

# Mamaroneck

PUBLIC SCHOOLS

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## DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

UPDATED SEPTEMBER 2022

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PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manage hazards in an effort to avoid or mitigate the impact of disasters resulting from the hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The District-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence and natural and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Mamaroneck Public Schools supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourage and advocate ongoing District-wide cooperation in support of Project S.A.V.E..

SUPERINTENDENT'S DIRECTIVE

The Assistant Superintendent of Business Operations will serve as the District's Chief Emergency Officer (CEO)<sup>1</sup> whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>2</sup>

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<sup>1</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

<sup>2</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

2. Leading 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 plan with the building-level emergency response plans;<sup>3</sup>
3. Ensuring staff understanding of the District-wide school safety plan;<sup>4</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building.<sup>5</sup> The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>6</sup>
6. Coordination of appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;<sup>7</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all District buildings as required by Education Law section 807;<sup>8</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
9. Ensure protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with provisions of 27-C of the Labor Laws.

#### IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13). At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District<sup>9</sup>. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors.

At the discretion of the Board of Education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be

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<sup>3</sup> 155.17(c)(1)(xix)(b) lead 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 plan with the building-level emergency response plans

<sup>4</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>5</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>6</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>7</sup> 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan

<sup>8</sup> 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

<sup>9</sup> 155.17(b)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, bus drivers and monitors, school safety personnel and other school personnel.

shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a District-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with an Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

***District Emergency Response Team***

TITLE	NAME	OFFICE PHONE
Board of Education	Ms. Ariana Cohen	<b>914-220-3005</b>
Superintendent of Schools	Dr. Robert Shaps	<b>914-220-3005</b>
Asst. Superintendent for Business Operations/Emergency Coordinator	Ms. Sylvia Fassler-Wallach	<b>914-220-3040</b>
Asst. Superintendent for Student Support Services	Dr. Nora Mazzone	<b>914-220-3061</b>
Interim Asst. Superintendent for Personnel and Administration	Dr. Claire Reinhard	<b>914-220-3021</b>
Director of Security and Emergency Management	Mr. Frank Corona	<b>914-220-3179</b>
Director of Research, Assessment, and Accountability (CIO)	Ms. Jesse Dancy	<b>914-220-3076</b>
Director of Information Technology	Adish Ramrattan	<b>914-220-3057</b>
Director of Physical Education, Health and Athletics	Ms. Bari Suman	<b>914-220-3161</b>
Director of Facilities	Mr. Steve Brugge	<b>914-220-3081</b>
Director of Communications	Ms. Debra Manetta	<b>914-220-3070</b>
Transportation Supervisor	Liju Thomas	<b>914-220-3028</b>
Nursing Coordinator	Ms. Dina Murphy	<b>914-220-3111</b>

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<sup>10</sup> District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or another governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

***District- wide Safety Committee***

<b>TITLE</b>	<b>NAME</b>	<b>OFFICE PHONE</b>
Board of Education	Mr. Sam Orans	914-220-3007
Superintendent of Schools	Dr. Robert Shaps	914-721-2410
Asst. Superintendent for Business Operations/ District Chief Emergency Officer	Ms. Sylvia Wallach	914-721-2420
Asst. Superintendent of Student Support Services	Dr. Nora Mazzone	914-721-2445
Director of Security	Mr. Frank Corona	914-220-3179
Director of Facilities	Mr. Steve Brugge	914-220-3081
Nursing Coordinator	Ms. Dina Murphy	914-220-3111
Elementary School Administrator	Ms. Sandra Zadrima	914-220-3602
Elementary School Administrator	Mr. Matt Porricelli	914-220-3704
High School Administrator	Mr. Mario Washington	914-220-3211
Parent	Shanna Leila	
Transportation Supervisor	Liju Thomas	914-220-3028
President Mamaroneck Teachers Association	Ms. Ana Mosquera	914-220-4330
Director of Communications	Ms. Debbie Manetta	914-220-3070
Village of Mamaroneck Police Department	Det. Frank Maresca	914-777-1122
Village of Mamaroneck Police Department	Chief Sandra DiRuzza	914-777-1122
Town of Mamaroneck Police Department	Det William Maier	914-381-6100
Village of Larchmont Police Department	Det. Lisa Pompilio	914-834-1000



## CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the District level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

## PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before October 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not 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.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police, and all local police departments covering the District, by October 15<sup>th</sup> of each year or within 30 days of adoption.

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### PREVENTION AND INTERVENTION STRATEGIES

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety and security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
  - Emergency Responders
  - Regional BOCES
  - District Consultants
2. Training for school staff working in an incident control capacity may include:
  - a. Individual and group de-escalation techniques;
  - b. Non-violent conflict resolution skills; and
  - c. Peer mediation
  - d. Restorative Practices
3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution.
4. Training may be available during staff development sessions, on conference days, and via on-demand web-based training modules.
5. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>11</sup>
  1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
  2. All staff members are expected to wear District-issued photo identification badges.
  3. After the designated start time of the school day, each school will be appropriately secured.
  4. All visitors must report to each building's (except the High School) designated single point of entry to be approved for entry utilizing the visitor management system before proceeding further into the building. At the High School, all visitors are directed to one of the two points of entry to be approved for entry utilizing the visitor management system before proceeding further into the building. If authorized, an identification badge will be issued, which must be visible at all times while the visitor is on school property.
  5. All contractors assigned to work in any building must first be authorized for entry utilizing the visitor management system. If authorized, an identification badge will be issued which must be visible at all times while the workers are on school property. All deliverables and delivery personnel must first be authorized for entry utilizing the visitor management system. If authorized, an identification badge will be issued which must be visible at all times while the delivery personnel are on school property.

<sup>11</sup> ISS.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry
- h. Visitor Management System

#### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the District provides a wealth of school safety-related initiatives. Building programs include peer mediation, bullying prevention, conflict resolution, restorative practices, social skills development, managing emotions, and components of character education. Students are involved in a wide variety of safety activities through their classes as well as through work with school counselors, social workers, and school psychologists.

Each building has established a mechanism for the reporting of school violence and harassment and has communicated that to students and parents.

The District's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, and movement breaks, and a variety of wellness opportunities.

#### REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done via the District website.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instructions on issues of school safety are provided to all employees each year.

## TRAINING, DRILLS AND EXERCISES

### DRILLS AND EXERCISES:<sup>12</sup>

The District will conduct emergency management drills and exercises annually including, but not limited to:

**Evacuation and Lockdown Drills:** Evacuation and Lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September - June). Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The first eight (8) drills shall be conducted prior to December 31st of each school year. The local fire departments may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The local police departments may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

**EARLY Dismissal DRILL<sup>13</sup>:** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

**SHELTER-IN-PLACE DRILLS:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The local police and/or fire departments may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

Each Building-Level Emergency Response Team shall conduct post-drill debriefings and will complete a drill evaluation form that will be submitted to the District-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the District's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The District may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

### STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to

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<sup>12</sup> 155.17(c)(1)(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

<sup>13</sup> 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

September 15th of each school year or within 30 days of joining the District. This training will be conducted during Staff Development Meetings, online or a combination of both.<sup>14</sup>

The District will provide advanced training for each Building-Level Emergency Response Team (BERT) and District-Wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may invite local emergency responders to participate in this training.

Additional staff training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

#### PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors at all schools are controlled by remote "buzzer" entry during normal school hours.
2. All schools have Safety Personnel just inside the entrance to each school in the District. These individuals ensure that visitor management procedures are followed and help supervise building traffic flow. The building principals are responsible for supervision of the Safety Monitors.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in through the visitor management system and wear a visitor identification badge.
5. Visitor access is limited to specific areas of the school building.

#### VITAL EDUCATIONAL INFORMATION<sup>15</sup>

Information on each building's students and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan. The purpose of including such information in the Building-level Plan is to ensure coordination or coverage in the event of a serious incident.

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<sup>14</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

<sup>15</sup> 155.17(c)(2)(h)(3)(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A "plain language" summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. A "plain language" summary of the District's Code of Conduct is posted on the District website at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians, and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and non-certified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.

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<sup>16</sup>155.17(c)(l)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

9. The District may work in collaboration with building-level PTAs and the District-wide PTC to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

#### POLICE AGENCIES

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Village of Larchmont Police Department	914-834-1000
Town of Mamaroneck Police Department	914-381-6100
Village of Mamaroneck Police Department	914-777-1122
Westchester County Police	914-864-7700
New York State Police	914-769 2600

#### HAZARD IDENTIFICATION

##### IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites shall include electrical, gas, heating, ventilation, water supply, and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the District, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - Electrical panels/shut-offs
  - Gas lines/shut-off
  - Gas appliances
  - Heating plant
  - Sewage system
  - Structural failure
  - HVAC
  - Water supply/shut-off
  - Chemical storage and cleaning supplies
  - Paper supply storage
  - Industrial arts room
  - Science rooms and labs
  - Isolated areas near the school
  - Nearby aqueduct, streams, ponds, rivers (flooding)
  - Steep areas near school
  - Unprotected exterior gas/electric, air conditioning supplies or equipment
  - Playground equipment

## PRIVATE SECURITY AND SCHOOL RESOURCE OFFICERS

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

District Memorandum(s) of Understanding related to this section are maintained in the District office.

## ALLOCATIONS

- A. At the elementary and middle school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, present a valid government issued identification, be processed through the visitor management system and receive a visitor identification badge issued by the Safety Monitor or office staff. Staff in the building all wear District-produced identification badges which must be worn at all times. Staff are trained to report to the main office any person they observe who is not wearing a badge.
- B. At the high school level, there are two points of entry for visitors, which are staffed during normal school hours by contracted Safety Monitors. Visitors to the school must present a valid government issued identification, be processed through the visitor management system and receive a visitor identification badge issued by the safety monitor. Staff in the building all wear District-produced identification badges, which must be worn at all times. In addition, Safety Monitors are assigned to patrol areas throughout the building.

## HIRING

The interviewing and hiring of safety monitors follows the District's practices for the hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

## DUTIES AND TRAINING

**Safety Monitors**

- contracted personnel at all elementary schools, Middle School and High School
- primarily responsible for enforcement of the visitor protocols
- perform perimeter patrols
- detection of hazards
- deter and report unlawful activity
- provide escorts for parents and students when needed
- actively monitor the building and support the staff with student safety and traffic

**Required training includes:**

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc.).
- Right-to-know training
- Blood borne pathogen training
- New York State Security Guard license (Safety Monitors)

<sup>17</sup>155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;



## SECTION III RESPONSE

### NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

#### INTERNAL

After receiving the information from the Incident Commander at the scene, an email will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the District. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

#### EXTERNAL

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification to parents and students, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <https://www.mamkschools.org/>

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

### SITUATIONAL RESPONSES

#### MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

## RESPONSE PROTOCOLS

### SCHOOL CANCELLATION

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.

### EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Leader will designate people to arrange transportation for students.
- The Public Information Officer will activate use of the District's mass communication system.
- The Public Information Officer will contact local media, post the information on the website and social media sites utilized by the District.
- The Liaison Officer will notify each of the building principals.

### EVACUATION

- The Superintendent or their designee will determine the level of the threat.
- The Operations Leader will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation.
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the Superintendent or their designee any missing staff or students.

### SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to the Superintendent any missing staff or students.
- The Logistics leader will make appropriate arrangements for human needs in the event of a long-term situation.

### PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, ABDUCTION, AND OTHER EMERGENCY SITUATIONS<sup>18</sup>

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders/ Active Shooters
- Bomb Threats
- Bus Accidents
- Cyber Security

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<sup>18</sup> 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Diseases
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

RESPONSE TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>19</sup>

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or their designee of any direct or implied threat of violence or actual act of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The District disseminates informational materials via the website and emails, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Building administrator(s) will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

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<sup>19</sup> 155.17(c)(1)(i) policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

1. The Principal or their designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee, then determines the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (**BERT**) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff, or visitors shall be managed as outlined by the procedures detailed in the District's Code of Conduct.
7. Building administrator(s) will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>21</sup>

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<sup>20</sup> 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors as well as visitors to the school, including consideration of zero-tolerance policies for school violence;

<sup>21</sup> 155.17(c)(l)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

10. The District has a zero-tolerance policy for acts of school violence.

*Comment: The District has a zero-tolerance policy for weapons, in accordance with Federal and state law and the District Code of Conduct and utilizes our Restorative Practices model and philosophy to respond to other acts of school violence.*

#### PROTOCOLS FOR A STATE DISASTER INVOLVING A COMMUNICABLE DISEASE

*The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.*

#### BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c.](#) and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

*Education Law - 2801-a (m) - protocols for responding to a declared state disaster emergency involving a communicable disease involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.*

PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position	Description
Superintendent of Schools, and Personal Assistant	The Superintendent of Schools is the Board of Education's executive officer and District's educational leader.
Assistant Superintendent of Personnel and Administration; Personnel Clerk; Personnel Assistant.	The Office of Human Resources provides a vast range of human resources services to the over 850 employees of the Mamaroneck Public Schools. Access to records and information on site is necessary to conduct the necessary responsibilities for continuity of operations. DASA (Dignity for all Students Act) coordination across the District.
Assistant Superintendent of Business Operations, and Personal Assistant	The Business Office is responsible for all financial management, maintenance of liability insurance, compliance with State reporting requirements, payroll, accounting tasks, and purchasing
Assistant Superintendent of Student Support Services, and Personal Assistant	Student Services Department is responsible for the School Physician, School Nursing, Guidance, School Psychologists.
Assistant Superintendent of Curriculum, Assessment & Instruction, and Personal Assistant	Responsible for the K-12 instructional program of the Mamaroneck Public Schools. Additionally, the Department coordinates the staff development program that provides continuous education and instructional support to the District's professional staff.
Director of Research, Assessment and Accountability (CIO), and Personal Assistant	Responsible student attendance, oversight of student management software, state reports, state assessment, and related Chief Information Officer responsibilities.
Director of Information Technology	The Information Technology Department is responsible for administering network and data security, including directory, group policy, firewalls, virus protection and email security. Maintain all District software programs. Install and maintain proper hardware and software to keep the District network functioning properly.
Director of Facilities, Custodial, Buildings and Grounds Staff.	The Facilities Department is responsible for maintenance of essential systems and functions and cleaning of the District's six school buildings and their surrounding grounds and fields.

District Clerk	Record the proceedings of all meetings of the District. Receive, keep and preserve any and all records, books and papers of the District. Give notice to any District meetings. Act as secretary to the Board of Education.
Financial Officer	Responsible for financial management of the District budget.
Business Manager	Responsible for procurement management.
Chief of Safety Security & Emergency Management	Responsible for building security and District Emergency Management. Liaison to Police and Fire Departments.
Public Information Officer	The Public Information Office acts as liaison between the District and the news media, providing in-depth and breaking news about the Mamaroneck Schools.
Food Service Director	Manages District's food service program that would provide meals to students that are eligible to receive free or reduced lunch.
Safety Monitors	Responsible for building security.

2. In the event of a state ordered reduction of the District's in-person workforce the District will provide the opportunity for all **non-essential** employees and contractors the capability to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace. The District uses predominantly cloud-based technology allowing employees to use home computers if they wish. Employees who have been authorized or who have been asked to telecommute and who have not been issued a District laptop or Chromebook, may request a loaner device.
  
3. To the extent possible the District will stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.
  - a. The District will be in a "work from home" mode. The District will **continue to allow office access** for essential tasks responsibilities.
  - b. In order to plan and maintain the safest environment possible, employees will be required to sign up in advance using the Work Rotation Building Access Google Sheet indicating the location and hours working in the building.
  - c. All entrances will be locked and will be monitored by Safety Monitors. All employees will utilize their access cards for entrance which documents their arrival on premises.
  - d. All employees must complete the daily health assessment prior to coming to work.
  - e. Visitors will not be allowed into District buildings

4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored and managed as follows:"
  - a. The Director of Facilities is responsible for maintaining an inventory of PPE in accordance with NYS Education Department guidelines and continually restocks to maintain a six- month supply. The District maintains multiple vendors PPE to ensure a steady path of supplies.
  - b. The Facilities Department rotates stock and complies with the manufacturer's storage recommendations for each item. In addition, each school building has a one-month supply of PPE for staff in stock.
  - c. Building Administrators order replacement supplies through the District Office and the PPE are delivered from District Inventory by the Grounds Department.
  - d. The Director of Facilities and other designated personnel have access to the bulk storage locations
  
5. The Mamaroneck Union Free School District is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in the event an employee, student is exposed to a known case of a communicable disease that is subject to a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease.
  
6. All essential employees will have their hours and work locations documented, including off-site visits, by:
  - a. The District will **continue to allow building access** for essential tasks and responsibilities.
  - b. In order to plan and maintain the safest environment possible, employees are required to sign up in advance using the Work Building Access Google Sheet, indicating your location and hours working in the building.
  - c. All entrances will be locked and will be monitored by Safety Monitors. All employees will utilize their access cards for entrance which documents their arrival on premises.
  - d. All employees must complete the daily health assessment prior to coming to work.
  - e. Visitors will not be allowed into District buildings
  
7. In the event that the need arises for the District to provide emergency housing for essential employees in order to further contain the spread of a communicable disease that is the subject of a declared emergency the District will lodge essential employees on a district property or at a local hotel.
  
8. If there is a declared state disaster emergency involving a communicable disease, the Scarsdale School District, all staff, essential and non-essential, will be contacted, and they will be guided by any requirements determined by the Department of Health such as contact tracing, physical distancing, hygiene and disinfecting and mask wearing.



## IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>22</sup>

District resources are available in each building and stored in a central location. Each building will designate a Command Post. These resources, which are not meant to be inclusive, require the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

## COORDINATION AND SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES<sup>23</sup>

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties in line with the Incident Command System will be assigned based on the type of emergency and in compliance with the appropriate District and building-emergency response procedure. Additional District resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

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<sup>22</sup> 155.17(c)(II)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;

<sup>23</sup> 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

## PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

### ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the Building Emergency Response Team will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

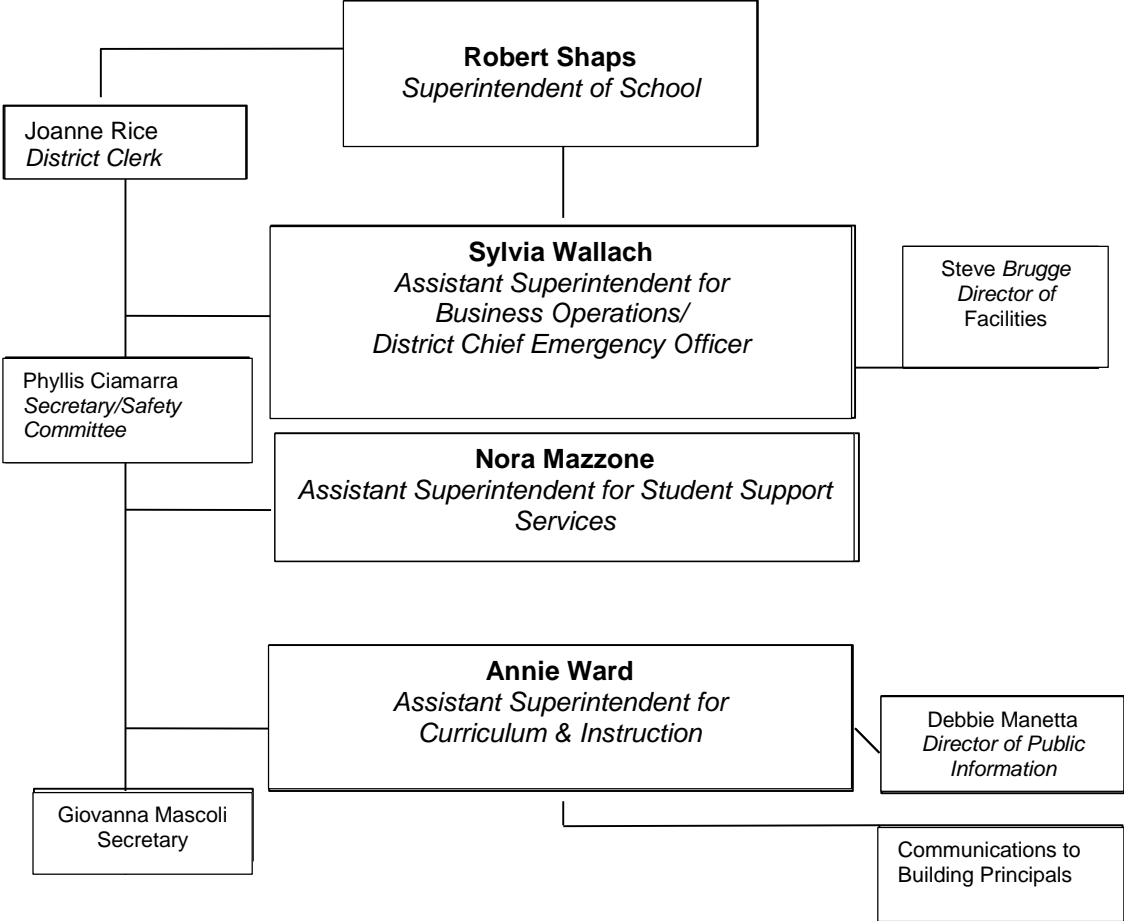
1. All administrators and Building-level Emergency Response Team members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

### ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** - Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
  - **Public Information Officer** - Compiles and releases information to the news media.
  - **Safety Officer** - Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
  - **Liaison Officer** - Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
  - **Incident Log** - Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
  - **Operations Leader** - Responsible for directing the implementation of action plans and strategies for incident resolution.
  - **Logistics Leader** - Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
  - **Planning/Intelligence** - Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope, and seriousness of an incident and to plan a response.
  - **Administration/Finance** - Responsible for all cost and financial matters related to the incident.
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**Emergency Chain of Command**



## SECTION IV COMMUNICATION WITH OTHERS

### OBTAINING ASSISTANCE DURING EMERGENCIES FROM EMERGENCY SERVICE ORGANIZATIONS & LOCAL GOVERNMENT AGENCIES<sup>24</sup>

1. The District continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the District to rely on local personnel, resources, and facilities in emergency situations.
2. The District maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The Superintendent or their designee will initiate the contact when needed.

### 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<sup>25</sup>

1. The District maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The Superintendent and their designee will initiate the contact when needed.
2. The key officials in local government that can help to develop plans and assist in emergency situations are listed in Appendix 4. Key government agencies are listed below:

1. Municipal Police Departments
2. Municipal Fire Departments
3. Westchester County Department of Public Safety Services
4. New York State Police
5. Westchester County OEM
6. Red Cross

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<sup>24</sup> 155.17(c)(l)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>25</sup> 155.17(c)(l)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the District's Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, a parent or guardian shall be contacted as soon as practicable.<sup>27</sup> Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

## SECTION V RECOVERY

### Continuity of Operations

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

### Continuity of Instruction

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Zoom

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

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<sup>26</sup> 155.17(c)(l)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

<sup>27</sup> 155.17(c)(l)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

#### DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Emergency Response Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Emergency Response Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Emergency Response Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Emergency Response Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Emergency Response Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a "debriefing", or post-incident analysis, will be facilitated by the District Emergency Response Team. This process will include a review of the actual incident, the Team's response to the incident, and post-traumatic incident debriefing.

District clinicians (or mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in Team members. As appropriate, Team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District's Public Information Officer in composing letters to parents following any emergency. The District's Public Information Officer will assist in sending mass communication messages to affected groups. The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

#### DISASTER MENTAL HEALTH SERVICES

The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

DISTRICT OFFICE

1000 West Boston Post Road  
Mamaroneck, NY 10543  
914-220-3007

MAMARONECK HIGH SCHOOL

1000 West Boston Post Road  
Mamaroneck, NY 10543  
914-220-3102

HOMMOCKS MIDDLE SCHOOL

130 Hommocks Road  
Larchmont, NY 10538  
914-220-3302

CENTRAL SCHOOL

1100 Palmer Avenue  
Larchmont, NY 10538  
914-220-3404

MAMARONECK AVENUE SCHOOL

850 Mamaroneck Avenue  
Mamaroneck, NY 10543  
914-220-3604

CHATSWORTH AVENUE SCHOOL

34 Chatsworth Avenue  
Larchmont, NY 10538  
914-220-3503

MURRAY AVENUE SCHOOL

250 Weaver Street  
Larchmont, NY 10583  
914-220-3702

## APPENDIX 2 - BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.



- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures 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;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- **155.17(c)(1)(xii)** policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students

of the school district or board, students and other persons deemed appropriate to receive such information;

- **155.17(c)(1)(xiii)** policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- **155.17(c)(1)(xiv)** procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- **155.17(c)(1)(xv)** the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- **155.17(c)(1)(xvi)** strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- **155.17(c)(1)(xvii)** a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- **155.17(1)(c)(xix)** the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- **155.17(c)(2)(h)** Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(i)** Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.