# HALDANE CENTRAL SCHOOL DISTRICT

## DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

Adopted: August 26, 2026

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## State Requirements

| Requirement | Required Action | Date | Check when Completed |
|---|---|---|---|
| The District-Wide School Safety Team was **appointed by the Board of Education**.[1] | **Appointed by the Board of Education on**: anticipated September 2026 | | ☐ |
| The District Chief Emergency Officer is:[2]Gail Duffy, EdD, Superintendent of Schools | **District Chief Emergency Officer Appointed on:** | | ☐ |
| The District-Wide School Safety Team conducted **annual review and updates** to the District-Wide School Safety Plan:[3] | **Annual Review and Updates completed on: July 23, 2026** | | ☐ |
| The District-Wide School Safety Plan was **made available for public comment** at least thirty days prior to its adoption by the Board of Education**:**[4]<br><br>It is recommended that a **DRAFT** version of the plan be **posted on the district website for the 30-day comment period** (watermark is suggested) | **Public Comment Period Start Date: July 23, 2026**<br>**Public Comment Period End Date: August 26, 2026** | | ☐ |
| At least one **public hearing** that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.[5] | **Date of Public Hearing/Adoption (by September 1st): August 26, 2026** | | ☐ |
| District-wide plan must be **submitted to the commissioner** within 30 days after its adoption, and no later than October 1st.[6] | **District plan submitted in the NYSED business portal (no later than October 1st):** | | ☐ |
| The date the **Board Adopted District-Wide School Safety Plan was posted on District Website:**[7] Within 30 days from adoption and no later than October 1st. | **Date Posted: August 27, 2026 (no later than October 1st):** | | ☐ |
| Date **training** was provided to staff on **Building-level Emergency Response Plans, school violence prevention, mental health and sudden cardiac arrest,** specifically covering how to recognize sudden cardiac arrest or similar life-threatening health emergencies and the procedures outlined in the Cardiac Emergency Response Plan, by **September 15th**, within 30 days of | **Date of Training:** | | ☐ |

[1] 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.
[2] 155.17(c)(1)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer
[3] 155.17(a) Each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.
[4] 155.17(c)(3)(i) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption.
[5] 155.17(c)(3)(i) Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.
[6] 155.17(c)(3)(i) Each district shall submit its district-wide safety plan and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019- 2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter.
[7] District-wide School Safety Plan Self-Assessment and Planning Tool, Within 30 days from adoption, and no later than October 1, each district must post their District-Wide Safety Plan on their district website. The URL must be submitted to the Education Department to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

| | | | |
|---|---|---|---|
| hire or as part of the district's existing new hire training program, whichever is sooner. [8] | | | |

[8] 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;

## Section I General Considerations and Planning Guidelines

### 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 manages hazards in an effort to avoid or mitigate the impact of disasters resulting from 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 manmade 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 Haldane Central School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

In July 2025, the New York State Legislature passed Desha's Law, which requires schools to develop and implement Cardiac Emergency Response Plans (CERPs) to address sudden cardiac arrest incidents at any school site owned or operated by the District and at the location of any school-sponsored event, including athletic events. In accordance with this law, CERPs have been developed and are incorporated into each confidential Building-Level Emergency Response Plan.

The District ensures that these plans provide for the recognition of sudden cardiac arrest and similar life-threatening health emergencies, the use and accessibility of automated external defibrillators (AEDs), coordination with local emergency medical services, response at school-sponsored events including athletic activities, and staff training aligned with nationally recognized, evidence-based guidance such as that of the American Heart Association.

The Superintendent, or Designee, will serve as the District's Chief Emergency Officer (CEO)[9] whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;[10]
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;[11]
3. Ensuring staff understanding of the district–wide school safety plan;[12]
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building[13] 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, secure lockout, sheltering, evacuation, early dismissal, fire and other emergency planning, including Sudden Cardiac Arrest, 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;[14]
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response plan;[15]
7. Ensuring the conduct of required evacuation and lockdown drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by Education Law section 807; [16] and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner[17].

[9] 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:
[10] 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;
[11]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
[12]155.17(c)(1)(xix)(c) ensure staff understanding of the district–wide school safety plan
[13]155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building
[14]155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology
[15]155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the district-wide school safety plan and building-level emergency response [plan] plan(s);
[16]155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in a trauma informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law
[17]155.17(c)(1)(xix)(h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner

9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

## Identification of School Teams

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801-a[18] 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[19]. 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. [20] If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14) and EL 2801-A(4), 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.

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 Planning Teams at each school as necessary.

5. Meet as needed with the District's 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

[18] 2801-a Each district-wide school safety team shall be appointed by the board of education, or the chancellor in the case of the city school district of the city of New York, and 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.

[19] 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, parent organizations, school safety personnel, and other school personnel including bus drivers and monitors.

[20] 155.17(b)(14)/2801-A(4) 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 share 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.

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 Safety Team[21]

*Members listed here may be removed from the "additional emergency numbers" table*

| TITLE | NAME | OFFICE PHONE |
|---|---|---|
| Superintendent of Schools | Gail Duffy, EdD | (845) 265-9254 |
| School Business Manager | Catherine Platt | (845) 265-9254 |
| High School Principal | Julia Sniffen | (845) 265-9254 |
| Elementary Principal | Christine Jamin | (845) 265-9254 |
| Middle School Principal | MaryAnn Seelke, EdD | (845) 265-9254 |
| Health Services | Kathryn O'Hara, RN | (845) 265-9254 |
| Director of Curriculum and HR | Josh Elder | (845) 265-9254 |
| Director of Pupil Personnel Services | Erin Piquet | (845) 265-9254 |
| Athletic Director/Dean of Students | Tom Cunningham | (845) 265-9254 |
| Interim Director of Facilities & Transportation | David Robertin | (845) 265-9254 |
| Faculty Representative | Joe Virgadamo | (845) 265-9254 |
| Putnam County Sheriff's Office | Anthony Tolve (SRO) | (845) 225-4300 |
| Parent Representative | Ralph Falloon | N/A |
| Board of Education | Sean McNall | N/A |
| Bus Driver | Melanie Giordano | (845) 265-9254 |
| Bus Monitor | N/A | N/A |
| **After School Personnel (optional, but NYSED recommended below)** | | |

[21] 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, 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.

| | | |
|---|---|---|
| Athletic Director / PE Coordinator | Tom Cunningham | |
| After-School Program Director | Christine Jamin<br>MaryAnn Seelke, EdD<br>Julia Sniffen | |
| Before-School Program Site Supervisor | Christine Jamin | |
| Extracurricular Activities Coordinator | n/a | |

## 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. The District has established a district-level multidisciplinary Behavioral Assessment Team which assesses whether certain exhibited behaviors or actions need intervention or other support. The Behavioral Assessment Team convenes annually to conduct staff training facilitated by Putnam Northern Westchester BOCES on the safety and emergency procedures of such team. [22]

3. The District Safety Team engages in table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation. [23]

4. 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.

5. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building-level Emergency Response Planning Team.

6. 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

[22] 155.7(4)(1)(iii)(b) the establishment or participation of school or district staff in a multidisciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district level behavioral assessment team or, if available, a county or regional threat assessment team. Where utilized, the district-wide school safety plan shall provide a description of the school, district, or county team and its purpose. Annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team.

[23] 155.15(4)(1)(xiv)(2) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and, finally, adoption by the Board of Education before September 1st of each year.[24]

2. On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law § 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alarm systems when reviewing and amending district-wide safety plans.[25]

3. 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.

4. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption and no later than October 1st each year.
5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(3).[26]This plan will be made available for public comment at least 30 days prior to its adoption.

6. Building-level Emergency Response Plans will be supplied to the appropriate local law enforcement agency and the State Police by October 1 st of each year or within 30 days of adoption.[27]

[24] 155.17(a) By September first of each school year, every board of education of a school district, every board of cooperative educational services and county vocational education and extension board, and the chancellor of the City School District of the City of New York shall adopt a comprehensive district-wide school safety plan and building-level emergency response plans regarding crisis intervention and emergency response and management, and commencing with the 2023-2024 school year district-wide school safety plans shall include plans for the provision of remote instruction during any emergency school closure, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district.

[25] EL 2081-A(f) District-wide school safety teams shall consider, as part of its reviews of the comprehensive district-wide safety plan, the installation of a panic alarm system. For purposes of this paragraph, "panic alarm system" shall mean a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the superintendent of state police and may include one or more of the following: wired panic button or buttons, wireless panic button or buttons or a mobile or computer application; The New York State Register, December 2022, https://dos.ny.gov/system/files/documents/2022/12/122822.pdf (page 12)

[26] 155.17(c)(3)(i) Each board of education, chancellor or other governing body shall make each district-wide safety plan available for public comment at least 30 days prior to its adoption. Such district-wide plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Each district shall submit its district-wide safety plan and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019-2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter.

[27]155.17 (c)(3)(ii) Each board of education, chancellor or other governing body or officer shall ensure that each building-level emergency response plan and any amendments thereto, is submitted to the appropriate local law enforcement agency and the State Police within 30 days of its adoption, but no later than October 1 for the 2020-2021 school year and each October 1st thereafter. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article Six of the Public Officers Law or any other provision of law.

## Section II Risk Reduction/Prevention and Intervention

### Prevention and Intervention Strategies[28]

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

1. The District utilizes trained multidisciplinary Threat Assessment Teams *a.k.a. Behavioral Assessment Teams a*t each building to evaluate threats and implement the appropriate mitigation strategies. The District provides support and record keeping for the activities of each team.

2. The District Safety Team may utilize table top exercises to discuss their roles during an emergency and their responses to a sample emergency situation.[29]

3. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:

    - Emergency Responders
    - Regional BOCES
    - District Consultants

4. 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

5. 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. More information can be found within the District's Guidance Plan.

6. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.

7. The District administers the PRIDE Survey to all high school students to assess school climate and the Prevention Needs Assessment to 8th - 12th grade students to assess risk

[28] 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) where applicable, the establishment and/or participation of, school or district staff in a multi-disciplinary behavioral assessment team to assess whether certain exhibited behaviors or actions need intervention or other support, including a school or district-level behavioral assessment team or, if available, a county or regional threat assessment team. Where such teams are utilized, the district-wide school safety plan shall describe the school, district, or county team and its purpose, and annual staff training on safety and emergency procedures shall include information regarding the purpose and procedures of such team. (c) nonviolent conflict resolution training programs; (d) peer mediation programs and youth courts; and (e) extended day and other school safety programs.

[29] 155.17(c)(1)(xiv)(3) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

and protective factors associated with substance use.

8. Procedures relating to building security including utilization of staff and security equipment are as follows:[30]

    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 designated single point of entry and sign in before proceeding further into the building.
    5. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.
    6. The District has executed Memorandums of Understanding (MOU) with Security Providers as required by NYS Regulation.[31]
    7. Extended day and other school safety programs - The district school buildings and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies utilized during after-school hours:
        i. To the degree possible, access to areas of the school building is limited to only those needed for activities.
        ii. Some buildings may use a modified point of entry.

9. The district has established a comprehensive **Before and After School Programs, Activities, and Events Safety Annex** to safely manage before- and after-school activities and events, including athletic activities and programs, ensuring a secure and welcoming environment for all attendees. These guidelines outline protocols for visitor management, crowd control, emergency preparedness, and coordination with law enforcement as needed. This detailed annex can be found in each confidential Building-level Emergency Response Plan.

[30] 155.17(c)(1)(xi)(a) policies and procedures relating to school building security, including, where appropriate: (a) the use of school safety or security officers and/or school resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct.

[31] 155.17(c)(1)(xi)(a)/2801-a A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers,collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan.

10. The district has adopted a board-approved policy addressing extreme heat conditions. In addition, the district established a **Maximum Temperature in Schools Annex** within each Building-level Emergency Response Plan to guide implementation, including monitoring room temperatures, implementing heat mitigation strategies, and relocating students and staff when practicable. In the event of a heat emergency, the district will activate the protocols outlined in the Building-level Emergency Response Plans, consistent with the district's board-approved policy. The district will also address medical needs, transportation, and emergency notification of parents and guardians as outlined in the Building-level Emergency Response Plans.

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

a. School Resource Officer
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

### Improving Communication with Students

Each of the schools within the district provides a wealth of school safety-related initiatives aimed at improving communication among students, between students and staff, and between administration and parents or persons in parental relation.[32] These programs may include the establishment of youth-run programs, creating a forum or designating a mentor for students, peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists. By October 1st of each school year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.[33]

The District has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.[34]

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[32]155.17(c)(1)(xvi) strategies for improving communication among students, between students and staff and between administration and parents or persons in parental relation regarding 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;

[33] 155.17(g) Instruction. Each public school superintendent and each chief school administrator of an educational agency other than a public school shall take action to provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

[34] 155.17(c)(1)(xvi) strategies for improving communication among students, between students and staff and between administration and parents or persons in parental relation regarding 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;

The school 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 may 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, yoga 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 anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

### Training, Drills and Exercises

#### Drills and Exercises:[35]

#### General Guidelines for Drills

**Trauma-Informed Approach**: All drills conducted during the school day with students present will be conducted in a trauma-informed, developmentally, and age-appropriate manner. Props, actors, simulations, or tactics mimicking a school shooting, incident of violence, or other emergencies are strictly prohibited.[36] (Effective 7/31/24) The New York State Fire Code requires that the fire alarm be used in an evacuation (evacuate) drill, and it is not considered a prop.

[35] 155.17(c)(1)(xiv) procedures for review and the conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale exercises in coordination with local and county emergency responders and preparedness officials.

[36] 155.17(c)(1)(xiv)(1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

**Annual Training**: Drills will be conducted only after annual training in emergency procedures has been provided to students and staff.

**Varied Scheduling**: Drills will be scheduled on different dates, days of the week, and during different times of the school day.[37]

**Exclusions for Unplanned Events**: Unplanned evacuations or false alarms do not count as a required drill. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation (evacuate) drill.[38]

**Student/Staff Notification:** At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation (evacuate) drills. (Effective 7/31/24)[39]

**Parental Notification**: Parents or persons in parental relation will be given advance notice of each drill being conducted within one week prior to the drill.[40] (Effective 7/31/24) Procedures for notifying parents or persons in parental relation will include:

1. **Official Letter or Email**
    - Timing: **Within one week** before the drill.
    - Include the following information:
        - General time frame of the drill
            - (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
        - Type of drill (e.g., fire drill, lockdown drill)
        - Purpose of the drill
        - Importance of the drill for student safety
        - Contact information for questions or concerns
2. **Automated Phone Calls and Text Messages**
    - Timing: **Within one week** before the drill.
    - Use the school's automated messaging system to send a notification.
    - Include the following information:
        - General time frame of the drill
            a. (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
        - Type of drill (e.g., fire drill, lockdown drill)
        - Purpose of the drill
        - Importance of the drill for student safety
        - Contact information for questions or concerns
3. **Printed Notices**
    - Timing: **Within one week** before the drill.

[37] 155.17 (c)(2)(vii)(c) be completed on different dates, days of the week, and during different times of the school day; and
[38] 401.7 New York State Fire code (pg 59)
[39] 155.1(c)(1)(xiv)(2) At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.
[40] 155.17(c)(2)(vii)(d) parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

- General time frame of the drill
    - (e.g., Sometime the week of [month/date], [school name] will have a [drill type] drill
- Send printed notices home with students.
- Include the following information:
    - General timeframe of the drill
    - Type of drill (e.g., fire drill, lockdown drill)
    - Purpose of the drill
    - Importance of the drill for student safety
    - Contact information for questions or concerns

4. **Post-Drill Follow-Up**
    - Timing: Immediately after the drill.
    - Send a follow-up letter or email to parents/guardians summarizing the drill, what went well, and any areas for improvement.
    - Reassure parents that the drill was conducted safely and effectively**.**

### Required Drills

**Evacuation (Evacuate) Drills**: Eight (8) evacuation (evacuate) drills will be conducted each year, with six (6) completed between September 1 and December 31. Four (4) of these drills must involve the use of fire escapes on buildings where fire escapes are provided or other secondary means of egress such as different corridors, hallways, stairways, and exit doors.[41][42] Students will be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. This instruction may be waived if a drill is held during the regular school lunch period or assembly[43]

**Lockdown Drills**: Four (4) lockdown drills will be conducted annually, with two (2) completed between September 1 and December 31.

**Emergency Dismissal Drill**: One (1) emergency dismissal drill will be conducted to test early dismissal procedures, occurring no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place in conducting an evaluation of this drill. This drill also allows the District to test the usefulness of the communications and transportation system during emergencies.[44]

### Additional Evacuation (Evacuate) Drill Requirements

**Residential Schools**: Four (4) additional drills must be conducted during the hours between sunset and sunrise for schools with student sleeping accommodations.[45]

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[41] 155.17(h)(i) Four drills shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways, and exit doors. Drills shall be conducted at different times of the school day

[42] EL §807.1 four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress

[43] 155.17(h)(ii) Pupils shall be instructed in the procedure to be followed if an emergency occurs during a lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.

[44] 155.17(h)(3) Emergency Dismissal drills shall test the usefulness of the communications and transportation system during emergencies.

[45] 155.17(h)(1)(i) Four additional drills shall be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations.

**Summer School**: At least two (2) additional drills are required in buildings used for summer school, with one (1) drill held during the first week.

**After-School Programs, Events, and Performances**: For after-school programs, events or performances conducted within a school building that include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.[46]

**Before- and After-School Safety Planning:** Consistent with guidance from the New York State Education Department, the District's emergency response planning applies to school buildings and grounds during before-school and after-school programs, extracurricular activities, and school-sponsored events. Safety planning for these periods considers differences in supervision, staffing, student movement, and building use that may occur outside of regular instructional hours. Procedures address communication, student accountability, coordination with transportation, and coordination with emergency responders, as appropriate. Detailed, site-specific procedures for before- and after-school activities are maintained within each school's confidential Building-Level Emergency Response Plan and are implemented in coordination with designated staff and program leaders.

### Optional Drills

**Shelter-in-Place/Shelter and/or Secure Lockout Drills:** While not required, each school in the District may conduct Shelter-in-Place/Shelter and/or Secure Lockout drills in addition to those drills required by New York State regulation. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

**Full Scale Exercises:** The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills. Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.[47]

The district does not plan to conduct functional exercises with emergency response agencies that involve staff, students, and parents in drills using props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. If this policy were to change in the future, any such exercises would not be conducted on a regular school day or when school activities such as athletics are occurring on school grounds. Additionally, no students would participate in these exercises without written consent from parents or persons in parental relation.

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[46] 807.1-a for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.

[47] 155.17(c)(1)(xiv)(4) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.

Procedures for obtaining written consent for students to participate in full-scale exercises from parents parents or persons in parental relation will include:[48]

1. **Distribution of Consent Forms:**
    - Consent forms will be distributed to parents through the following methods:
        - **Mail**: Consent forms will be sent to parents' home addresses.
        - **Home with Students**: Students will bring consent forms home in their backpacks.
        - **Email**: Electronic consent forms will be sent to parents' registered email addresses.
        - **School Newsletter**: A detachable consent form will be included in the monthly school newsletter.
        - **Parent Portal**: Consent forms will be available on the school's parent portal.
2. **Content of Consent Forms:**
    - The consent form will include:
        - A detailed description of the full-scale exercise, including date, time, and activities involved.
        - Potential risks and safety measures in place.
        - Instructions for completing and returning the form.
3. **Return of Consent Forms:**
    - Parents can return signed consent forms through the following methods:
        - **Mail**: Forms can be mailed back to the school.
        - **Home with Students**: Students can return forms to their homeroom teachers.
        - **Email**: Scanned copies of signed forms can be emailed to the designated school email address.
        - **Parent Portal**: Digital consent forms can be submitted through the parent portal.
4. **Follow-Up and Reminders:**
    - The school will send reminders via email, text messages, and phone calls to ensure that all parents submit the consent forms in a timely manner.
5. **Record Keeping:**
    - The school will maintain a digital record of all returned consent forms. This record will be securely stored and accessible to authorized school personnel.

### Training and Review Processes

**Training for Students**: Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time, providing an opportunity for students to ask questions about any unclear procedures.

Age-appropriate student instruction shall also include awareness of Sudden Cardiac Arrest, including how to recognize a medical emergency, the importance of promptly notifying an adult, awareness of where automated external defibrillators (AEDs) are located within the building, and an understanding of which staff members are authorized to use AEDs.

[48] 155.17(c)(1)(xiv)(4) ... Such exercises may not include students without written consent from parents or persons in parental relations.

**Building-level Emergency Response Planning Team and District Administration Team Training:** Each Building-level Emergency Response Planning 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.[49]

**Drill Review and Protocol Updates**: In addition to post-drill debriefings conducted by each building-level emergency response planning team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review, which includes observations from the drill as well as any additional feedback obtained from building personnel. Changes to procedures are made as needed. The district-wide safety team should evaluate communications and transportation systems during emergencies.[50]

**Local Emergency Responder Involvement**: The appropriate Fire and Police Departments may, upon mutual agreement with the District, participate in some or all evacuation (evacuate) and lockdown drills, offering feedback on the effectiveness of building evacuation during a fire and the overall effectiveness of lockdown procedures.

**Sudden Cardiac Arrest:** Annual training provided to staff shall include how to recognize sudden cardiac arrest or similar life threatening health emergencies and the specific procedures outlined in the cardiac-emergency response plan, in alignment with state law and nationally recognized evidence-based practices such as those recommended by the American Heart Association.

### Special Provisions

**Building Occupants with Special Needs**: Prior to the commencement of each school year, the Building-Level Emergency Response Planning Team shall conduct an inventory of any special needs students. Appropriate accommodations for the school year will be incorporated into each Building-Level Emergency Response Plan.

**Access and Functional Needs:** Building-specific procedures addressing the access and functional needs of students, staff, and visitors are maintained in each school's confidential Building-Level Emergency Response Plan. These procedures are integrated into the applicable emergency response annexes and address considerations such as mobility limitations, medical needs, medication access, medical equipment, service animals, personal assistance requirements, and other access or functional needs that may impact response actions during evacuation, shelter-in-place, hold-in-place, secure lockout, lockdown, and other emergency conditions. Such procedures are developed, reviewed, and updated by the Building-Level Emergency Response Team in accordance with Commissioner's Regulation §155.17, district policy, and applicable privacy and civil rights requirements.

### Communication

**Staff Information**: Information about drills will be included in the teacher's manual or handbook as mandated by Education Law §807.2.

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[49] 155.17(c)(1)(xiv)(3) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

[50] 155.17(h)(3) Emergency Dismissal drills shall test the usefulness of the communications and transportation system during emergencies.

A summary of drill procedures are detailed in each of the Building-Level Emergency Response Plans.

### Staff Development Training:

All general staff shall receive training on District-wide procedures as well as specific procedures contained within their respective Building-Level Emergency Response Plan. Beginning in the 2025–2026 school year, this training shall also include components of Sudden Cardiac Arrest, including how to recognize the signs of Sudden Cardiac Arrest, initiate appropriate emergency response actions, and understand the location of automated external defibrillators (AEDs), consistent with Education Law §2801-a(2), as amended by Chapter 189 of the Laws of 2025. This training shall occur prior to September 15 of each school year or within 30 days of joining the District and may be conducted during a staff development day in August, online, or through a combination of both.[51]

The District will provide advanced training for each Building-level Emergency Response Planning Team and District-wide Safety Team annually. Effective July 1, 2025, the training will include a description of the roles and responsibilities of the Building-level Emergency Response Planning Team, the building-level Incident Command System including the roles and responsibilities of designated staff, and the building level-emergency response plan procedures for implementing the following required emergency response terms: shelter, hold, evacuate, secure lockout, and lockdown. The required training shall also include the procedures for conducting drills, including whether classrooms will be released from lockdown by law enforcement or school or district administrators during drills, and the district and building policies, procedures, and programs related to safety including those which include components on violence prevention and mental health.[52]

Additional training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Student School Emergency Response Procedures Training

### 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 are controlled by remote “buzzer” entry during normal school hours.

2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.

[51]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;
**Please note, the terminology in this paragraph has been pulled directly from the law language, and therefore the terminology remains shelter, hold, evacuate, secure lockout, and lockdown.
[52]155.17(2)(xiii) https://www.regents.nysed.gov/sites/regents/files/424p12d2.pdf

3. Staff members are required to wear visible identification badges.

4. Visitors are required to sign in and wear visitor identification.

5. Visitor access is limited to specific areas of the school building.

### Vital Educational Information[53]

Information on each building's student 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.

### Early Detection of Potentially Dangerous Behavior [54]

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 mailed or emailed to all parents/guardians of students in the District 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, bus drivers and monitors, parents/guardians and students may be involved in this process. Staff in each building have been trained in Mental Health First Aid.

[53] 155.17(2)(ix)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.
[54] 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, parents [and] or other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

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 noncertified staff members working with students who have been identified by the school support/clinical team as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.

9. The District may work in collaboration with building-level and District-wide PTAs 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:

| Agency | Phone Number |
|---|---|
| Cold Spring Police Department | 845-265-3407 |
| Putnam County Sheriff's Department | 845-225-4300 |
| 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 are to 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 school 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

## School Safety Personnel Allocations, Hiring, Duties, and Training[55]

### School Resource Officer

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.

### Security Allocations

A. At the elementary and middle school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the Elementary/Middle School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building.

B. At the high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members or safety personnel assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge issued by a safety greeter. Staff in the building all wear district-produced identification badges, which must be worn at all times. In addition, safety personnel are assigned to areas throughout the building.

[55] 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;

### Hiring

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

### Duties and Training

**Greeters/Attendance Aides**

- contracted personnel at each elementary and middle school
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- detection of hazards
- deter and report unlawful activity

**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

# 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 of 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.haldaneschool.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

Written information on emergency response procedures is disseminated to parents, age-appropriate students and staff via email by October 1st annually. This non-sensitive information may also be found on the district website.

### 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 Director of Facilities and Transportation 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 Superintendent or their designee will notify each of the building principals.

### Evacuation (Evacuate)

- The Superintendent or their designee will determine the level of the threat.
- The Director of Facilities and Transportation will arrange transportation. They will also arrange for student-parent reunification.
- The Director of Facilities and Transportation 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.

### Shelter-in-Place/Shelter 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 shelter-in-place/shelter sites as outlined in building plans. They will report any missing staff or students.

- The Director of Facilities and Transportation 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[56]

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/Kidnapping
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security Annex
- Early or Alternate Emergency Dismissal
- Earthquakes
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Missing Child/Elopement
- Severe Weather
- Student-Made Threats
- Sudden Cardiac Arrest
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons
- Swatting

### Responses to Implied or Direct Threats of Violence[57]

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, or 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.

[56] 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
[57] 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, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;

3. The district disseminates educational material, including but not limited to emails and formal brochures, 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. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.

6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.

### Responses to Acts of Violence[58]

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 determine the appropriateness of directing the Building-level Emergency Response Team to be activated.

3. The Building-level Emergency Response Planning Team consisting of trained staff and school personnel may assist with an Evacuation (Evacuate), Secure Lockout, Shelter-in-Place/Shelter, Hold-in-Place/Hold, 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 Building-level Emergency Response Planning Team members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.

[58] 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 and visitors to the school, including consideration of zero-tolerance policies for school violence;

5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal or emergency closure are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.[59]

6. Aggressively dangerous and violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.

7. The building administrator 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 Planning Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.[60]

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

## Protocols for a State Disaster Emergency Involving a Communicable Disease

### BACKGROUND

*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.*

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 that are substantially consistent with the provisions of section twenty-seven-c of the labor law.*

### PROTOCOLS

[59] 155.17(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 or emergency school closure

[60] 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

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 |
|---|---|
| Building Level Emergency Team | Certain members of the Emergency Team, as indicated in the BLERP, as needed. |
| District Level Emergency Team | All assigned members of the Emergency Team, as indicated in the DWSP. |
| Leadership Team | All assigned members of the Leadership Team. |
| Technology Team | Certain members to assist in remote access. |
| Custodial Staff | Certain staff members, as needed. |
| Food Service Staff | Certain staff members, as needed. |
| Clerical Staff | Certain staff members, as needed. |

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 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. District staff will be guided on this per the **Building Level Emergency Plans**, specifically the **Continuity of Operations and Continuity of Instruction** sections.

3. To the extent possible the District will stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites. District staff and students typically walk or drive personal vehicles to campus. In an effort to reduce overcrowding:
    - On campus class schedules will be staggered to morning and afternoon or alternate day cohorts.
    - Staff may arrive on campus prior to students at staggered times.
    - Staff may be permitted to work remotely.
    - Visitors may not be permitted on campus during school hours.

4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:
    - The Facilities Department will maintain inventory of PPE as recommended by the NYS Education Department guidelines, and continually restocked as needed.
    - PPE will be stored on campus in compliance with the manufacturer's storage recommendations.

- PPE will be readily available to any person in need.

5. In the event an employee is exposed to a known case of a communicable disease that is the subject of a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace, the District will follow a set protocol for the exposure, as well as the disinfecting of the affected work area(s). The District's **Building Level Emergency Plan** contains an **Infectious Disease Annex,** which details:
    - The disinfecting of any area known or suspected to be infected with the communicable disease, as well as any common area surface and shared equipment such employees may have touched.
    - Available leave options for the affected employee(s) in the event of an employee's need to receive testing, treatment, isolation, or quarantine per state and local guidelines.
    - Note: Such protocol does not involve any action that would violate existing federal, state, or local law, including sick leave or health information privacy.

6. The District will document the work hours and locations of all essential employees, including off-site visits, as follows:
    - All entrances to campus buildings will be locked
    - All employees will use their access cards for entrance in order to document their entrance at each building
    - Payroll, attendance, and time cards will further document an employee's presence on campus.
    - With prior permission for campus access, visitors will sign a log upon entering each building

Such protocol shall be designed only to aid in contract tracing and to help facilitate the provision of any benefits which may be available to certain employees.

7. If emergency housing is directed by state and local officials to further contain the spread of the communicable disease, the Haldane School District will lodge an essential employee at a local hotel bearing the full cost of the stay.

If there is a declared state disaster emergency involving a communicable disease that involves the District, all essential and non-essential staff will be contacted, and they will be guided by the aforementioned protocols.

8. OTHER Any other requirements determined by the Department of Health such as contract tracing or testing, physical distancing, hygiene, and disinfectant, or mask-wearing.

## Identification of District Resources Which May Be Available for Use During an Emergency[61]

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

- Copy of District-Wide School Safety Plan

[61] 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;

- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- "To Go Kits" with reunification materials for evacuation locations
- 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[62]

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, that 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 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.

## 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 School, 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 Planning Teams 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.

[62] 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;

### 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** – 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** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – 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.

## Emergency Remote Instruction

### Overview

The District may offer remote instruction days to students in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

### Definitions

A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
    1. Remote instruction will encompass synchronous instruction provided through digital video- based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
    2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

### Formats and Methods of Remote Instruction

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners. Each school's Building-level Emergency Response Plan will contain this confidential information in the Continuity of Instruction Plan (COIP) section.

### Instructional Options

The District may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning.

### Computer and Connectivity Access for Students

The District will ensure that students have the necessary equipment at home to participate in remote instruction.[63]No later than June 30th of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.[64] The information received from the survey will aid in the development/updates to the detailed Continuity of Instruction Plan in each

[63] 155.17(xxi)(a) ensure computing devices will be made available to students
[64] 155.17(f)(2) Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

school's Building-level Emergency Response Plan.

### Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

### Remote Instruction Support

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

### Compliance with District Policies, Procedures, and the Code of Conduct

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti- harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted.

### Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

## Section IV Communication with Others

### Obtaining assistance during emergencies from emergency service organizations and local government agencies[65]

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[66]

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 as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:

    1. Cold Spring Police Department
    2. Putnam County Sheriff's Office
    3. New York State Police

### 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[67]

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

[65] 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;
[66] 155.17(c)(1)(vii) 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;
[67] 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 or emergency school closure;

involved in disciplinary situations shall be consistent with the 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, parent or guardian shall be contacted as soon as practicable.[68] 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.

[68] 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;

# 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

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

*Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.*

## District Support for Buildings

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

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

The District Safety 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 Safety Team leader in consultation with that building's administrators and Building-level Emergency Response Planning Team, other school buildings may be called to support the Building-level Emergency Response Planning Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety 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 Safety 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 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 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
15 Craigside Drive
Cold Spring, NY 10516
Phone: 845-265-9254

### Haldane High School
15 Craigside Drive
Cold Spring, NY 10516
Phone: 845-265-9254, ext. 220

### Haldane Middle School
15 Craigside Drive
Cold Spring, NY 10516
Phone: 845-265-9254, ext. 150

### Haldane Elementary School
15 Craigside Drive
Cold Spring, NY  10516
Phone: 845-265-9254, ext. 122

## 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.

## Appendix 3 – Memoranda of Understanding

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.
Purpose of MOU: The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and the Putnam County Office of the Sheriff and Correctional Facility.
Services Provided by Agency/Vendor: School Resource Officer(s)
Dates MOU is in Force: 2025-26 School Year

*2026-2027 SRO AGREEMENT TO BE ADDED ONCE RECEIVED FROM PUTNAM COUNTY SHERIFF'S DEPARTMENT*

**Contract #2025142**

**AGREEMENT**

THIS AGREEMENT, made by and between HALDANE CENTRAL SCHOOL DISTRICT, having an office at 15 Craigside Drive, Cold Spring, New York 10516 (hereinafter referred to as the "District"), the COUNTY OF PUTNAM, a municipal corporation organized and existing under the laws of the State of New York, having an office at 40 Gleneida Avenue, Carmel, New York 10512 (hereinafter referred to as the "County"), and THE SHERIFF OF PUTNAM COUNTY, a constitutional officer in and for the County of Putnam, having an office at 3 County Center, Carmel, New York 10512 (hereinafter referred to as the "Sheriff").

**WITNESSETH:**

WHEREAS, the District desires to obtain certain specified professional services from the County and the Sheriff as more fully set forth hereunder; and

WHEREAS, the County and the Sheriff are willing to provide such professional services on the terms and conditions set forth herein and for the compensation stated hereunder;

NOW, THEREFORE, in consideration of the terms and conditions herein contained, the parties agree as follows:

FIRST: The County shall permit, and the Sheriff shall furnish one (1) School Resource Officer (hereinafter "SRO") to the District, as more fully described in the excerpts of the Sheriff's Department Rules and Regulations attached hereto and made part hereof as Schedule "A."

SECOND: For the services rendered pursuant to paragraph "FIRST", the District shall pay the County a total of $64,800.00 to be paid in ten (10) monthly payments of $6,480.00 per month, commencing September 1, 2025.

Prior to the making of any payments hereunder, the District shall be provided with a summary explaining the precise manner in which the monthly payment was arrived at by the County.

Payment shall be due on the first business day of each month for the term of the contract. In the event that the District fails to make a payment within thirty (30) days of the due date, the County will, prior to terminating the Agreement, provide the District with notice of the default and an opportunity to cure the default within fifteen (15) days thereafter. If the District does not cure the default within fifteen (15) days, the District agrees to pay a late fee of 1% per month on the unpaid balance. This late fee shall be in addition to and not in lieu of any other remedies available under this Agreement.

THIRD: This Agreement shall commence on September 1, 2025, and terminate on June 30, 2026, except as otherwise extended by a written instrument signed by the parties hereto. The terms of this Agreement do not include summer school sessions.

FOURTH: The SRO shall be selected by the Sheriff's Department and the Superintendent of the District, as more fully set forth in Schedule "A" annexed hereto and made a part hereof.

FIFTH: The monthly amount referenced in paragraph "SECOND" was calculated using the 2025 base salary, according to SRO's applicable Union Collective Bargaining Agreement, resulting in an hourly rate of $90.00 per hour of which the DISTRICT is responsible for $45.00 per hour, per day, per SRO. The amount listed in paragraph "SECOND" is for one (1) SRO on a full-time basis of eight (8) hours per day per SRO.

Where a new Collective Bargaining Agreement is executed between the County and the Union and said Agreement covers the time period encompassed by this Agreement, and where it

results in a salary increase for the SRO over and above 2%, the District shall be charged said difference and the regular monthly amount due to the County shall reflect said change. The District shall also be responsible for fifty percent (50%) of any retroactive payments that may be due to the SRO as a result of the ratification of a new Collective Bargaining Agreement, and a separate invoice will be provided to the District for such amount. Said invoice will be accompanied by an explanation of the calculation for the amount due and owing and shall be paid to the County within thirty (30) days of receipt of said invoice.

Should a new Collective Bargaining Agreement result in a wage increase of less than 2%, then the District shall be credited said difference and the regular monthly amount due to the County shall reflect said change.

SIXTH: The SRO shall be under the general supervision of the Sheriff and shall follow all policies and procedures of the Sheriff's Department. In the event that an SRO, during the course of his or her duties, is involved in an incident in which they use physical force with regard to any student, staff, or visitor, the Putnam County Sheriff's Department's policies regarding the use of physical force will be accessed and utilized, if necessary, to make a determination as to the appropriateness of such use of force by the SRO (a copy of said policies and procedures is attached hereto and made a part hereof as Schedule "B"). Only the Putnam County Sheriff shall be authorized to make a determination as to the appropriateness of the use of physical force. This paragraph shall in no way supplant or otherwise be construed to preclude the District from fulfilling its obligations under Article 23-B of the New York State Education Law with regard to determinations regarding allegations of child abuse in the educational setting.

SEVENTH: The SRO shall be assigned on a full-time basis of eight (8) hours on the days that school is in session, (including any and all days that teachers are required to report to

school regardless of whether students will be present), as more fully described in Schedule "A" annexed hereto and made a part hereof. In the event that the District requires SROs beyond normal duty hours for the purpose of providing security at school athletic, social, special, or other events, the District shall be responsible for the payment of $135.00 per hour, per SRO, in addition to FICA related costs. If the date of the event falls on a PBA contractual holiday, the rate shall be $190.00. All requests must be for a minimum of three (3) hours.

EIGHTH: Either party, upon sixty (60) days' notice to the other, may terminate this Agreement, in whole or in part, when a party deems it to be in its best interest. In such event, the County shall be compensated, and the District shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination.

NINTH: Except as otherwise contemplated herein, neither party shall assign or sub-contract any of its obligations and/or responsibilities under this Agreement and any purported delegation of duties, assignment of rights or sub-contracting of responsibilities under this Agreement is void and shall be deemed a direct breach of this Agreement.

TENTH: In addition to, and not in limitation of, the insurance requirements contained in Schedule "C" entitled "Putnam County Insurance Requirements," attached hereto and made a part of this Agreement, the District agrees to protect, defend, indemnify and hold the County of Putnam and the Sheriff and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or from those duties and services of the SRO provided under this Agreement and/or performance hereof over which the District retains direct control. The District

further agrees to indemnify the County and the Sheriff for any damage to County property which arises out of the performance of the services provided under this Agreement. The District further agrees to indemnify the County and the Sheriff for any bodily injuries sustained by the SRO while on District property, provided such liability does not include the County's and/or Sheriff's obligations under the Worker's Compensation Law and/or Section 207-c of the General Municipal Law.

The County shall indemnify, defend and hold harmless the District, its officers, employees and agents from and against any and all claims, suits, actions, causes of action, damages, judgments, liabilities, fines, penalties, and expenses, including reasonable attorney fees and litigation costs arising out of or related to the services acts or omissions of the SRO over which the County of Putnam retains direct control.

The County will be responsible to provide the District proof of Professional Liability and Automobile insurance for the SRO's services provided under this Agreement. The District will be named as an additional insured on all Policies. The County of Putnam shall maintain Worker's Compensation Insurance in the amount required by law and provide the District documentation of such coverage.

ELEVENTH: In connection with the performance of this Agreement, the County and Sheriff will comply with all applicable laws, regulations, and orders, including, but not limited to, equal employment opportunity laws and regulations, the Fair Labor Standards Act, to the extent required by law, as well as the Education and Labor Law of the State of New York.

The County and the Sheriff will assure that they will abide by federal and state confidentiality statutes, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), to the same extent that it must be complied with by the School District. The

obligation to preserve the confidentiality of student information shall survive the termination of this Agreement, except where required to be disclosed by law.

The parties hereto expressly agree that they shall be solely responsible for supervising their respective employees; that they shall respectively comply with all rules, regulations, orders, standards, and interpretations promulgated pursuant to the Occupational Health and Safety Act of 1970 and the Public Employees Safety and Health Act (hereinafter referred to as "PESH"), including but not limited to training; provision of personal protective equipment; adherence to all appropriate lockout/tagout procedures; and providing all notices, material safety data sheets, labels, etc. required by the right-to-know standard.

TWELFTH: An SRO's responsibilities shall include, but are not limited to the following: (a) investigating criminal activities and enforcing criminal laws and ordinances on or adjacent to District property; (b) advising school administrators, school safety committees and building response teams in an effort to enhance safety on or near District property and at school-related events; (c) coordinating safety drills; (d) presenting law-related material at district-wide conferences/superintendent days; (e) providing support to school administrators in an effort to counsel students suspected of criminal conduct; (f) attending parent and faculty meetings to promote awareness of law enforcement functions and the School Resource Officer program; (g) attending school functions; (h) attend the training program promulgated by the New York State Juvenile Officer's Association which is geared toward School Resource Officers in such frequency as shall be required by the State; (i) attend a District sponsored training program on child abuse in the educational setting. The SRO shall not act as a school disciplinarian. All costs and expenses in connection with the SRO's completion of the child abuse in the

educational setting training described in subsection (i) of this Paragraph "TWELFTH" shall be borne by the District.

THIRTEENTH: All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the District:

Haldane Central School District
15 Craigside Drive
Cold Spring, New York 10516

To the County:

Putnam County Sheriff's Department
3 County Center
Carmel, New York 10512

With a copy to:

C. Compton Spain
County Attorney
48 Gleneida Avenue
Carmel, New York 10512

FOURTEENTH: This agreement and its attachments constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

FIFTEENTH: This Agreement will be construed in accordance with the laws of the State of New York. All legal actions and/or proceedings arising out of this Agreement will be venued in Putnam County, New York.

SIXTEENTH: Unless specifically provided by law, electronic signatures may be used in lieu of a signature affixed by hand. The use of said electronic signatures shall have the same force and effect of law and shall be deemed binding. Moreover, this contract shall not be deemed effective until fully executed by the District, the required County signatories, and the County Executive.

SEVENTEENTH: Parties acknowledge that the assigned SROs must use body-worn cameras during the course of employment with the Putnam County Sheriff's Department and while inside the school buildings. Any video captured by the body-worn cameras will be considered County records and as such are subject to the requirements of the New York State Freedom of Information Law ("FOIL"). County shall respond to any request for video footage within the time frame set out in section 89(3)(a) of FOIL. County shall retain copies of video recordings in compliance with all state and federal rules, regulations, and guidelines.

IN WITNESS WHEREOF, the parties have executed this Agreement in Putnam County New York, on the date hereinabove set forth.

Date: 10-23-28

Haldane Central School District
15 Craigside Drive
Cold Spring, New York 10516

By: Gail Duffy, Ed.D, Superintendent of Schools
Please Print Name & Title

***ACKNOWLEDGMENT OF THE DISTRICT:***

STATE OF NEW YORK )
) ss.:
COUNTY OF Putnam )

On this 23 day of October, 2025 before me personally appeared Gail Duffy personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in his/her capacity as Superintendent of Haldane CSD and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

CHRISTINE M. FUREY
Notary Public, State of New York
Qualified in Orange County
Registration NO. 01FU6434497
My Commission Expires June 6, 2026



# SCHEDULE A

July 2025 **SCHEDULE "A"**

**PCSO SCHOOL RESOURCE OFFICER**

1) **School Resource Officer Role:** SRO shall place public safety concerns and law enforcement obligation as their primary objective and means to keep school staff and students safe from harm, as both a duty obligation and responsibility.

   A. PCSO SRO' s operate under the overall supervision of the Sheriff; however their direct chain of Command is:

      1) Captain -Uniform Division
      2) First Sergeant – Uniform Division
      3) Sergeant – Youth/Community Service Bureau

   B. SROs shall conduct themself in accordance with the rules, regulations and orders of the Putnam County Sheriff's Office.

   C. On a daily basis the SRO's routine activities and assignments shall comply with guidance issued by the administrator of the school of assignment.

2) **SRO Selection Process:**

   A. Uniform Division supervisors shall identify highly effective candidates who possess the following attributes to be desirable SRO candidates and consult with the Sherriff and/or Undersheriff:

      1) Positive law enforcement image and professional demeanor as PCSO Deputy
      2) Effective in their daily duty performance and have personal reliability
      3) Strong communication skills, including good listening skills and empathy.
      4) Ability to operate/ function as a "team member" in an educational setting.

   B. A Uniform Division Supervisor shall communicate with the District Superintendent or Designee Administrator, to address SRO candidate selection. This will include facilitating district ability to meet, address, and interact with a candidate(s) to judge compatibility and suitability. District Superintendent and Sheriff retain VETO authority over any appointment.

**3) School Resource Officer Duties and Responsibilities:**

A. SRO shall be available for conferences with students, parents, faculty members and administrators to assist respond and/or to address law enforcement issues and situations; including crime prevention, addressing apparent legal matters, and for any matter of public safety concern that may impact the district or the community.

In order to effectively support the district's objective of public safety and security in and at school functions, the SRO must be notified and remain informed about behavioral situations occurring within or which impact the school/district. Advance situational awareness enables the SRO to be alert and observant to/for potential issues that may present safety concerns. Such awareness and knowledge does not create a situation or concern that the SRO would be involved regarding the district handling school disciplinary matters.

**School Resource Officers Shall:**

1) Engage in law enforcement judged to be immediately required and will thereafter ensure a school administrator is promptly informed. The SRO will consult with the administration when criminal conduct is established to address whether an arrest is necessary and shall be affected, or that while the conduct is an offense under the law, the conduct can responsibly and effectively be addressed under the district's code of conduct and disciplinary procedures. The SRO has the authority to determine the necessary basis to make an arrest exists and whether an arrest shall be made.

2) The SRO shall be informed / advised of situations that present criminal implications, including disorderly conduct, apparent crimes against children, and any use violence or assaultive behavior, including threatened use of violence. It remains policy that absent situation(s) involving offenses violating criminal law, the handling and disposition of all other matter's remain the exclusive prerogative of the district.

SRO involvement in school behavioral matters shall cease upon the determination that no criminal charges are being advanced, and that the district will be handling and disposing of the matter.

3) Upon request of a district administrator, the SRO shall take proper legal enforcement to address trespassers, intruders, and unwanted guests on school grounds and at related school functions.

4) SROs shall **not** be hindered making arrests or conducting investigations related to criminal offenses committed on school grounds, or that which directly involves or implicates the district, or its students and/or staff as to involve the district. The SRO shall, in all cases where practical, consult with district administration regarding criminal investigations and potential arrest situations related to conduct committed on school grounds, against students, or by students which are directly tied to the school community.

5) **Daily SRO Assignments:** SRO shall move freely on the campus during the day and be responsive to administrative requests to be present at particular location(s) and/or time of concerns. SRO shall not be assigned a permanent duty station on school grounds.

6) **Threatening Conduct:** Such behavior has become a recurring public safety concern in schools, and it is a mutual responsibility of the district and PCSO must promptly act to effectively identify, disrupt and mitigate viable threats to the school community. The SRO and district must quickly integrate resources to determine whether a threat has or IS being posed, determine if the behavior represents a substantive threat, and also identify whether the behavior is imminent. Safety First must be our mutual Primary Concern. Listed herein following is a best practice School Threat Assessment model that needs be/will be used to quickly establish grounded assessment judgment and determination(s).

**SPECIFIC TRIAGE RESPONSE TO THREATS:**

**STEP 1:** Immediately assemble Administrative Triage Team consisting of school administrator(s), school clinician, and the SRO to assess what is the known about behavioral basis and apparent threatening conduct, weighed against what is known regarding the character and person suspected or involved, as well as judging the viability of the information and sources of the information.

Options for the team are to move to a Step 2 assessment phase of structured assessment, or to judge that there is no basis supporting a threat or that some conduct occurred but was transient **and below the threshold** of posing a threat, and the district and SRO are able to address the matter. School Administration is the lead in this process.

**STEP 2:** Triage team (again an administrator, a clinician, and the SRO) move to a structured **CSTAG** (Comprehensive School Threat Assessment Guide) evaluation. Team must minimally utilize the first SIX KEY Questions, at which point they may be positioned to effectively and satisfactorily make assessment judgements, OR they may need to return to the CSTAG and complete the entire guide questions.

**STEP 3:** Triage team jointly determines the threat issues. Was there a threat and if a threat was involved is still posed. The Triage Team can judge behavior to be transient **and easily resolved** or assess that a serious substantive threat occurred (or may still) or find a very serious substantive threat is involved. Regardless of assessment level, it is critical to assess if a threat remains imminent or continues to pose concern. All assessments must consider and address whether any threatening conduct is still posed and the level of imminent concern.

**STEP 4:** Substantive and Very Substantive threat assessments require the district must establish a safety plan; SRO and PCSO shall render any possible and appropriate assistance to the district as may be appropriate or requested.

**STEP 5:** PC-TAM referrals of Substantive and Very Substantive cases will be made to the County's Standing Threat Assessment Management that consists of various support services and organizations. Their objective is to interact with and [partner with the impacted district to jointly effectively and in the best manner address each such threat situation. TAM member agencies included: Sheriff's Office, Office of Mental Health and Social Services, District Attorney's Office, Probation, County Attorney's Office, PNW BOCES Regional Safety Coordinator, involved school district clinicians and administrator(s) and relevant outside entities or parties.

**4) SRO Duty Tours/Assignments**

A) SRO shall be present at his/her assigned school seven (7) hours each day school is in session and have one (1) hour for travel and administrative duties.

1) SRO shall be present on campus excluding occasions which relate to the SRO duties, and if the SRO is away during the day for cause an Administrator is to be properly informed

2) SRO shall not perform any duties assigned to school employees or a contractor, nor perform any action which would conflict with a School District bargaining agreement, except in cases of extreme emergency.

3) SRO may be temporarily reassigned by the Sheriff during school holidays and vacations, or during periods of a law enforcement or school emergency.

4) SRO attendance requested by the district to provide security at and for school for events outside of regular duty hours shall be approved in compliance with district issuance of a "Request For Service" contract/notification.

# SCHEDULE B

# Use of Force

## 300.1 POLICY AND ACCREDITATION DECLARATIONS

| | | |
|---|---|---|
| | Approved By: | Sheriff Kevin J. McConville |
| | Date Revised and Issued: | August 1, 2023 |
| | Date of Original Issue: | May 6, 2020 |
| | LE Accreditation Standards: 20.1, 21.1, 33.1, 40.2, 43.8, 58.2 | |

## 300.2 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this office is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Executive Law § 840).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

### 300.2.1 DEFINITIONS

Definitions related to this policy include:

**Brandish** - For Use of Force reporting purposes, brandish means to point at a person or persons.

**Deadly Physical force** - Physical force which, under the circumstances which it is used, is readily capable of causing death or serious physical injury (Executive Law 840) [NYS Penal Law Article 10, Section 10 [11].

**Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the deputy or another person.

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows themself to be searched, escorted, handcuffed, or restrained.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

**Totality of the circumstances** - All facts and circumstances known to the deputy at the time, taken as a whole, including the conduct of the deputy and the subject leading up to the use of force.

**Objectively Reasonable** - An objective standard used to judge a deputy's actions. Under this standard, a particular application of force must be judged through the perspective of a reasonable deputy facing the same set of circumstances, without the benefit of 20/20 hindsight, and based on the totality of the facts that are known to the deputy at the time that the force was used.

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### 300.3 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Putnam County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

#### 300.3.1 DUTY TO INTERCEDE AND REPORT

Any deputy present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any deputy who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

#### 300.3.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

### 300.4 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose and which is consistent with Article 35 of the Penal Law.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this office. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised

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device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

### 300.4.1 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, deputies should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

### 300.4.2 USE OF FORCE TO EFFECT AN ARREST

A police officer or a peace officer in the course of effecting or attempting to effect an arrest, or of preventing or attempting to prevent the escape from custody, of a person he or she reasonably believes to have committed an offense, may use physical force when and to the extent they reasonably believe such to be necessary to effect an arrest, or to prevent escape of a person from custody, or in self-defense or to defend a third person from what they reasonably believe to be the use or imminent use of physical force (Penal Law § 35.30).

Force shall not be used by an deputy (Executive Law § 840):

(a) To extract an item from the anus or vagina of a subject without a warrant, except where exigent circumstances are present.

(b) To coerce a confession from a subject in custody.

(c) To obtain blood, saliva, urine, or other bodily fluid or cells from an individual for scientific testing in lieu of a court order where required.

(d) Against persons who are handcuffed or restrained unless it is used to prevent injury, escape, or otherwise overcome active or passive resistance posed by the subject.

### 300.4.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.

(c) Deputy/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

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(f) The individual's ability to understand and comply with deputy commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the deputy.

(l) Potential for injury to deputies, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the deputy.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

### 300.4.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have successfully completed office-approved training. Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the deputy.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

### 300.4.5 USE OF FORCE TO SEIZE EVIDENCE

In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration, or which creates a reasonable likelihood that blood flow to the head or respiration would be

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restricted. Deputies are encouraged to use techniques and methods taught by the Putnam County Sheriff's Office for this specific purpose.

## 300.5 DEADLY FORCE APPLICATIONS

When reasonable, the deputy shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the deputy has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) A deputy may use deadly force to protect themself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.

(b) A deputy may use deadly force to stop a fleeing subject when the deputy has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the deputy reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a deputy reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the deputy or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the deputy believes the individual intends to do so.

### 300.5.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, deputies should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

A deputy should only discharge a firearm at a moving vehicle or its occupants when the deputy reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the deputy or others.

Deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

## 300.6 REPORTING THE USE OF FORCE

Any use of force by a member of this office shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The deputy should articulate the factors perceived and why the deputy believed the use of force was reasonable under the circumstances. The report shall be submitted to the member's Supervisor.

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To collect data for purposes of training, resource allocation, analysis and related purposes, the Office may require the completion of additional report forms, as specified in office policy, procedure, or law (Executive Law § 840). See the Report Preparation Policy for additional circumstances that may require documentation.

See attachment: PCSO Use of Force Report.pdf

### 300.6.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable deputy to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the conducted energy device or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

## 300.7 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the deputy's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another deputy and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling deputy shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the deputy reasonably

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believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple deputies to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Deputies who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

### 300.7.1 ADDITIONAL STATE REQUIREMENTS

A deputy should take steps to obtain medical attention for a person who reasonably appears to be mentally ill and is behaving in a manner that is likely to result in serious harm to the person or to others.

Deputies should document requests for medical or mental health treatment as well as efforts to arrange for such treatment.

## 300.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to (Executive Law § 840):

(a) Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived their *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

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(e) Identify any witnesses not already included in related reports, including any deputies present at the incident.

(f) Review and approve all related reports.

1. Supervisors should require that deputies who engaged in the use of force submit the appropriate report.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

1. Disciplinary actions will be consistent with any applicable disciplinary guidelines and collective bargaining agreements.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

### 300.8.1 ADDITIONAL SUPERVISOR RESPONSIBILITIES

The Division Captain shall review each use of force by any personnel within their command to ensure compliance with this policy and to address any training issues.

The Supervisor shall ensure that enough information to meet the use of force reporting requirements for the DCJS is in the report (Executive Law § 837-t; 9 NYCRR 6058.3).

The Supervisor shall forward all completed Use of Force Reports to the First Sergeant and the Division Captain, the First Sergeant shall ensure that reports are submitted to the DCJS when a deputy (Executive Law § 837-t; 9 NYCRR 6058.3):

(a) Brandishes, uses, or discharges a firearm at or in the direction of another person.

(b) Displays, uses, or deploys a chemical agent or control device, including but not limited to oleoresin capsicum (OC), pepper projectiles, tear gas, batons, or kinetic energy projectiles (see the Control Devices Policy).

(c) Brandishes, uses, or deploys an impact weapon.

(d) Brandishes, uses, or deploys an electronic control weapon, including an electronic stun gun, flash bomb, or long-range acoustic device (see the Conducted Energy Device Policy).

(e) Engages in conduct which results in the death or serious bodily injury of another person.

The Division Captain shall forward a copy of the Use of Force Report to the Undersheriff for review and retention.

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### 300.9 TRAINING

Deputies will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, deputies should receive periodic training on:

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

(b) De-escalation tactics, including alternatives to force.

(c) Applications of use of force and conflict strategies as required by the state Use of Force Model Policy (Executive Law § 840).

### 300.10 POLICY AVAILABILITY

This policy shall be readily available to the public upon request and shall be posted on the office website (Executive Law § 840).

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# SCHEDULE C

**PUTNAM COUNTY INSURANCE REQUIREMENTS**

The following must appear on each Certificate of Insurance

UNDER THE CERTIFICATE HOLDER SECTION OF THE FORM:

**County of Putnam**
**Attn: Mat C Bruno Sr / Law Dept.**
**48 Gleneida Avenue**
**Carmel, NY 10512**

Additionally, in the space on the document noted- Description of Operations/Locations- please note the following:

***" Putnam County is included as the additional insured except for Professional Liability and Workers Compensation."***

It is the requirement of the County of Putnam that for work performed under contract and/or permit authorized by the County and/or the County Departments and/or any performance conducted on county property that the contractor or permitee procure and maintain at their own expense and without expense to the county, until final acceptance of the work by the County, the insurances listed below.

BEFORE COMMENCEMENT of any work, event or performance, a certificate(s) of insurance ( known as an Accord Form ) must be furnished to the County and/or the County Departments in forms satisfactory to the County.

All insurance coverages must be from an A.M. Best Rated " secured" ( B+ A++ ) NYS admitted insurer.

All certificates of insurance must ensure that the policy or policies shall not be changed or canceled until at least **THIRTY (30) DAYS** prior written notice has been given to the County and/or DPW.

When required by Department of Public Works ( hereinafter DPW ) the "XCU" exclusion of the policy or policies shall be eliminated or show proof that "XCU" is covered.

**THE CONTRACTOR SHALL PROVIDE AND MAINTAIN, AT ITS OWN EXPENSE, THE FOLLOWING MINIMUM INSURANCE COVERAGES:**

A. **Workers Compensation Insurance: -** This is statutorily required and is required for all contracts. Each policy must cover all operations, and all locations involved in the contract. If applicable, the policy should also include NYS Disability Benefits. Proof of Workers Compensation Insurance is required and should be received by Putnam County on a **C105.2 form, SI 12 form, CE-200 form or a U-26.3 form.**

B. **Commercial General Liability:** - Covering all operations and all locations involved in the contract including the following coverages:

| | |
|---|---|
| $2,000,000 | General Aggregate |
| $10,000 | Medical Expense Limit |
| $2,000,000 | Personal and Advertising Limit |
| $2,000,000 | Each Occurrence |
| $2,000,000 | Products/ Completed Operations Aggregate |
| $100,000 | Fire Damage Legal Liability Limit |

C. **Commercial Automobile Liability:** - Covering all operations and locations involved in the contract, including the following coverages:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

Unless specifically required, each policy shall provide limits of not less than $1,000,000 combined single limits for bodily injury and property damage.

D. If applicable, Professional Liability ( error and omissions ) in the amount of at least $1,000,000 per claim.

E. **Excess Liability and/or Umbrella Policy:** Limits are depending on the following contract size:

- ✓ Contract size of $100,000 to $250,000 - must have $1Million of coverage
- ✓ Contact size of $250,001 to $500,000 - must have $5Million in coverage
- ✓ Contract size of $500,001 or greater - must have $10Million in coverage

F. **Bid, Performance/Payment, Labor and Material Bonds:**
Required for any contract in **excess of $250,000.** These bonds shall be provided by a NYS admitted surety company in good standing. Only the (AIA)- The American Institute of Architects- A313 from will be accepted. In addition, pursuant to NYS Insurance Law, Section 1111- All bonds must include a certificate of solvency for the surety which shall be updated annually. In addition, the Surety must be on the U.S Treasury ( Circular 570 ) of acceptable sureties.

## STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIRMENT

All policies and certificates of insurance of the contractor shall contain the following clauses:

1. Putnam County is named as an additional insured and as the Certificate Holder. Insurers shall have no right to recovery or subrogation against the County of Putnam ( including its agents and agencies ), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the law above-described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam ( including its agents and agencies ) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above-described insurance policies shall be assumed by and be for the account of, and at the risk of the contractor.

## Appendix 4 – District Resources – Contact Information

| TITLE | NAME | OFFICE PHONE |
|---|---|---|
| Superintendent of Schools | Gail Duffy, Ed. D. | 845-265-9254 |
| School Business Manager | Catherine Platt | 845-265-9254 |
| Bus Dispatch Office – Head Bus Driver | Melanie Giordano | 845-265-9254 |
| Superintendent's Secretary/District Clerk | Megan Shields | 845-265-9254 |
| Director of Facilities and Transportation | Dave Robertin | 845-265-9254 |
| Athletic Director/Dean of Students | Tom Cunningham | 845-265-9254 |
| Cafeteria Services | Nancy Norton | 845-265-9254 |
| Village Mayor - Cold Spring | Kathleen Foley | 845-265-3611 |
| Village Mayor - Nelsonville | Chris Winward | 845-265-2500 |
| Fire Department | Matt Steltz | 845-265-9241 |
| **Putnam County** | | |
| County Executive | Kevin Byrne | 845-808-1001 |
| Emergency Management | Robert Lipton | 845-808-4000 |
| Public Safety Commissioner | Brian Hess | 845-225-4300 |
| County Health Dept. | Dr. Michael J. Nesheiwat | 845-808-1390 |
| Red Cross Emergency Services | (845) 471-0200 | |

## Appendix 5 – Section 155.17 Regulation Compliance Reference

- **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, 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.
- **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, and visitors to the school, including threats by students against themselves, which for this subdivision shall include suicide;
- **155.17(c)(1)(ii)** policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;
- **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)(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: (a) the use of school safety or security officers and/or school resource officers. Beginning with the 2019-20 school year, and every school year thereafter, every school shall

define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan; and (b) security devices or procedures. District-wide school safety teams shall consider, as part of their review of the comprehensive district-wide safety plan, the installation of a panic alarm system;

- **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, parents or other persons in parental relation 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, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full-scale 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(c)(1)(xviii)** in the case of a school district, except in a school district in a city having more than one million inhabitants, a system for informing all educational agencies within such school district of a disaster or emergency school closure;
- **155.17(c)(1)(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: (a) coordination of the communication between school staff, law enforcement, and other first responders; (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; (c) ensure staff understanding of the district–wide school safety plan; (d) ensure the completion and yearly update of building-level emergency response plans for each school building; (e) assist in the selection of security related technology and development of procedures for the use of such technology; (f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the districtwide school safety plan and building-level emergency response plan(s) (g) ensure the conduct of required evacuation and lock-down drills in a trauma informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law; and (h) ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
- **155.17(h)(1)(3)** One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- **155.17(c)(1)(xx**) ensure the development of protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the Labor Law; and
- **155.17(c)(1)(xii)** beginning with the 2023-2024 school year and every school year thereafter, an emergency remote instruction plan. For purposes of this subparagraph remote instruction shall have the same meaning as defined in section 100.1(u) of this Chapter. Emergency remote instruction plans shall include: (a) policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. Each chief executive officer of each educational agency located within a public school district shall survey students and parents and persons in parental relation to such students to obtain information on student access to computing devices and access to internet connectivity to inform the emergency remote instruction plan; (b) expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction; (c) a description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate; (d) a description of how special education and related services will be provided to students with disabilities, as defined in section 200.1(zz) of this Chapter, and preschool students with disabilities, as defined in section 200.1(mm) of this Chapter, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and (e) for school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.