



**PEEKSKILL**  
**CITY SCHOOL DISTRICT**  
**DISTRICT-WIDE SAFETY & EMERGENCY**  
**MANAGEMENT PLAN**  
**2022-23**

UPDATED FEBRUARY 2022

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## PURPOSE

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

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community 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 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 Assistant Superintendent of Administrative Services, Jamal Lewis will serve as the District's Chief Emergency Officer (CEO)<sup>1</sup> whose duties shall include, but not be limited to:

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

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

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

2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;<sup>3</sup>
3. Ensuring staff understanding of the district-wide school safety plan;<sup>4</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building<sup>5</sup> The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>6</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;<sup>7</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;<sup>8</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
9. 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). At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District<sup>9</sup>. The Safety Team shall include, but is not limited to, representatives of the school board,

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<sup>3</sup> 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

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

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

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

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

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

<sup>9</sup> 155.17(b)(14) 155.17(c)(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, bus drivers and monitors, school safety personnel and other school personnel.

teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors.

At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

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

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with 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:<sup>10</sup>

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

| TITLE  | NAME                         | OFFICE PHONE       |
|--|------------------------------|--------------------|
| Superintendent of School                           | Dr. David Mauricio           | 914-737-3300 x1529 |
| Asst. Superintendent for Elementary Education      | Dr. Rebecca Aviles-Rodriguez | 914-737-3300 x1542 |
| Asst. Superintendent for Secondary Education       | Dan Callahan                 | 914-737-3300 x1541 |
| Asst. Superintendent for Business                  | Cynthia Hawthorne            | 914-737-3300 x1543 |
| Asst. Superintendent for Administrative Services   | Jamal Lewis                  | 914-737-3300 x1549 |
| Director of Security                               | David Santiago               | 914-737-4542 x2105 |
| Director of Facility                               | Carmine Crisci               | 914-737-3300 x3801 |
| Director of Technology                             | Janice Reid                  | 914-737-3300 x1553 |
| Director of Food Services                          | Andrew Weisman               | 914-737-0201 x3725 |
| Director of Special Services                       | Ellen Gerace                 | 914-737-3300 x1523 |
| Director of Innovative Initiatives                 | Dr. Ahunna Akoma             | 914-739-3300 X1588 |
| Admin of Equity and Diversity                      | Dr. Margie Daniels           | 914 7373300 X1560  |
| Director of Physical Education, Health & Athletics | Austin Goldberg              | 914-737-3300 x1501 |
| Peekskill Police                                   | Pam Sgroi                    | 914-737-8000       |
| Peekskill Police                                   | SRO Mary Greenan             | 914-737-8000       |

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<sup>10</sup> District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. 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.

|   |                      |                    |
|---|----------------------|--------------------|
| Peekskill Police                                      | SRO Matthew Lalindez | 914-737-8000       |
| Director of Multilingual Programs and World Languages | Madeline Sanchez     | 914-737-3300 x1562 |
| Director of STEM                                      | Dr. Anchala Sobrin   | 914-737-3300 x1561 |
| Secretary to Chief School Officer                     | Nicholas Recuppio    | 914-737-3300 x1532 |
| Communication Director                                | Laura Belfiore       | 914-737-3300X1527  |
| Board Member  | Branwen MacDonald    | 914-737-3300X1532  |
| Parent Rep.   | Marisa O’Leary       | 845-278-8021X13    |

#### CONCEPTS OF OPERATION

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

#### PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before 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 the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1st of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 15<sup>th</sup> of each year or within 30 days of adoption.

## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### PREVENTION AND INTERVENTION STRATEGIES

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

1. Any utilized school safety 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
  - TCIS - Therapeutic Crisis Intervention Strategies
2. Training for school staff working in an incident control capacity may include:
  - a. Individual and group de-escalation techniques
  - b. Non-violent conflict resolution skills and
  - c. Peer mediation
  - d. TCIS- Therapeutic Crisis Intervention Strategies
3. Mentoring programs:
  - My Brother's Keeper (MBK)
  - Peekskill Girls Empowerment Movement & Sisterhood (GEMs)
4. 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.
5. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.

6. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>11</sup>

1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
2. All staff members are expected to wear District-issued photo identification badges.
3. After the designated start time of the school day, each school will be appropriately secured.
4. All visitors must report to each building's 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.

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

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

#### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include 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.

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.

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<sup>11</sup> 155.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

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:<sup>12</sup>

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

**EVACUATION AND LOCKDOWN DRILLS:** Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be 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 lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

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

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

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

**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.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

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

#### STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15<sup>th</sup> of each school year or within 30 days of joining the district. This training will be conducted at a staff development day in August, online or a combination of both.<sup>14</sup>

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

Additional training may include but is not limited to:

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

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

## 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.
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<sup>15</sup>

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<sup>16</sup>

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.

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

<sup>16</sup> 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students of the school district or board, students and other persons deemed appropriate to receive such information;

3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students may be involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and 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 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:

| <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 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<sup>17</sup>

### Private Security and School Resource Officers

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

### Security Allocations

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



- A. At the elementary and secondary school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, 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. Staff are trained to report to the main office any person they observe who is not wearing a badge.

## 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**

- contracted personnel at each elementary and secondary schools
- all greeters are former military, law enforcement or experience security agents (10 plus years)
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- detection of hazards
- deter and report unlawful activity

### **School Security Aides**

- Civil Service qualified
- staffed at both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- guide the arrival and dismissal processes
- escort students and visitors if needed
- staffed during regular school hours at the high school and middle school as well as for special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building
- Conduct daily perimeter checks
- Protect district assets

### **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
- Alcohol & Substance Abuse training
- NYS 8 hour Annual Guard Training
- Sexual Harassment training

- TCIS - Therapeutic Crisis Intervention Strategies

## 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 staff, 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.peakskillcsd.org/>

Online News Outlets: LoHud

Additional information may also be found on the District's website and/or Social Media networks:

District website: <https://www.peakskillcsd.org>

PCSD Facebook: <https://www.facebook.com/peakskillcsd>

PCSD Twitter: <https://twitter.com/peakskillcsd>

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

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

## SITUATIONAL RESPONSES

### MULTI-HAZARD RESPONSE

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

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

## RESPONSE PROTOCOLS

### SCHOOL CANCELLATION

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

### EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations 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 their designee will determine the level of the threat.
- The Operations Chief will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Safety Officer will clear all evacuation routes and sites prior to evacuation

- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the superintendent or their designee any missing staff or students.

#### SHELTERING SITES (INTERNAL AND EXTERNAL)

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

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

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

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security
- Bus emergency
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Disease
- Severe Weather
- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons

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

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

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or thier 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.
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. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

## RESPONSES TO ACTS OF VIOLENCE<sup>20</sup>

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**

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

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

**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 Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district 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 Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>21</sup>
10. The district has a zero-tolerance policy for acts of school violence.

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<sup>21</sup> 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

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

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

### *2801 Protocols for a State Disaster Emergency Involving a Communicable Disease:*

| <i>Essential Position</i>                                     | <i>Description</i>   |
|---|--|
| <i>Superintendent of Schools</i>                              | <i>Handles daily operations &amp; planning of a school district.</i>   |
| <i>Assistant Superintendent for Elementary Superintendent</i> | <i>Handles general administrative functions including elementary level curriculum. Supervises all elementary level building administrators.</i>  |
| <i>Assistant Superintendent for Secondary Superintendent</i>  | <i>Handles general administrative functions including secondary level curriculum. Supervises all secondary level building administrators.</i>  |
| <i>Assistant Superintendent for Business</i>                  | <i>Handles general administrative functions including all budgeting and financial planning and execution. Supervises all Business Office staff.</i>  |
| <i>Assistant Superintendent for Administrative Services</i>   | <i>Handles general administrative functions including residency and personnel services (HR). Supervises the personnel (HR) office staff, as well as district administrators of the following departments: Facilities, Security, Athletics, and Technology.</i> |
| <i>Director of Special Education Services</i>                 | <i>Supervises programs for the mentally/physically handicapped or children with learning disabilities. Supervises all Special Education faculty and staff</i>  |

|   |  |
|---|--|
| <i>Director of Technology</i>                                 | <i>Directs and manages implementation and maintenance of instructional and administrative technology devices and networks, including software support. Supervises all data/technology faculty and staff.</i> |
| <i>Director of Food Services</i>                              | <i>Directs the fiscal and nutritional operations, serves as district designee for these functions in relation to NYSED. Supervises all cafeteria and food services staff.</i>                                |
| <i>Food Service workers</i>                                   | <i>Performs basic food service functions under the direction of the Director of Food Services.</i>   |
| <i>Director of Facilities /Transportation</i>                 | <i>Directs all operations of transportation, custodial work, maintenance, and grounds, keeping in accordance with federal and state law. Supervises all custodial/maintenance and transportation staff.</i>  |
| <i>Custodial and Maintenance</i>                              | <i>Performs efficient and economical performance of building and facility cleaning in accordance with federal and state law.</i>   |
| <i>Director of Security</i>                                   | <i>Directs, plans and implements security and emergency preparedness. Supervises security staff.</i>   |
| <i>Security</i>   | <i>Performs general security for building occupants and property under direct supervision of the Director of Security.</i>   |
| <i>Director of Physical Education, Health &amp; Athletics</i> | <i>Directs all sports/athletics, health and physical education programs. Supervises all sports (coaches, athletic, health and physical education faculty and staff).</i>                                     |
| <i>Teachers/Related Service Provider</i>                      | <i>Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis</i>                |



|  |   |
|--|---|
| <i>Building Administrators</i>                               | <i>Required to ensure continuity of the response efforts.</i>   |
| <i>Communications Director</i>                               | <i>Works with administration to communicate important information to internal and external audiences.</i> |
| <i>Clerical Support</i>                                      | <i>Required to ensure continuity of the response efforts.</i>   |
| <i>Nurses</i>  | <i>To assist with testing requirements, reporting and contract tracing.</i>                               |
| <i>Accounting, Payroll,<br/>Accounts Payroll, Purchasing</i> | <i>Where necessary to ensure the continued operation of the District.</i>                                 |

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### Devices

- *All administrators are provided a district device upon employment with the district. These devices are used by the administrators both in district and out of district.*
- *All secondary teachers are also provided a district device upon employment with the district that is used for instruction and can also be taken home for lesson planning. In the case of a state disaster emergency involving a communicable disease the teachers can use the device to work and teach remotely.*
- *All elementary teachers are provided with a device to teach and work remotely, In the case of a public emergency that requires working remotely,*
- *Any office staff employees that do not have access to a device at home and are not able to enter the office, can request one from the director of technology via their supervisor. The technology department is in possession of loaner devices.*
- *There is a 4-year replacement cycle where devices are replaced to keep the inventory of equipment up to date.*
- *Almost all software applications used in the district are accessible online.*

- *In the case of specific software applications used by HR and the business office, they are able to access the application remotely.*
- *All employees sign an equipment use agreement when they are provided with a device.*

#### Remote Access

- *The district uses Google Workspace*
  - *Most staff members use Google Drive to store their documents which are available online in and out of the district. Documents can also be made available to be accessed when offline (will be synced when back online).*
- *All administrators and office staff have the Logmein Client on their desktop for remote access if they need to access documents that are on the district server and not the Google Workspace platform.*

#### Transferring of Office Phone Lines

- *All employees who have been assigned an extension are able to forward their phone lines to a personal home phone or personal cell phone. This can be done remotely or at their desk.*
- *All employees who have been assigned an extension are also able to access their voicemail messages remotely. All voicemail messages are also sent to the email of the respective employee.*

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*To reduce overcrowding, the administrators will work directly with their staff to create schedules within their department to comply with the social distancing protocols. In addition:*

- *Class schedules may be staggered to a morning and afternoon cohort.*
- *In-person days may be staggered by cohorts' groups.*
- *Staff and students may walk or drive a personal vehicle to campus.*
- *Staff may be required to arrive on campus prior to students in a staggered work shift or staggered assigned day of work.*
- *Employees may be permitted to work remotely.*
- *Visitors may not be permitted in the buildings during school hours without the approval from the building administrators*

***We will reduce staff by 50% each day.***

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*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 an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock the same as needed.*
  - *Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.*
  - *PPE equipment will be readily available, if needed.*
- 

*The Peekskill City School District is committed to creating a learning environment that protects student and staff health, safety and privacy. Our district will operate under a standard procedure for addressing situations in which an individual has tested positive for COVID-19 or appears symptomatic. These procedures include:*

### ***School Health Offices***

*When a student, faculty or staff develop COVID-19 symptoms during the school day, they will be moved to an isolation room and assessed by a registered nurse for any immediate medical needs. The health staff will be wearing proper PPE. If it is a student who is ill, the parent will immediately be called and asked to pick the student up as soon as possible. When the parent picks up the student, written instructions will be provided. If it is faculty or staff, and the person is medically stable they will be sent home with instructions. If the faculty or staff member is too ill a family member will be called to pick them up. Instructions given to faculty, staff and students will ask them to stay home, isolate and call their medical practitioner as soon as possible. The instructions will also include a list of testing sites and the health offices phone number in case they have questions once they get home.*

### ***Isolation***

*If a faculty or staff member screens positive upon arrival and are well enough to leave they will be asked not to enter the building. A written set of instructions will be given to them at the door. If the faculty, staff are too ill or if a student has a positive screen, they will be brought into an isolation room to be evaluated by a registered nurse. The health staff will be wearing appropriate PPE including an N95 mask, gloves, and protective eyewear. The immediate medical needs will be taken care of by the nurse. Parents or family of staff members will be contacted to pick up the ill person. Instructions will be given to parent or ill staff members before they leave with a sick child or staff member.*

### ***Collection***

*Parents/guardians picking up a sick or symptomatic child will be asked to wait outside. The nurse or health aide will escort the sick child out to the parent with written instructions. The parent/guardian will be asked to contact their health care provider as soon as possible. The child will not be able to come back*

*to school until at least 10 days from the first time they begin experiencing symptoms, and they are fever free for 72 hours without the use of fever reducing medication, and all other symptoms have improved. If the child is tested for COVID-19, they will require two negative COVID-19 tests at least 24 hours apart. If they are not tested a doctor's note would be needed to return to school.*

### ***Infected Individuals***

*Individuals who have tested positive for COVID-19 will not be permitted to return to school unless they have undergone isolation and are fully recovered. A symptomatic COVID-19 positive person will also need two negative tests in a row, at least 24 hours apart. A person who tested positive for COVID-19 with no symptoms will need a doctor's release before returning to school, as per the DOH and CDC guidelines.*

### ***Exposed Individuals***

*Individuals who have been exposed to COVID-19 will not be permitted to return to school unless they have undergone isolation and are fully recovered. Individuals with exposure to COVID-19 will be required to quarantine for 14 days. They will be able to return to school after 14 days unless the person becomes ill and develops COVID-19 symptoms, then they will follow the instructions for infected individuals.*

### ***Hygiene, Cleaning and Disinfection***

*The district will adhere to and promote the hygiene, cleaning and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas. Areas in contact with ill persons will be closed and well staff and students moved to a clean area for the rest of the day.*

### ***Cleaning***

*The district will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) in addition to the following:*

- *Classroom and office spaces will be provided with appropriate cleaning /disinfection supplies for self-cleaning of shared and frequently touched surfaces.*
- *The custodial staff of each building will perform frequent cleaning of high touch surfaces throughout the school day, including:*
  - *door handles*
  - *rails*
  - *counters*

- *tabletops*
- *bathroom fixtures*
- *trash cans*
- *phones*
- *cash register counters*
- *Daily cleaning log checklists will be completed for each area of the building*
- *Registered disinfectants identified by the **Environmental Protection Agency (EPA)** as effective against COVID 19 will be utilized.*
- *Logs will contain the following at a minimum:*
  - *Date of cleaning*
  - *Time of cleaning*
  - *Scope of cleaning (checkboxes)*
- *The head custodian of each building will be responsible for maintaining all completed cleaning logs, making sure they are completed properly, which a copy will be forwarded to the Director of Facilities on a weekly basis.*
- *Staff will be required to use applicable personal protective equipment to perform cleaning and disinfecting.*
- *If buildings are closed for seven days or more, normal routine cleaning will be performed. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.*
- *Cleaning and Disinfecting training will be provided to all employees (see **Training** section) including:*
  - *Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard*
  - *Cleaning and disinfection protocol for suspected and positive cases*
  - *Personal Protective Equipment (PPE)*
    - *When to use PPE*
    - *What PPE is necessary*

- How to properly don (put on), use, and doff (take off) PPE
- How to properly dispose of PPE

The terms cleaning, sanitizing, and disinfecting are sometimes used interchangeably, which can lead to confusion and result in cleaning procedures that are not effective<sup>[1]</sup>.

For example, if there is visible soil on a surface, clean it with detergent and water before spraying the surface with a sanitizer or disinfectant. Using a sanitizer or disinfectant as this “first step” is not effective because the purpose of the solution is to either sanitize or disinfect. Each term has a specific purpose, and there are many methods that may be used to achieve such purpose.

| <b>Task</b> | <b>Purpose</b>   |
|-------------|--|
| Clean       | To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later. |
| Sanitize    | To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.   |
| Disinfect   | To destroy or inactivate most germs on any inanimate object, but not bacterial spores.   |

Note: The term “germs” refers to bacteria, viruses, fungi, and molds that may cause infectious disease. Bacterial spores are dormant bacteria that have formed a protective shell, enabling them to survive extreme conditions for years. The spores reactivate after entry into a host (such as a person), where conditions are favorable for them to live and reproduce.<sup>[2]</sup>

Only the U.S. Environmental Protection Agency (EPA)-registered products that have an EPA registration number on the label can make public health claims that can be relied on for reducing or destroying germs. The EPA registration label will also describe the product as a cleaner, sanitizer, or disinfectant. In addition, some manufacturers of cleaning products have developed “green cleaning products”. As new environmentally-friendly cleaning products appear in the market, check to see if they are 3rd party certified by Green Seal:

<http://www.greenseal.org>, UL/EcoLogic: <http://www.ecologo.org>, and/or EPA's Safer Choice: <http://www.epa.gov/saferchoice>. Use fragrance-free bleach that is EPA-registered as a

sanitizing or disinfecting solution (6). If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered (7). All products must be used according to the manufacturer's instructions. The following resource may be useful: [Green Cleaning, Sanitizing, and Disinfecting: A Toolkit for Early Care and Education](#).

*Employers should provide staff with hazard information, including access to and review of the Safety Data Sheets (SDS) as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances such as cleaning, sanitizing and disinfecting supplies in use in the facility. The SDS explains the risk of exposure to products so that appropriate precautions may be taken.*

### **Contact Tracing**

*The district will support local health departments in contact tracing efforts using the protocols, training and tools provided through the New York State Contact Tracing Program, an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies. Peekskill City School District health staff will be trained in contact tracing and will assist in contact tracing when there is exposure within our schools. We will rely on local health department officials, as directed, to contact anyone who needs to be notified in the event of a possible exposure.*

### **Communication**

*In the event that a student or staff member is sick or symptomatic, notification to exposed individuals will occur pursuant to the state's contact tracing protocols as implemented by the local health department. The district will not notify the wider community unless specifically directed to do so by local health officials.*

### **Closures**

*The district is preparing for situations in which one or more school buildings need to close due to a significant number of students or staff testing positive for COVID-19 or a considerable regional increase in COVID-19 cases.*

*Each medical office will keep track of the amount of ill staff and children who go home. If there is an increase in illness and absenteeism within the school, the nurses will make the district health office aware and their building administrator. The nurse coordinator will notify the superintendent and DOH. Decisions for closures will be made with the guidance of the local health department. The district may choose to modify operations in one or more schools prior to closing to help mitigate a rise in cases. The district will consult its nurse coordinator— medical director in collaboration with the district superintendent and the local health department when making such decisions.*

*School building administrators will communicate with each other regularly and, if needed, will consult with the nurse coordinator, district superintendent and local health department to consider closing school if absentee rates impact the ability of the school to operate safely.*

### **Identifying positive COVID-19 cases**

*Mr. Jamal Lewis, Carmine Crisci and Austin Goldberg will serve as the district's COVID-19 Coordinators. They will work closely with our local health department and will be responsible for the day to day communication. He, or his appropriate designee, will serve as a central contact for schools and stakeholders, families, staff and other school community members and will ensure the district is in compliance and following the best practices per state and federal guidelines.*

### **Screening, testing, tracing and tracking**

*The district will immediately notify the state and local health department of any and all confirmed student, staff or visitor cases of COVID-19. The district medical (nurse's) office will be notified when there is a positive case in any of our buildings within the district. Only nurses and Covid Coordinators that have contact tracing training will be given information for the sole purpose of disseminating information to affected individuals as quickly and efficiently as possible. The ill person's information will be kept confidential.*

- 
- *All entrances will be locked and monitored by the security aides/greeter.*
  - *All employees will complete the daily screening survey and use their access cards for entrance which documents their arrival on premises.*
  - *Payroll, attendance, and/or time cards will further document an employee's presence on campus.*
  - *Non-essential visitors will not be allowed on site without approval from building administrators*

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*Emergency housing for essential workers is not normally needed for school employees as they will either go home or directly to the hospital. If needed, the district will arrange for emergency housing for essential workers with the RED CROSS who will use our local hotels if needed.*

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*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<sup>22</sup>

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

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

The District will, as appropriate, utilize all available manpower during an emergency. Within each building, schools may use the Staff All Call response protocol, which quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties 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,

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<sup>22</sup> 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;

<sup>23</sup> 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;

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.

## SECTION IV COMMUNICATION WITH OTHERS

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

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

### OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS, INCLUDING THE COUNTY OR CITY OFFICIALS RESPONSIBLE FOR IMPLEMENTATION OF ARTICLE 2-B OF THE EXECUTIVE LAW<sup>25</sup>

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

1. Red Cross
2. Westchester County OEM
3. Peekskill OEM
4. Peekskill Police Department
5. New York State Police
6. Westchester County Police Department
7. Peekskill Fire Department
8. Peekskill Ambulance Corps

### Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal<sup>26</sup>

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<sup>24</sup> 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;

<sup>25</sup> 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>26</sup> 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;

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the 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.<sup>27</sup> Administration shall utilize school mental health resources when necessary.

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

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<sup>27</sup> 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
- Blackboard Connect
- PCSD Mobile App
- Infinite Campus
- Facebook
- Twitter

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 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.

## 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

FAMILY RESOURCE CENTER  
400 SOUTH DIVISION STREET  
PEEKSKILL, NY 10566  
PHONE: 914-739-0682



## 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           | 914-737-3300 x1529 |
| Asst. Superintendent, Administrative Services/Emergency Coordinator | Jamal Lewis                  | 914-737-3300 x1549 |
| Asst. Superintendent, Business                                      | Cynthia Hawthorne            | 914-737-3300 x1543 |
| Asst. Superintendent, Elementary Education                          | Dr. Rebecca Aviles-Rodriguez | 914-737-3300 x1542 |
| Asst. Superintendent, Secondary Education                           | Dan Callahan                 | 914-737-3300 x1541 |
| Director of Security and Investigations                             | David Santiago               | 914-737-4542 x2105 |
| Transportation Supervisor   | Jennifer Sampson             | 914-739-0682 x7536 |
| Bus Dispatch Office – Head Bus Driver                               | Patty Latuheru               | 914-428-1400       |
| Director of Technology  | Janice Reid                  | 914-737-3300 x1553 |
| District Clerk  | Debra McLeod                 | 914-737-3300 x1532 |
| Public Information  | Laura Belfiore               | 914-737-3300 x1533 |
| Director of Facilities  | Carmine Crisci               | 914 737 3300 x3801 |
| Director of Special Services  | Ellen Gerace                 | 914-737-3300 x1525 |
| Director of Physical Education,, Health and Athletics               | Austin Goldberg              | 914-737-3300 x1501 |
| Cafeteria Services  | Andrew Weisman               | 914-737-0201 x3725 |
| DPW Director  | Brent VanZandt               | 914-734-4135       |
| City Mayor  | Vivian McKenzie              | 914-737-3400       |
| Peekskill Police Chief  | Leo Dylewski                 | 914-737-8000       |
| Peekskill Fire Department   | James Seymour IV             | 914-737-2760       |
| Ambulance - Peekskill Volunteer Ambulance Corps                     |                              | 914-737-5310       |
| <b>Westchester County</b>   |                              |                    |
| County Executive  | George Latimer               | 914-995-2900       |
| Emergency Management  | Richard Wishne               | 914-231-1851       |
| Public Safety Commissioner  | Tom Gleason                  | 914-995-2000       |
| Transportation Commissioner   | Hugh J. Greechan             | 914-995-2546       |
| County Health Dept.   | Dr. Sherlita Amler           | 914-864-7292       |
| Red Cross Emergency Services  | Stuart Betheli               | 914-946-6500       |
| Chief of Technical Services   | Lawrence B. Czech            | 914-315-4578 x909  |

## 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 district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xi)** policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;
- **155.17(c)(1)(xii)** policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators,

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

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