

# MOUNT VERNON CITY SCHOOL DISTRICT



**2026  
2027**



**UPDATED APRIL 2026**

## DISTRICT-WIDE SCHOOL SAFETY PLAN

SUPERINTENDENT OF SCHOOLS  
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*In accordance with Chapter 181 of the Laws of New York 2000 (Project SAVE Safe Schools Against Violence in Education Act), the following is the Mount Vernon City School District (MVCSD) District Wide School Safety Plan.*

*Please submit comments via email at: [Safety@mtvernoncsd.org](mailto:Safety@mtvernoncsd.org)*



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# INTRODUCTION

This document will assist you in the following situations:

- Operational Parameters for School Building Safety
- Severe Weather Closures
- Emergency Critical Situations — When to Call 911
- Parent Notification for Planned Safety Drills
- Teacher/Student Scripts Related to Planned Safety Drills
- Crisis Communications
- Building Closure Due to an Emergency or Facilities Issue
- Incident Reporting
- Special Education Emergency Evacuation
- Weapons Detection and Search Policy
- Desha's Law — Cardiac Emergency Response Plan
- Remote Instruction During Emergency Closure
- Resources

## SECTION 1

### OPERATIONAL PARAMETERS FOR SCHOOL BUILDING SAFETY

It is the intent of the Board of Education to ensure that the safety and security of students and staff are always protected, and that district property is secured from unwanted intrusion.

#### General Procedures

The MVCSD will endeavor to work at all times in a spirit of cooperation with local public safety officials to protect students and staff. In an emergency, the building-level Emergency Response Team will likely respond first. The principal or a designee shall immediately notify the Superintendent when the Team is activated. Local law enforcement and other emergency responders will be notified in accordance with the procedures outlined in the Emergency Plans.

#### Visitor Access

During normal school operating hours, all perimeter doors will remain locked from the outside for all visitors and unauthorized personnel. School access will be controlled during the regular school day by utilizing one point of entry with a buzzer/intercom system to screen visitors prior to entrance. All visitors must report to each building's designated access control entry point before proceeding further into the building.

#### Video Surveillance

All District buildings provide video surveillance to enhance the safety of our students and staff. The cameras may or may not be actively monitored, but the recordings are available for District officials and local law enforcement use.

#### Intrusion Detection

The District's buildings are protected by an intrusion detection alarm system that is linked to a central monitoring station.

### Identification Access Cards

The district has access pads at key doors through Identification Access Cards. During normal school operating hours, employees will use the Identification Access Card system to gain access to the facility. Employee access days and times will be based on job function and access needs. All staff members are expected to wear District-issued photo identification badges at all times. Visitors are to sign in and show identification

### Weapons Detection

All students at Grade 7-12 school locations are screened through a manned weapons detection station on entry to the school. All alerts are addressed to prevent harmful contraband from being brought into the school. Screening is conducted daily at all designated entry points by trained security personnel and must be applied consistently and uniformly to all students. See Section 9 for the full Weapons Detection and Search Policy.

#### NEW

Section 9 contains the full Weapons Detection and Search Policy including the reasonable suspicion standard, student rights, and parent consent requirement for pat-downs.

# SECTION 2

## NYS EMERGENCY RESPONSE TERMINOLOGY

The Board of Regents permanently adopted amendments to Commissioner's Regulation §155.17 effective July 1, 2025. All schools and districts must use the following required terms and definitions in their building-level emergency response plans and training.

**NEW**

Required by NYS Commissioner's Regulation §155.17 effective July 1, 2025. Mount Vernon must adopt and use this standardized terminology in all plans, drills, and communications.

| Term                              | Required Definition                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shelter / Shelter-In-Place</b> | Keeping students in school buildings and sheltering them when it is deemed safer for students to remain inside rather than to return home or be evacuated.                                                                                                                                                                                                        |
| <b>Hold / Hold-In-Place</b>       | The restriction of movement of students and staff within the building while dealing with short-term emergencies.                                                                                                                                                                                                                                                  |
| <b>Evacuate / Evacuation</b>      | To move students for their protection from a school building to a predetermined location in response to an emergency.                                                                                                                                                                                                                                             |
| <b>Secure Lockout</b>             | Students and staff remain inside school buildings that are locked and secured during incidents that pose an imminent concern outside the school.                                                                                                                                                                                                                  |
| <b>Lockdown</b>                   | To immediately clear the hallways, lock, and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school. |

## SECTION 3

# EMERGENCY RESPONSE PROTOCOLS

### Emergency Management Handbook

The Building-Level Emergency Plans detail the procedures to be followed if a dangerous or potentially dangerous incident occurs at a school or occurs outside the school that could impact safety, security, and business continuity. The procedures will be reviewed annually by the District-wide Safety Committee and local police and distributed to all staff. The Plans contain protocols for the following types of emergencies:

- Active Shooters / Armed Intruders
- Bomb Threats
- Crime Scenes
- Explosions
- Facilities Failures
- Fights in Progress
- Fires
- Hazardous Materials
- Homeland Security Threats
- Hostage Situations
- Hostile Persons
- Medical Emergencies
- Natural Disasters
- Student Threats of Violence
- Suspicious Packages
- Suspicious Persons
- Weapons of Mass Destruction

While considered a part of the District-wide School Safety Plan, the protocols in the Building-Level Emergency Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law, in accordance with Education Law Section 2801-a.

Copies shall be provided within thirty days of adoption to the Mount Vernon Police Department, Westchester County Police Department, New York State Police, and Jurisdictional Fire/EMS Department(s).

### Basic Plans of Action

Plans for emergency response include but are not limited to the following five basic plans: Cancellation Prior to the Start of School, Early Dismissal, Evacuation, Lockdown/Secure Lockout, and Sheltering. Protocols are found in the Building-Level Emergency Plans.

### Chain of Command

The Superintendent or designee shall be responsible for the coordination of District resources and manpower during emergencies. In the event that the Superintendent is not available, the following positions are authorized to make decisions on behalf of the school district:

- Central Office Administrators
- Director of Facilities
- School Principals

### Emergency Contact List

| MOUNT VERNON CITY SCHOOL DISTRICT                           |                           |              |
|-------------------------------------------------------------|---------------------------|--------------|
| Chief Emergency Officer                                     | Ms. Denise Coates         | 914-625-1505 |
| Superintendent                                              | Dr. Demario A. Strickland | 914-358-2727 |
| Assistant Superintendent of C&I                             | Dr. Jamal Doggett         | 914-665-7545 |
| Assistant Superintendent of Student Personnel Services      | Ms. LaJuan White          | 914-358-2372 |
| Associate Superintendent of Human Resources                 | Ms. Jessica Graves        | 914-665-6887 |
| Secretary to the Superintendent                             | Ms. Lisa Autieri          | 914-665-5201 |
| MOUNT VERNON PUBLIC SAFETY EXECUTIVE LEADERSHIP TEAM        |                           |              |
| Director of Emergency Management                            | Mr. Mike Montes           | 914-508-8881 |
| Commissioner of Fire Department Mount Vernon                | Mr. Kevin Holt            | 914-720-8348 |
| Chief of Operations for Fire Department Mount Vernon        | Mr. Juan Peralta          | 646-721-0801 |
| Acting Commissioner/Chief of Mount Vernon Police Department | Mr. Marcel Olifiers       | 914-539-5115 |
| Deputy Commissioner of Mount Vernon Police Department       | Ms. Jennifer Lackard      | 914-837-5102 |
| Deputy Chief of Mount Vernon Police Department              | Mr. Greg Addison          | 914-424-0724 |

| SCHOOL                                       | PRINCIPAL                      | PHONE           |
|----------------------------------------------|--------------------------------|-----------------|
| Benjamin Turner Academy                      | Dr. Colleen Seivright-Crawford | (914) 665- 5387 |
| Denzel Washington School of the Arts         | Ms. Anjanette Brown            | (914) 358- 2667 |
| Edward Williams School                       | Ms. Erica Naughton             | (914) 665-5066  |
| Graham School                                | Mr. Donald Peters              | (914) 358-2810  |
| Grimes School                                | Dr. Severin Cornelius          | (914) 665-5025  |
| Hamilton School                              | Mr. Mark Molina                | (914) 665-5051  |
| Lincoln School                               | Ms. Kristin Cipriano           | (914) 665-5035  |
| Mount Vernon High School                     | Dr. Pauline Pearce             | (914) 665-5250  |
| Nelson Mandela/ Dr. Hosea Zollicoffer School | Ms. Barbara Abbey              | (914) 665-5252  |
| Pennington Elementary School                 | Dr. Melissa White              | (914) 665-5175  |
| Rebecca Turner Academy                       | Dr. Jacqueline Green           | (914) 358-2311  |
| STEAM Academy                                | Mr. Joseph Engelhardt          | (914)665- 5155  |
| Traphagen School                             | Mr. Derrick Dunlap             | (914) 665-5060  |

## SECTION 4

### WHEN TO CALL 911 / INCIDENT REPORTING TRIGGER CRITERIA

In the case of any emergency where there is a presumed or imminent danger to any person(s) in a school building, please contact the Superintendent's Office. Next, the building principal or a designee must call 911 from a school phone. Take whatever measures are necessary to provide immediate resolution to all safety and security concerns.

#### WHAT CONSTITUTES A SERIOUS INCIDENT

A serious incident includes, but is not limited to: missing students, serious injuries to students or staff, bomb threats, social media threats of harm, presence of firearms or weapons, water main breaks, gas leaks, power failures, fires, or any situation that warrants a 911 call or request for police or emergency assistance. A law enforcement directive to place the school into any safety posture also constitutes a serious incident.

#### Violence Issues — Call 911

- Assault with a weapon
- Assault resulting in injury
- Gang assault
- Possession of a firearm and/or ammunition
- Fight resulting in serious injury
- Rape or sexual assault
- Robbery
- Kidnapping or attempted kidnapping
- Domestic situation involving a student or staff member
- Threat mentioning a gun or weapon
- Mace or chemical irritant sprayed
- Threats of physical harm to a specific person
- Hate crime or bias-motivated incident

#### Safety Issues — Call 911

- Terroristic threat or bomb threat
- Found firearm and/or ammunition
- Images of firearms or ammunition on a device or social media
- Intrusion onto school property by unauthorized person
- Social media threat targeting the school
- Threat to bring others to harm the school
- Fire
- Medical emergency (life-threatening)
- Student elopement (missing student)

- Suspicious package or device
- Hostage situation
- Active shooter or armed intruder

### **Plant / Facilities Issues — Call 911, Then Notify Facilities**

- Gas leak
- Chemical or hazardous material spill
- Structural damage to building
- Power outage affecting safety
- Major water main break or flooding
- No heat in extreme cold conditions
- Air quality emergency
- Any plant issue creating imminent danger
- School break-in or vandalism

### **Also Requires Formal Incident Report Within 24 Hours**

- Missing or unaccounted-for student
- Any incident requiring a 911 call
- Serious injury to student or staff on school property
- Any arrest on school grounds
- Weapons confiscation
- Student or staff hospitalization
- Law enforcement-directed safety posture change
- Suicide attempt or self-harm on school property
- Bus accident involving injury

### **After Calling 911 — Required Follow-Up Steps**

1. Notify the Superintendent or Superintendent's Office Immediately, before or calling 911.
2. Do not allow students or staff to leave the building or area until authorized by law enforcement or district leadership.
3. Secure the scene of any violent incident — do not allow access until law enforcement clears it.
4. Complete a formal Incident Report within 24 hours of the event.
5. Refer all media inquiries to the Superintendent's office — do not speak to media directly.
6. Document names of all witnesses and preserve any physical evidence until law enforcement arrives.

#### **NEW**

Section 4 is new. Mount Vernon's plan referenced incident reporting but provided no trigger criteria list, follow-up steps, or incident definitions. This section should be posted in every main office.

## SECTION 5

### URGENT YEARLY UPDATING OF E911 SYSTEM

At the beginning of every school year, school and district personnel will be required to update both the school and district-level emergency designees. This update must be completed annually in September through the district's designated system.

#### **MVCSD E911 Emergency Notification System – District Overview**

The Mount Vernon City School District has deployed a comprehensive E911 emergency notification infrastructure across all 17 district buildings, ensuring a consistent and reliable safety response capability throughout the district.

#### **What is E911?**

E911, or Enhanced 911, is an emergency calling service that goes beyond a standard 911 call by ensuring that when someone dials 911 from any school phone (whether a desk phone, VoIP phone, classroom phone, or softphone) emergency responders automatically receive a call-back number and a precise, dispatchable location that includes the school name, building, floor, and room number. This capability is especially critical in school environments, where a single street address is wholly insufficient for first responders to quickly identify and reach the exact location of an emergency within a large campus or multi-building complex.

#### **District Implementation**

Each building is equipped with two panic buttons, strategically positioned in high-traffic administrative areas such as the main office, principal's office, or security station. These devices are integrated with the district's VoIP telephone system and connected to the Informacast Fusion platform, which manages the E911 feature set and drives the alert workflow.

When a panic button is activated, the system simultaneously initiates multiple response actions. A live third-party calling service is engaged and delivers a pre-scripted notification directly to the Mount Vernon Police Department's emergency dispatch, ensuring that trained personnel (rather than an automated recording) communicate the nature and precise location of the incident. Concurrently, alerts are transmitted via email, text message, and voice call through a structured communication tree that notifies all designated primary parties in a defined sequence. Building-specific alert profiles ensure that notifications are routed to the appropriate personnel for each location.

Upon receipt of the dispatch notification, Mount Vernon Police are directed to the specific building to assess and respond to the reported emergency.

#### **System Redundancy**

To ensure transmission reliability and continuity of operations, the system uses three geographically distributed communication gateways located at the Board of Education, Mandela School, and Mount Vernon High School. This architecture provides failover coverage across the district's network, minimizing the risk of a single point of failure during a critical incident.

#### **Conclusion**

This infrastructure reflects the district's commitment to maintaining a proactive, layered approach to campus safety and emergency preparedness, ensuring that when seconds matter, the right people are notified with the right information at the right time.

## SECTION 6

### SEVERE WEATHER AND SCHOOL CLOSURE

The decision to close schools is multi-faceted. In all decisions, the district will gather all possible information and make a closure determination that prioritizes safety and the best interests of students and staff.

#### Closure Notification

Once the decision is made to close, the district's mass phone call, text, and email system will send a message to all families and staff. A notice will be placed on the district website, through district-sponsored social media, and a district press release to all media outlets. Notifications will be translated for diverse language populations. No bus transportation will be provided on days when MVCSD is closed.

#### Anticipated Severe Weather Decision Process

If a severe weather event is anticipated, the Mount Vernon City School District will consult with:

- Local Area Superintendents (Lower Hudson Counsel of School Superintendents)
- Mount Vernon City School District Executive Cabinet
- Director of Facilities
- Labor Unions
- National Weather Service
- MVCSD Department of Transportation
- MVCSD Department of Public Works
- City of Mount Vernon Department of Public Works
- City of Mount Vernon Mayor
- Transportation contractor(s)
- Mount Vernon Police Department

Assessment will begin at 11:00 AM and continue through 9:00 PM. The decision to close schools will be made by the Superintendent of Schools, the night before if all possible.

#### Unanticipated Overnight Severe Weather

If an unanticipated overnight severe weather event occurs, the Superintendent will consult with Transportation, Facilities, Public Works, and Police and Fire overnight dispatchers. The assessment will continue up until 5:00 AM. A decision to close schools will be made prior to 5:30 AM.

#### Extreme Cold Threshold

The district will consider closure when a windchill reaches or is projected to reach -20- -25 degrees Fahrenheit, or when the National Weather Service issues an Extreme Cold Warning or Watch. All available information will be evaluated before a determination is made.

## High Heat Protocols

When high heat is projected, the MVCSD will take steps to ensure the comfort and safety of students and staff in buildings without air-conditioning, including:

- Bringing cooler air into buildings at night
- Deploying high-capacity fans in hallways
- Providing bottled water and water stations
- Building engineers monitoring room sensors to identify areas in particular need

If the projected heat index for any day exceeds 88 degrees Fahrenheit (per National Weather Service recommendation), or if in-room temperatures become difficult to manage, the district will consider early release days or remote instruction. Possible closure modalities:

- All staff and students stay home and do not participate remotely
- All staff and students stay home and participate remotely
- All staff report; students stay home and do not participate remotely
- All staff report; students stay home and participate remotely

*Please refer to Board Policy 8113*

## After-School and Evening Activity Cancellation

The decision to cancel after-school and evening activities will be made by the Superintendent and communicated by 12:00 PM if possible. Cancellation includes Adult Education, Athletics Competitions, Athletics Practices, and Evening Events.

## Saturday Activity Cancellation

The decision to cancel Saturday events will be made by 2:00 PM on the Friday before the event if possible. The cancellation of Saturday activities includes Adult Education programming. The final decision lies with the Superintendent of Schools.

## SECTION 7

### CRISIS COMMUNICATION SCRIPTS

The following scripts are for use via automated call, text message, and email immediately upon activation of any safety posture. Replace bracketed text with appropriate information before sending. A follow-up communication should be sent once the situation is resolved.

#### SHELTER IN PLACE / HOLD IN PLACE

*When it is safer for students to remain inside the building than outside*

##### ENGLISH

Parents and guardians, this is Principal [Name] at [School Name]. We are currently in a shelter/hold-in-place to manage a situation in or near our building. The school is safe and classroom instruction is continuing as normal. No one will be permitted to enter or leave the building at this time. We will update you as soon as possible. Thank you.

##### ESPAÑOL

Padres y tutores, les habla el Director/a [Nombre] de [Nombre de la escuela]. En este momento estamos en una situación de refugio/permanencia en el lugar para atender una situación dentro o cerca de nuestro edificio. La escuela está segura y la instrucción en el aula continúa con normalidad. No se permitirá la entrada ni salida del edificio en este momento. Los mantendremos informados lo antes posible. Gracias.

#### EVACUATION

*When students and staff must exit and relocate to an alternate site*

##### ENGLISH

Parents and guardians, this is Principal [Name] at [School Name]. We have initiated an evacuation of our building due to [brief reason, e.g., water main break / loss of power / gas leak]. Students and staff are safe and are being relocated to an alternate site. Once we arrive, you will receive a follow-up message with specific details about how and where to pick up your child. Everyone is safe and we will update you as soon as possible. Thank you.

##### ESPAÑOL

Padres y tutores, les habla el Director/a [Nombre] de [Nombre de la escuela]. Hemos iniciado una evacuación de nuestro edificio debido a [razón breve, por ejemplo: rotura de tubería / corte de luz / fuga de gas]. Los estudiantes y el personal están a salvo y están siendo trasladados a un sitio alternativo. Una vez que lleguemos, recibirán un mensaje de seguimiento con detalles específicos sobre cómo y dónde recoger a su hijo/a. Todos están a salvo y los actualizaremos lo antes posible. Gracias.

## SECURE LOCKOUT

*When there is an imminent concern outside the school building*

### ENGLISH

Parents and guardians, this is Principal [Name] at [School Name]. We have initiated a Secure Lockout due to activity outside of our building. All students and staff are safe inside the building. Instruction is continuing as normal. No one will be permitted to enter the building until law enforcement or a district representative lifts the lockout. We will update you as soon as possible. Thank you.

### ESPAÑOL

Padres y tutores, les habla el Director/a [Nombre] de [Nombre de la escuela]. Hemos iniciado un cierre seguro (Secure Lockout) debido a una situación fuera de nuestro edificio. Todos los estudiantes y el personal están seguros dentro del edificio. La instrucción continúa con normalidad. No se permitirá la entrada al edificio hasta que las autoridades o un representante del distrito levanten el cierre. Los mantendremos informados lo antes posible. Gracias.

## LOCKDOWN

*When there is an immediate threat of violence in or around the school*

### ENGLISH

Parents and guardians, this is Principal [Name] at [School Name]. We have initiated a Lockdown of our building. All students, staff, and faculty are secured and following lockdown procedures. Law enforcement has been notified and is engaged. Please do not come to the school at this time. We will update you as soon as possible. Thank you.

### ESPAÑOL

Padres y tutores, les habla el Director/a [Nombre] de [Nombre de la escuela]. Hemos iniciado un cierre total (Lockdown) en nuestro edificio. Todos los estudiantes, el personal y los maestros están seguros y siguiendo los procedimientos de cierre. Las autoridades han sido notificadas y están respondiendo. Por favor, no se acerque a la escuela en este momento. Los mantendremos informados lo antes posible. Gracias.

# SECTION 8

## EMERGENCY SAFETY DRILLS

Education Law Section 807 requires eight (8) evacuation and four (4) lockdown drills to be completed in each school building every school year. During annual emergency drills conducted with the Mount Vernon Police Department, or when drills are conducted without police supervision, the following materials are to be utilized:

- 1. Parent/Guardian Notification Letter (sent at least one week prior to drill)
- 2. School Messenger Automated Call Script
- 3. Grade-level teacher scripts

The purpose of these materials is to adequately prepare students and parents for the seriousness of the drills and to reduce any potential student trauma or fear. Families must be notified at least one week in advance of all lockdown drills. During drills, laminated signage will be posted at main entrances, delivery doors, and main office windows to indicate a Secure Lockout or Lockdown is in progress. All school personnel — including engineers, custodial, and cafeteria staff — are required to participate in Secure Lockout and Lockdown drills. Debriefs will occur after every drill or actual event.

### School Messenger Script — Prior to Lockdown Drill

*Dear Parents and Guardians, this is [Principal Name] from [School Name]. One of the components of New York State Project SAVE legislation is the requirement to practice Emergency Response Drills. The Mount Vernon Police Department partners with our school to assure satisfactory completion of these drills. In compliance with Project SAVE requirements, we will hold our practice drill during the week of \_\_\_\_\_, 202\_\_\_\_. Before this date, teachers will discuss this safety drill in their classrooms with the students. A letter was sent home with your child with additional details. We are committed to maximizing the safety of everyone in our school by practicing these drills. Please do not hesitate to call me with any questions. Thank you.*

### Teacher Drill Scripts — PAL Acronym

The following grade-level scripts use the PAL acronym to guide teacher instruction before and during lockdown drills:

#### P — A — L

P is for PAUSE: First, pause and take a deep breath. Breathing helps your mind work.

A is for ADULT: Wherever you are on campus, find a trusted adult. If you are in the classroom, stay there with your teacher. If you are outside, find the nearest adult.

L is for LISTEN: Listen to the adult's instructions. The adult will know what to do and will tell you. This is trickier than a fire drill because depending on where you are, you won't always go to the same place each time.

### PreK-4 Teacher Script

**DIRECTIONS:** Carry out this lesson in the age-appropriate manner in which you conduct all instruction. Remember that Lockdown Drills can be particularly problematic for students who have experienced trauma or are prone to anxiety. Our goal is to manage Lockdown Drills in a way that minimizes student distress by having the drills become as automatic and routine as fire drills.

**Teacher:** "How many of you can remember a time when you ran ahead of a grown-up to the street corner and they'd shout 'Stop!' and you'd have to wait for them before going into the street? Can you tell me why they wanted you to stop?"

*Steer student responses toward: There were cars you might not see, drivers who might not see you, parents wanted to keep you safe.*

**Teacher:** "Well, sometimes there still might be dangers that you can't see that the grown-ups know about and so they tell you to stop and even hide, and wait for them to say All Clear, you can come out now. Just as we practice fire drills so we know what to do in case there is a fire, we are now going to practice being safe when there's trouble around. The bad thing may never happen, but when we're practiced in protecting ourselves, we don't have to worry. Even the toughest grown-ups in the police and army practice what they're going to do in a difficult situation."

**Teacher:** "Here are the steps of what we do during a lockdown drill. The acronym is PAL. P is for PAUSE — pause and take a deep breath. A is for ADULT — find a trusted adult. L is for LISTEN — listen to the adult's instructions. When everything is safe, the adult will tell you that everything is all clear."

### **PreK-4 Debrief**

- What was it like to do this lockdown drill?
- What kinds of thoughts came to your mind during or after the drill?
- What helped you know that you were safe?
- What might help you feel safer next time?
- What can people do to calm themselves down if they start to feel scared?

*Calming techniques: Teach breathing (in through nose, out through mouth). Teach self-affirmation statements such as 'the door is locked and I'll be safe.' Teach distraction techniques like counting or looking around the room at reassuring objects.*

### **Grades 5-8 Teacher Script**

**DIRECTIONS:** Carry out this lesson in the age-appropriate manner in which you conduct all instruction. Remember that Lockdown Drills can be particularly problematic for students who have experienced trauma or are prone to anxiety.

**Teacher:** "Today we are going to talk about safety. What are some of the things we do to keep you safe at school?"

*Steer student responses toward: Staff IDs, visitor sign-in and passes, fire drills, outside doors locked, etc.*

**Teacher:** "Students should never open a door at school to let someone into the building. All people who come to the building should go through the main office and check in. The rule is always Safety First. Today we are going to practice a Lockdown Drill using PAL — Pause, find an Adult, and Listen."

## Grades 5-8 Debrief

- What was it like to do this lockdown drill?
- What kinds of thoughts came to your mind during or after the drill?
- What helped you know that you were safe?
- What might help you feel safer next time?

*Calming techniques: Breathing exercises, self-affirmation statements, distraction techniques.*

## High School Grades 9-12 Teacher Script

**DIRECTIONS:** Carry out this lesson in the age-appropriate manner in which you conduct all instruction. High school students respond well to direct, factual discussion about why drills matter.

**Teacher:** "Today we are going to talk about safety. What are some of the things we do to keep you safe at school?"

*Steer student responses toward: Staff IDs, visitor sign-in and passes, fire drills, outside doors locked, etc.*

*Teacher: "Students should never open a door at school to let someone into the building. All people who come to the building should go through the main office and check in. Today we are going to talk about a Lockdown Drill using PAL. During lockdown, students will not open doors for anyone — including other students — until given the official All Clear. Stay hidden until physically released by law enforcement."*

## High School Debrief

- What was it like to do this lockdown drill?
- What kinds of thoughts came to your mind during or after the drill?
- What helped you know that you were safe?
- What might help you feel safer next time?

*Calming techniques: Breathing exercises, self-affirmation statements, distraction techniques.*

## SECTION 9

### WEAPONS DETECTION AND SEARCH POLICY

All students entering a Mount Vernon City School District Grade 7-12 building are subject to weapons detection screening as a condition of entry.

#### Standard Screening Procedure — Summary

1. All students must pass through a designated weapons detection station (walk-through scanner or wand) at entry.
2. Bags, backpacks, and personal items must be placed on the screening table for visual inspection.
3. Any alert triggered by detection equipment must be addressed before the student may enter the building.
4. Students who trigger an alert will be asked to remove metallic items and pass through again.
5. If a second alert occurs, security staff will conduct a wand screening.
6. If the alert cannot be resolved, the student will be directed to a private area and the principal or designee will be notified immediately.
7. School staff may NOT conduct a pat-down of a student without prior parent or guardian consent. If consent is not obtainable and there is an immediate safety concern, law enforcement must be called. Only law enforcement personnel may conduct a pat-down without parental consent.

#### SCREENING CONSISTENCY REQUIREMENT

Weapons detection screening must be applied consistently and uniformly to all students. Selective screening based on race, ethnicity, religion, gender, disability, national origin, or any other protected characteristic is strictly prohibited and constitutes a violation of federal and state civil rights law.

## SECTION 10

### SPECIAL EDUCATION EMERGENCY EVACUATION

For students who have high sensory needs, are non-ambulatory, or are identified as intellectually disabled, schools will create a building-specific evacuation plan that addresses the unique needs of this population when a situation calls for all staff and students to exit the building or shelter in place.

Designated building administrators and special education teachers must work together to develop these plans annually. Special Education Teachers and Related Service Providers assigned to the building must maintain a copy of the finalized evacuation plan in their respective classrooms/offices, and another copy must be kept on file in the main office.

Schools will create opportunities for the evacuation plan to be practiced a minimum of twice during the school year so that students become familiar with the procedures.

#### Classroom Evacuation Plan Requirements

Each special education classroom must complete a Classroom-Level Special Education Emergency Evacuation Plan form annually. The form addresses:

- Classroom identification and staff role assignments
- Primary and alternate evacuation routes and assembly areas
- Shelter-in-place location
- Mobility and physical needs present in the classroom
- Sensory needs (visual and auditory)
- Communication needs
- Behavioral and anxiety considerations
- Medical equipment and health needs
- Shelter-in-place adaptations
- Classroom go-bag checklist
- Drill practice log (minimum 2 drills per year)

# SECTION 11

## DESHA'S LAW: CARDIAC EMERGENCY RESPONSE PLAN

Desha's Law (Chapter 189 of the Laws of 2025) amends the Education Law to require both district-wide and building-level emergency response plans to include specific protocols for cardiac emergencies and the use of automated external defibrillators (AEDs).

### KEY EFFECTIVE DATES

**September 1, 2025 — Building-level emergency response plans must include cardiac arrest procedures.**

**January 20, 2026 — District-wide plans must include AED equipment protocols, maintenance, signage, and training requirements. Both deadlines have passed. Immediate action is required.**

### Cardiac Emergency Response Plan (CERP)

In compliance with Desha's Law, the Mount Vernon City School District adopts the following Cardiac Emergency Response Plan:

**1. Trained Personnel**

Designated staff trained in CPR/AED will be identified in each building and at all school-sponsored events. Coaches must maintain current CPR/AED and basic first aid certification as a condition of employment.

**2. AED Availability**

Sufficient AEDs will be maintained and accessible throughout all district facilities. AED locations will be clearly marked with signage at main building entrances. All AED locations and device types have been reported to the local EMS Regional Council.

**3. Maintenance and Inspection**

All AEDs will be inspected and tested in accordance with manufacturer specifications and applicable regulatory standards. Inspection logs will be maintained by the Director of Facilities.

**4. Emergency Response Procedures**

Upon observation of SCA symptoms, the affected individual will be immediately removed from activity. Staff will call 911, retrieve the nearest AED, and initiate CPR in accordance with American Heart Association protocols. Any AED use will be reported to EMS and the district's emergency health care provider.

**5. Athletic Venue Protocols**

Venue-specific cardiac emergency procedures have been developed for all athletic facilities and fields. At least one CPR/AED-certified staff member will be present at all athletic practices and competitions.

**6. SCA Awareness Education**

Annual SCA awareness education will be incorporated into safety training for all staff and students. Students, parents, and staff will receive information on the signs and symptoms of sudden cardiac arrest.

## SECTION 12

### EMERGENCY SCHOOL CLOSING

In the event that a school is closed due to an isolated emergency (power outage, water main break, gas leak, no heat, etc.), the Chief Operating Officer or designee will make a recommendation to the Superintendent who will either approve or disapprove. The Superintendent will inform the Board of Education, the Director of Public Relations, and Building Leaders.

#### Emergency Closing Chain of Notification

| Position                                  | Name / Contact                                        |
|-------------------------------------------|-------------------------------------------------------|
| Superintendent of Schools                 | Dr. Demario A. Strickland (914) 879-5790              |
| Chief Emergency Officer                   | Ms. Denise Coates (914) 625-5605                      |
| Communications Office                     | Mr. Jordan Solis / Ms. Carolyn Gerstle (914) 960-4201 |
| Director of Facilities / Plant Operations | Mr. Mike Ragusa                                       |
| Transportation Clerk                      | Ms. Abby Nash-Hines (914) 665-5195                    |
| Director of Security                      | Ms. Denise Coates (914) 625-5605                      |
| Secretary to the Superintendent           | Ms. Lisa Autieri (914)665-5201                        |

## SECTION 13

### REMOTE INSTRUCTION DURING EMERGENCY CLOSURE

The following describes the MVCSD instructional expectations for district-wide remote instruction during an emergency closure. Each school has some leeway to develop their own plans within the general framework of the district's requirements.

#### Technology Access

- PreK-Grade 1: Touch-screen iPads assigned for use in school
- Grades 2-12: 1:1 laptop devices for at-home use
- PreK-1 students log in using a quick access code or QR Code
- Grades 2-12 students log in with standard username/password via single sign-on
- Teachers have a classroom computer device and a school-issued mobile device
- Students without home internet may request a hotspot by contacting the Technology Department at (914) 358-2360

#### Instructional Platforms

Students will use Schoology and Office 365 for remote learning. Schoology is the primary instructional platform for all teachers in grades K-12. Students must log into Schoology every day during remote instruction. Live instruction will be delivered through Microsoft TEAMS.

#### Instructional Accountability Standards

| Requirement                    | Standard                                                                                                                            |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Synchronous Instruction</b> | At least 50% of all instruction must be synchronous (live via Microsoft TEAMS)                                                      |
| <b>Small Group Instruction</b> | Students must receive 1:1 or small group instruction (5 students or fewer) at least once per week                                   |
| <b>Daily Engagement</b>        | Teachers must provide daily opportunities to connect and engage with students                                                       |
| <b>Office Hours</b>            | Teachers must offer office hours at least every other day; families must be able to reach teachers daily during normal school hours |
| <b>Attendance</b>              | Measured by participation in live instruction. For asynchronous work, measured by Schoology login and task completion               |
| <b>Consistent Schedule</b>     | Student schedules should remain as consistent as possible day-to-day to support families                                            |

## **Elementary Schools**

- All classrooms will use Schoology and Office 365 for consistency across grade levels
- Students and teachers will utilize a consistent schedule incorporating multiple live sessions daily
- Classes will follow the same special area schedule as in school — special area teachers go live with each class twice a week
- AIS and Related Service programs will have dedicated time in the daily schedule

## **Middle School**

- Schedule will follow the in-person schedule
- Teachers go live with students daily at their assigned times and take attendance
- Teachers may hold morning meetings, teach full class lessons live (minimum 2x per week), teach small groups, or hold office hours
- Student conduct expectations for online learning will be communicated to families

## **High School**

- Students will follow their Period 1 through Period 9 daily schedule while on Remote Learning
- Expectations for student attendance and behavior during Remote Learning will be communicated to students
- Teachers and students will use Schoology and Office 365 from the beginning of the year

## **Special Considerations**

During emergency closures, teachers should consider family circumstances. Some parents provide essential services. Some students are caring for siblings. Not all families have internet access, printers, or supplies. Assignments should be available in multiple places. Students should not be penalized for submitting assignments after the due date.

## **SECTION 14**

### **PREVENTION AND INTERVENTION STRATEGIES**

#### **Staff Training — Project SAVE Compliance**

The Student Code of Conduct (including the minimum elements listed under Project SAVE) shall be included in annual staff training. The District-Wide Safety Committee shall help principals assess needs and develop responses and staff development training programs.

#### **Student Transportation Safety**

- Trained personnel will staff all buses
- Bus driver and school aide orientation in the first week of school will include anti-violence and emergency response procedures
- All drivers will be provided appropriate communications devices before leaving the bus compound
- The Director of Transportation will be trained to recognize and handle potential crises

#### **Intervention Strategies**

- School Monitors (Elementary, Middle, High School)
- Anti-Bullying Building-Level Teams
- Peer Mediation Programs
- Student Assistance Counselors — Group and Individual Counseling
- School Psychologists — Group and Individual Counseling
- Character Education Programs
- Drug and Alcohol Programs

## SECTION 15

# PROTOCOLS FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

In September 2020, legislation was signed requiring 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 (New York State Labor Law Section 27-c and Education Law Section 2801-a(m)).

### Essential Employees

In the event of a state-ordered reduction of the district's in-person workforce, the following positions are designated as essential:

| Department / Position                                            | Justification                                                            |
|------------------------------------------------------------------|--------------------------------------------------------------------------|
| Information Technology — Director, Technicians                   | Maintain internet capability for remote learning and work                |
| Custodial and Maintenance — Director, Sr. Custodians, Mechanics, | Maintain cleanliness and continued functioning of buildings and grounds  |
| Administration — Superintendent and Assistants                   | Ensure continuity of response efforts                                    |
| Building Administration and Clerical Support                     | Ensure continuity of response efforts                                    |
| Faculty and Instructional Staff                                  | Provide instruction and related services to students attending in person |
| Security — Coordinator and Assistants                            | Ensure safety and security of campuses                                   |
| Transportation — Director, Support Staff, Contractor             | Transport food and students as needed                                    |
| Food Service — Director and Workers                              | Prepare and distribute meals to students                                 |
| Health Services — Director and Staff                             | Assist with testing, reporting, and contact tracing                      |
| Business Operations — Accounting, Payroll, Purchasing            | Ensure continued financial operation of the district                     |

## **Exposure and Illness Response Protocols**

In the event an employee, student, or contractor is exposed to a communicable disease, exhibits symptoms, or tests positive, the district will respond as follows:

1. The person will be moved to a predetermined isolation room or area.
2. The person will be assessed by a registered nurse at the school.
3. Transportation arrangements will be made to transport the sick person home or to a healthcare facility.
4. Areas used by a sick person will be closed off before cleaning and disinfection.
5. Custodial staff will wait 24 hours (or as long as possible) before cleaning and disinfecting.
6. Persons who had close contact with a diagnosed individual will be advised to stay home and self-monitor.
7. Sick staff and students will not return until they have met CDC criteria to discontinue home isolation.

## **PPE and Protective Equipment**

The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines and continually restock as needed. PPE will be readily available if needed.

# APPENDIX A

## LOCKDOWN DRILL PARENT NOTIFICATION LETTERS

*The following letters must be sent home at least one week before any lockdown drill. Each grade band has its own letter in English followed immediately by the Spanish translation. Fill in the bracketed fields before distributing.*

### LOCKDOWN DRILL NOTIFICATION    PreK 4 English | Mount Vernon City School District | 2025 2026

Date: \_\_\_\_\_

**Dear Parents and Guardians,**

**Re: Upcoming Safety Drill Notification — PreK-4**

New York State Project SAVE legislation (Safe Schools Against Violence in Education Act) requires all schools to conduct regular Emergency Response Drills. The Mount Vernon Police Department partners with our school to ensure these drills are completed safely and effectively.

In compliance with Project SAVE requirements, students in grades PreK through 4 at [School Name] will conduct a Lockdown Drill during the week of \_\_\_\_\_, 202\_\_\_\_. Before this date, your child's teacher will discuss the drill in class using age-appropriate language.

#### What will happen during the drill:

- A building-wide announcement will signal the start of the drill.
- Your child's teacher will close and lock the classroom door, leave lights on, and keep blinds raised.
- Students will move away from windows and doors and sit quietly on the floor.
- Everyone will wait calmly for the official 'All Clear' from the Principal or law enforcement.
- Teachers will use the PAL steps: Pause (take a breath), find an Adult, and Listen for instructions.

#### Please know:

- This drill is designed to be calm and reassuring — not frightening.
- Teachers will prepare students in advance with a classroom discussion about what to expect.
- A debrief will follow the drill to allow students to process their thoughts and feelings.
- Students experiencing anxiety or distress about drills should speak with their school counselor.
- Families will be notified at least one week in advance of all lockdown drills.

We are committed to the safety and well-being of every child in our care. Practicing these drills helps ensure that all students and staff know exactly what to do, so they can feel confident and safe at school.

If you have any questions or concerns, please do not hesitate to contact the main office.

Sincerely,

**Principal, [School Name]**

Chief Emergency Officer, Mount Vernon City School District  
Aligned with NYS Commissioner Regulation 155.17 (eff. 7/1/25) | Project SAVE compliance

**AVISO DE SIMULACRO DE SEGURIDAD Pre K al 4**  
**Espanol | Distrito Escolar de la Ciudad de Mount Vernon | 2025 2026**

Fecha: \_\_\_\_\_

**Estimados Padres y Tutores,**

**Ref.: Aviso de Simulacro de Seguridad — Pre-K al 4**

La legislacion del Estado de Nueva York conocida como Project SAVE requiere que todas las escuelas realicen Simulacros de Respuesta a Emergencias de forma regular. El Departamento de Policia colabora con nuestras escuelas para garantizar que estos simulacros se completen de manera segura y efectiva.

En cumplimiento de este requisito, los estudiantes de Pre-K al 4 grado en [Nombre de la escuela] llevara a cabo un Simulacro de Cierre Total (Lockdown) durante la semana del \_\_\_\_\_, 202\_\_\_\_. Antes de esta fecha, el maestro/a de su hijo/a explicara los procedimientos en clase con un lenguaje apropiado para su edad.

**Que ocurrira durante el simulacro:**

- Se realizara un anuncio en todo el edificio para senalar el inicio del simulacro.
- El maestro/a cerrara y bloqueara la puerta del salon, mantendra las luces encendidas y las persianas levantadas.
- Los estudiantes se alejaron de las ventanas y puertas y se sentaran tranquilamente en el piso.
- Todos esperaran calmadamente el anuncio oficial de 'Todo despejado' del Director/a o las autoridades.
- Los maestros utilizaran los pasos PAL: Pausa (respira), busca un Adulto, y Escucha las instrucciones.

**Por favor, tenga en cuenta:**

- Este simulacro esta disenado para ser tranquilo y reconfortante, no atemorizante.
- Los maestros prepararan a los estudiantes con anticipacion mediante una conversacion en clase.
- Despues del simulacro se realizara una reflexion para que los estudiantes procesen sus pensamientos.
- Los estudiantes que experimenten ansiedad deben hablar con su consejero/a escolar.
- Las familias recibiran al menos una semana de anticipacion antes de todos los simulacros.

Estamos comprometidos con la seguridad y el bienestar de cada nino/a bajo nuestro cuidado. Practicar estos simulacros ayuda a garantizar que todos los estudiantes y el personal sepan exactamente que hacer para sentirse seguros y confiados en la escuela.

Si tiene alguna pregunta o inquietud, no dude en comunicarse con la oficina principal de la escuela.

Atentamente,

**Director/a, [Nombre de la escuela]**

Director/a de Emergencias, Distrito Escolar de la Ciudad de Mount Vernon  
Alineado con la Regulacion del Comisionado de NYS 155.17 (vig. 7/1/25) | Cumplimiento de Project SAVE

**LOCKDOWN DRILL NOTIFICATION    Grades 5-8**  
**English | Mount Vernon City School District | 2025-2026**

Date: \_\_\_\_\_

**Dear Parents and Guardians,**

**Re: Upcoming Safety Drill Notification — Grades 5-8**

New York State Project SAVE legislation (Safe Schools Against Violence in Education Act) requires all schools to conduct regular Emergency Response Drills. The Mount Vernon Police Department partners with our school to ensure these drills are completed safely and effectively.

In compliance with Project SAVE requirements, students in grades 5 through 8 at [School Name] will conduct a Lockdown Drill during the week of \_\_\_\_\_, 202\_\_\_\_. Before this date, your child's teacher will discuss the drill in class using age-appropriate language.

**What will happen during the drill:**

- A building-wide announcement will signal the start of the drill.
- Teachers will close and lock classroom doors. Students in hallways must return to the nearest classroom immediately.
- Students will move out of sight of door windows and sit quietly. Cell phones must be silenced.
- Students will not communicate through doors or answer room phones during the drill.
- Everyone will remain in place until physically released by law enforcement or a school official.
- Teachers will use the PAL steps: Pause (take a breath), find an Adult, and Listen for instructions.

**Please know:**

- This drill is designed to be calm and reassuring — not frightening.
- Teachers will prepare students in advance with a classroom discussion about what to expect.
- A debrief will follow the drill to allow students to process their thoughts and feelings.
- Students experiencing anxiety or distress about drills should speak with their school counselor.
- Families will be notified at least one week in advance of all lockdown drills.

We are committed to the safety and well-being of every child in our care. Practicing these drills helps ensure that all students and staff know exactly what to do, so they can feel confident and safe at school.

If you have any questions or concerns, please do not hesitate to contact the main office.

Sincerely,

**Principal, [School Name]**

Chief Emergency Officer, Mount Vernon City School District  
Aligned with NYS Commissioner Regulation 155.17 (eff. 7/1/25) | Project SAVE compliance

**AVISO DE SIMULACRO DE SEGURIDAD Grados 5 8**  
**Espanol | Distrito Escolar de la Ciudad de Mount Vernon | 2025 2026**

Fecha: \_\_\_\_\_

**Estimados Padres y Tutores,**

**Ref.: Aviso de Simulacro de Seguridad — Grados 5-8**

La legislación del Estado de Nueva York conocida como Project SAVE requiere que todas las escuelas realicen Simulacros de Respuesta a Emergencias de forma regular. El Departamento de Policía colabora con nuestras escuelas para garantizar que estos simulacros se completen de manera segura y efectiva.

En cumplimiento de este requisito, los estudiantes de los grados 5 al 8 en [Nombre de la escuela] llevara a cabo un Simulacro de Cierre Total (Lockdown) durante la semana del \_\_\_\_\_, 202\_\_\_\_. Antes de esta fecha, el maestro/a de su hijo/a explicara los procedimientos en clase con un lenguaje apropiado para su edad.

**Que ocurrira durante el simulacro:**

- Se realizara un anuncio en todo el edificio para senalar el inicio del simulacro.
- Los maestros cerraran y bloquearan las puertas. Los estudiantes en los pasillos regresaran de inmediato al salon mas cercano.
- Los estudiantes se moveran fuera de la vista de las ventanas y se sentaran tranquilamente. Los telefonos deben estar en silencio.
- Los estudiantes no se comunicaran a traves de puertas ni contestaran los telefonos del salon durante el simulacro.
- Todos permaneceran en su lugar hasta ser liberados fisicamente por las autoridades o un oficial escolar.
- Los maestros utilizaran los pasos PAL: Pausa (respira), busca un Adulto, y Escucha las instrucciones.

**Por favor, tenga en cuenta:**

- Este simulacro esta disenado para ser tranquilo y reconfortante, no atemorizante.
- Los maestros prepararan a los estudiantes con anticipacion mediante una conversacion en clase.
- Despues del simulacro se realizara una reflexion para que los estudiantes procesen sus pensamientos.
- Los estudiantes que experimenten ansiedad deben hablar con su consejero/a escolar.
- Las familias recibiran al menos una semana de anticipacion antes de todos los simulacros.

Estamos comprometidos con la seguridad y el bienestar de cada nino/a bajo nuestro cuidado. Practicar estos simulacros ayuda a garantizar que todos los estudiantes y el personal sepan exactamente que hacer para sentirse seguros y confiados en la escuela.

Si tiene alguna pregunta o inquietud, no dude en comunicarse con la oficina principal de la escuela.

Atentamente,

**Director/a, [Nombre de la escuela]**

Director/a de Emergencias, Distrito Escolar de la Ciudad de Mount Vernon  
Alineado con la Regulacion del Comisionado de NYS 155.17 (vig. 7/1/25) | Cumplimiento de Project SAVE

**LOCKDOWN DRILL NOTIFICATION    Grades 9-12**  
English | Mount Vernon City School District | 2025-2026

Date: \_\_\_\_\_

**Dear Parents and Guardians,**

**Re: Upcoming Safety Drill Notification — Grades 9-12**

New York State Project SAVE legislation (Safe Schools Against Violence in Education Act) requires all schools to conduct regular Emergency Response Drills. The Mount Vernon Police Department partners with our school to ensure these drills are completed safely and effectively.

In compliance with Project SAVE requirements, students in grades 9 through 12 at [School Name] will conduct a Lockdown Drill during the week of \_\_\_\_\_, 202\_\_\_\_. Before this date, your child's teacher will discuss the drill in class using age-appropriate language.

**What will happen during the drill:**

- A building-wide announcement will signal the start of the drill.
- Teachers will close and lock classroom doors. All students must move immediately to the nearest secure room.
- Students will move out of sight of door windows, silence cell phones, and remain quiet.
- Students will not open doors for anyone, including other students, until given the official 'All Clear.'
- Students will remain in place until physically released by law enforcement or a school official.
- Teachers will use the PAL steps: Pause (take a breath), find an Adult, and Listen for instructions.

**Please know:**

- This drill is designed to be calm and reassuring — not frightening.
- Teachers will prepare students in advance with a classroom discussion about what to expect.
- A debrief will follow the drill to allow students to process their thoughts and feelings.
- Students experiencing anxiety or distress about drills should speak with their school counselor.
- Families will be notified at least one week in advance of all lockdown drills.

We are committed to the safety and well-being of every child in our care. Practicing these drills helps ensure that all students and staff know exactly what to do, so they can feel confident and safe at school.

If you have any questions or concerns, please do not hesitate to contact the main office.

Sincerely,

**Principal, [School Name]**

**AVISO DE SIMULACRO DE SEGURIDAD Grados 9 12**  
**Espanol | Distrito Escolar de la Ciudad de Mount Vernon | 2025 2026**

Fecha: \_\_\_\_\_

**Estimados Padres y Tutores,**

**Ref.: Aviso de Simulacro de Seguridad — Grados 9-12**

La legislación del Estado de Nueva York conocida como Project SAVE requiere que todas las escuelas realicen Simulacros de Respuesta a Emergencias de forma regular. El Departamento de Policía colabora con nuestras escuelas para garantizar que estos simulacros se completen de manera segura y efectiva.

En cumplimiento de este requisito, los estudiantes de los grados 9 al 12 en [Nombre de la escuela] llevara a cabo un Simulacro de Cierre Total (Lockdown) durante la semana del \_\_\_\_\_, 202\_\_\_\_. Antes de esta fecha, el maestro/a de su hijo/a explicara los procedimientos en clase con un lenguaje apropiado para su edad.

**Que ocurrirá durante el simulacro:**

- Se realizara un anuncio en todo el edificio para senalar el inicio del simulacro.
- Los maestros cerraran y bloquearan las puertas. Todos los estudiantes deben moverse de inmediato al salon seguro mas cercano.
- Los estudiantes se moveran fuera de la vista de las ventanas, silenciarian los telefonos y permaneceran en silencio.
- Los estudiantes no abriran puertas para nadie, incluyendo otros estudiantes, hasta recibir el 'Todo despejado' oficial.
- Los estudiantes permaneceran en su lugar hasta ser liberados fisicamente por las autoridades o un oficial escolar.
- Los maestros utilizaran los pasos PAL: Pausa (respira), busca un Adulto, y Escucha las instrucciones.

**Por favor, tenga en cuenta:**

- Este simulacro esta disenado para ser tranquilo y reconfortante, no atemorizante.
- Los maestros prepararan a los estudiantes con anticipacion mediante una conversacion en clase.
- Despues del simulacro se realizara una reflexion para que los estudiantes procesen sus pensamientos.
- Los estudiantes que experimenten ansiedad deben hablar con su consejero/a escolar.
- Las familias recibiran al menos una semana de anticipacion antes de todos los simulacros.

Estamos comprometidos con la seguridad y el bienestar de cada nino/a bajo nuestro cuidado. Practicar estos simulacros ayuda a garantizar que todos los estudiantes y el personal sepan exactamente que hacer para sentirse seguros y confiados en la escuela.

Si tiene alguna pregunta o inquietud, no dude en comunicarse con la oficina principal de la escuela.

Atentamente,

**Director/a, [Nombre de la escuela]**

Director/a de Emergencias, Distrito Escolar de la Ciudad de Mount Vernon  
Alineado con la Regulacion del Comisionado de NYS 155.17 (vig. 7/1/25) | Cumplimiento de Project SAVE

# APPENDIX B

## WEAPONS DETECTION AND SEARCH POLICY

# APPENDIX C

## SPECIAL EDUCATION EMERGENCY EVACUATION PLAN

### Classroom Form

The classroom-level Special Education Emergency Evacuation Plan form is maintained as a companion document: [MVCSD\\_SpEd\\_Evacuation\\_Plan.docx](#).

# APPENDIX D

## DESHA'S LAW COMPLIANCE PLAN

### Full Compliance Plan

The full Desha's Law Compliance Plan including timeline, action items by responsible party, AED inventory tracker, training tracker, and parent/student education components is maintained as a companion document: [MVCSD\\_Deshas\\_Law\\_Compliance\\_Plan.docx](#).

# APPENDIX E

## BUILDING-LEVEL EMERGENCY RESPONSE PLANS

### Confidential

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.

# APPENDIX F

## DISTRICT SAFETY TEAM MEMBERS

### Updated Annually in September

The list of current members of the District Safety Team is considered a part of this plan and is updated annually in September.

**Safety Team Members — Updated:** 5/4/2026

# APPENDIX G

## BOARD OF EDUCATION MEMBERS

**Current Board**

**Board President:**

Trustee Dr. Donna Marable

**Vice President:**

Trustee Mr. Warren Mitchell II

**Board Members:**

Trustee Sakai Brown

Trustee Sabina Kelley

Trustee Dr. Chris McDonough

Trustee Dr. Lynne Middleton

Trustee Erica Peterson

Trustee Randolph Scott

Trustee Wanda White

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Mount Vernon City School District District-Wide Safety Plan 2025-2026

Filed with NYSED within 30 days of adoption | [Safety@mtvernoncsd.org](mailto:Safety@mtvernoncsd.org) |

Chief Emergency Officer: (914) 665-5393



# MOUNT VERNON CITY SCHOOL DISTRICT



ADOPTED BY BOARD OF EDUCATION: JULY 1, 2026