintendent or designee.