



PEEKSKILL
CITY SCHOOL DISTRICT
2018-2019

**DISTRICT-WIDE SAFETY & EMERGENCY
MANAGEMENT PLAN**

UPDATED OCTOBER 2018

PREPARED BY:
ALTARIS CONSULTING GROUP, LLC

DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES	2
PURPOSE	2
IDENTIFICATION OF SCHOOL TEAMS	3
CONCEPT OF OPERATIONS	5
PLAN REVIEW AND PUBLIC COMMENT	5
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION	6
PREVENTION AND INTERVENTION STRATEGIES	6
IMPROVING COMMUNICATION WITH STUDENTS	6
TRAINING, DRILLS, AND EXERCISES	8
PROACTIVE BUILDING SECURITY MEASURES	9
VITAL EDUCATIONAL INFORMATION	9
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR	10
HAZARD IDENTIFICATION	11
SECTION III - RESPONSE	13
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.)	13
SITUATIONAL RESPONSES	14
MULTI-HAZARD RESPONSE	14
RESPONSES TO ACTS OF VIOLENCE AND THREATS	14
RESPONSE PROTOCOLS	16
SECTION IV - RECOVERY	19
DISTRICT SUPPORT FOR BUILDINGS	19
DISASTER MENTAL HEALTH SERVICES	19
OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS	20
APPENDIX 1	LISTING OF SCHOOL BUILDINGS
APPENDIX 2	BUILDING-LEVEL EMERGENCY RESPONSE PLANS
APPENDIX 3	MEMORANDA OF UNDERSTANDING
APPENDIX 4	DISTRICT RESOURCES – CONTACT INFORMATION

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 school emergency plans required at the building level. 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 Peekskill City 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.

SUPERINTENDENT'S DIRECTIVE

The Director of Security will serve as the District's Chief Emergency Officer (CEO) and be responsible for coordinating communication between school staff and emergency responders. The CEO will also require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.13. Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety

Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.

IDENTIFICATION OF SCHOOL TEAMS

The Peekskill City School District District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner’s Regulation 155.17. 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. The Safety Team shall include, but is not limited to, representatives of the Board of Education, teacher(s), administrators, school safety personnel, representative(s) of the parent organization(s) and other school and community personnel as deemed necessary.

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 155.13.

The Peekskill City School 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 Emergency Response 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 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:

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

TITLE	NAME	OFFICE PHONE
Superintendent of School	Dr. David Mauricio	914-737-3300X1529
Asst. Superintendent for Elementary Education	Dr. Mary Foster	914-737-3300X1542
Asst. Superintendent for Secondary Education	Dan Callahan	914-737-3300X1541
Asst. Superintendent for Business	Robin Zimmerman	914-737-3300X1543
Asst. Superintendent for Administrative Services	Dr. Joe Mosey	914-737-3300X1549
Director of Security	David Santiago	914-737-4542x2105
Director of Facility	Carmine Crisci	914-737-3300X3801
Director of Technology	Janice Reid	914-737-3300X1553
Director of Food Services	Andrew Weisman	914-737-0201X3725
Director of Special Services	Ellen Gerace	914-737-3300X1523
Director of Athletics	Adam Lodewick	914-737-3300X1501
Peekskill Police	Pam Sgro	914-737-8000
Peekskill Police	Matthew Lalindez	914-737-8000

CONCEPTS OF OPERATION

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

PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1st of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(e)(3). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 15th of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

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

1. 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. Mediation
2. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. It is recommended that each building has some staff trained in nonviolent conflict resolution.
3. Training is available during staff development sessions or on conference days.
4. Procedures relating to building security including utilization of staff and security equipment may include:
 - a. Vestibules
 - 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

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

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management 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 guidance counselors, social workers, and school psychologists.

In addition, each school has a wide range of programs that impact school safety. The District has a character education program that complies with Project S.A.V.E. The following programs are offered throughout the District and grade levels:

Programs: (sample programs below)

- Second Step Curriculum
- Zone of Regulation Curriculum
- Child Abuse Prevention
- Conflict Resolution
- Guardians of Equity
- DARE
- Student Assistance Services
- Mental Health Partnership
- Girl Scouts
- After School Programs
- Newcomers Groups
- Guidance Programs
- Health Curriculum
- Instructional Strategies / Targeted Lessons
- PBIS Assemblies
- Mentoring Programs
- Parenting Workshops
- Peer Mediation
- PTA Arts in Education
- Red Ribbon Week
- SADD
- Social Skills Group
- Social Studies Curriculum
- Student Council
- Student Newspaper
- Yearbook Committee

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:

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

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

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

SHELTER-IN-PLACE DRILLS: Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The 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.

STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district.

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

Training may include but is not limited to:

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

PROACTIVE BUILDING SECURITY MEASURES

1. The Peekskill City School District buildings use a limited points of entry system. 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 monitors or office staff members just inside the entrance to each school in the District. These monitors ensure visitor sign-in procedures and help supervise building traffic flow. The monitors are under the supervision of the building principals.
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

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.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR

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

1. A 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 bullying, violence, and harassment.
2. A "plain language" summary of the 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. Child Study Teams or their equivalents meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students are involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.

8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District works 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:

<u>Agency</u>	<u>Phone Number</u>
Peekskill Police Department	914-737-8000
Westchester County Police	914-741-4400
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 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

TYPICAL EMERGENCY SITUATIONS:

The District has procedures and trains for emergencies including but not limited to:

- Bomb Threats
- Building Collapse
- Civil Disturbance
- Earthquakes
- Explosion
- Fire
- Floods
- Hazardous Materials and Radiological Incidents
- High Winds
- Hostage Situations
- Intruders (Armed/Unarmed)
- Kidnapped/Missing Students
- School Bus Accidents
- Suicide
- Suspicious Packages
- Severe Weather
- Tornadoes
- Weapons Possession

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

EXTERNAL

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

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, Google groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system and to the following radio and television stations:

WFAS 103.9 FM
WFAS 1230 AM
WHUD 100.7 FM
WCBS 880 AM
WINS 1010 AM
TV Channel 12 News
TV Channel 77, Public Access
TV Channel 44 FIOS1

Online News Outlets: LoHud

Additional information may also be found on the District's website: <https://www.peakskillcsd.org/>.

During an emergency, all contact with the media will be handled either by the Superintendent or the Public Information Officer. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his 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. Please contact the District Emergency Coordinator if you require additional information.

Comment [1]: Please review the list of media outlets you utilize and modify as needed.

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.

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 his/her 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.

RESPONSES TO ACTS OF VIOLENCE AND IMPLIED OR DIRECT THREATS

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 his / her designee of any direct or indirect threat of violence or actual act of violence to students, themselves, others or property. The Principal or her/his designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others or property.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or her/his designee will decide whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, get help to determine the level of 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. The Principal or her/his designee will also decide 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.
6. The Principal, and/or her/his designee then determine the appropriateness of directing the Building Emergency Response Team to be activated.
7. The Building Emergency Response Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter – In – Place, Fire 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.
8. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction.
9. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are spelled out by each building. The use of the District’s mass communication system is typically utilized.
10. Aggressively dangerous and violent students should only be restrained by qualified staff. Police should be called when necessary to assist school staff in managing the situation. Violent adults are to be reported to the building administrator immediately, and the police called. Violent adults are only to be removed by police.
11. The building administrator will investigate reported threats and reported acts of violence and will make the determination of disciplinary measure consistent with the District’s Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and/or police involvement.
12. School administrators must keep records of serious threats and acts of violence and report them annually to the state.

RESPONSE PROTOCOLS

PROTECTIVE ACTION OPTIONS

SCHOOL CANCELLATION

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

EVACUATION

- The Superintendent or his/her designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. He/she will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation
- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. He/she will report to the superintendent or his/her designee any missing staff or students. All building administrators will remain at work until dismissed by the District Incident Commander.
-

SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or his/her designee (IC) will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. He/she will report to the (IC) any missing staff or students. All building administrators will remain at work until dismissed by the District Commander.
- The Logistics Chief will make appropriate arrangements for human needs in the event of a long-term situation.

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 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.

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.

DISTRICT COMMAND POST (DCP):

Unless otherwise specified, The DCP will be located in the District Offices. If necessary, the command post may be moved to an alternate site including the transportation facility and even non-district-owned buildings.

POTENTIAL ICS EMERGENCY SITES:

BUILDING:	Use(s):
Peekskill City School District District Offices	Command Center Public Information Center Communications Center
Peekskill High School	Shelter-in-Place Staging Area(s) Alternate Command Center
Peekskill Middle School	Shelter-in-Place Staging Area(s)
Uriah Hill Elementary	Shelter-in-Place Staging Area(s)
Woodside Elementary	Shelter-in-Place Staging Area(s)
Oakside Elementary	Shelter-in-Place Staging Area(s)
Hillcrest Elementary	Shelter-in-Place Staging Area(s)

SECTION IV RECOVERY

DISTRICT SUPPORT FOR BUILDINGS

When the District Safety Team leader is notified that an emergency exists, he/she will activate the District Emergency Plan and follow the Incident Command guidelines.

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 Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District 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.

OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS

1. The Peekskill City School 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. List of Assisting Governmental Agencies
 1. Red Cross
 2. Westchester County OEM
 3. Peekskill Police Department
 4. New York State Police
 5. Westchester County Police Department
 6. Peekskill Fire Department
 7. Peekskill Ambulance Corps
3. The arrangements for obtaining assistance during emergencies from local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law have been made.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

DISTRICT OFFICE

1031 Elm St.
Peekskill, NY 10566
Phone: 914-737-3300

PEEKSKILL HIGH SCHOOL

1072 Elm St.
Peekskill, NY 10566
Phone: 914-737-0201

PEEKSKILL MIDDLE SCHOOL

212 Ringgold St.
Peekskill, NY 10566
Phone: 914-737-4542

URIAH HILL ELEMENTARY SCHOOL

980 Pemart Ave
Peekskill, NY 10566
Phone: 914-739-0682

WOODSIDE ELEMENTARY SCHOOL

612 Depew St.
Peekskill, NY 10566
Phone: 914-739-0093

OAKSIDE ELEMENTARY SCHOOL

200 Decatur Ave.
Peekskill, NY 10566
Phone: 914-737-0591

HILLCREST ELEMENTARY SCHOOL

4 Horton Dr.
Peekskill, NY 10566
Phone: 914-739-2284

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.

APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. David Mauricio	914-737-3300X1529
Asst. Superintendent, Business/Emergency Coordinator	Robin Zimmerman	(914) 737-3300 x X1543
Asst. Superintendent, Administrative Services	Joe Mosey	(914)737-3300 X1549
Asst. Superintendent, Elementary Education	Mary Foster	914-737-3300X1542
Asst. Superintendent, Secondary Education	Dan Callahan	914-737-3300X1541
Director of Security and Investigations	David Santiago	914-737-4542 X2105
Transportation Supervisor	Jennifer Sampson	914-739-0682X7536
Bus Dispatch Office – Head Bus Driver	Patty Latuheru	914-428-1400
Director of Technology	Janice Reid	914-737-3300X1553
District Clerk	Debra McLeod	914-737-3300X1532
Public Information	Laura Belfiore	914-737-3300X1533
Director of Facilities	Carmine Crisci	914 737 3300 X3801
Director of Special Education	Ellen Gerace	914-737-3300X1523
Athletic Director	Adam Lodwick	914-737-3300 X1501
Cafeteria Services	Andrew Weisman	914-737-0201X3725
DPW Director	Brent VanZandt	914-734-4135
Peekskill Police Chief	Donald Halmy	914-737-8000
Fire Dept./Ambulance	Vinny Malaspina/Tim Warn	914-843-5622
Westchester County		
County Executive	George Latimer	914-995-2900
Emergency Management	Anthony Sutton	231-1688
Transportation Commissioner	Hugh J. Greechan	914-995-2546
Public Safety Commissioner	George Longworth	914-864-7858
County Health Dept.	Cheryl Archbald, MD	914-813-5020
Red Cross Emergency Services	Stuart Bethel	914-946-6500 ext. 300
Chief of Technical Services	Lawrence B. Czech	914-315-457-8909

995-25