

# **District Wide School Emergency Plan**

## **Hyde Park Central School District**

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*The Hyde Park Central School District empowers our community to strive for excellence and embrace the opportunities of our globally connected world.*

# **District Wide School Emergency Plan**

## **Section 1**

### **Introduction and Scope:**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools. The Hyde Park Central School District supports the Project SAVE Legislation and regulation 155.17 of the New York State Commissioner of Education.

This plan is the implementation of steps taken to insure the safety of students, staff and visitors. Building Level Plans will be site specific to each facility in the Hyde Park Central School District and will follow procedures detailed in this plan. To insure a standardized response in the buildings of the Hyde Park Central School District, building level plans will contain procedures and protocols developed by the District Level committee.

### **Purpose**

The Hyde Park Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Hyde Park Central School District Board of Education, the Superintendent of Hyde Park Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

# **Identification and Description of School Teams**

## **District SAVE Committee – District Wide Safety Team**

The Hyde Park Central School District has appointed a District Wide Safety Team, the District SAVE Committee, consisting of, but not limited to: representatives of the School Board, teachers, administrators, parents, parent organizations, school safety personnel, law enforcement, fire department, emergency medical services, department of emergency response, DC BOCES safety, and other school personnel.

Each school building shall have at least one representative to the District SAVE Committee. That representative shall bring back information from the District SAVE Committee to the school building.

In the event the given representative can not attend the District SAVE Committee meeting, another member of the school's Building Safety Team shall attend.

## **Building Level Teams**

Individual school buildings shall establish and maintain the following teams:

- Building-level School Safety Team
- Building-level School Emergency Response Team
- AED Responders
- Building-level Post-incident Response Team

## **Regular Meeting of District and School Safety Teams**

The District SAVE Committee and Building Level Safety Teams shall meet on a monthly basis. They may meet more often if needed.

## **Dutchess County School Safety Advisory Committee**

The Hyde Park Central School District is a member of the Dutchess County School Safety Advisory Committee. A representative to the Dutchess County School Safety Advisory Committee shall attend meetings and bring back information to the school district. This information shall be reported to the District SAVE Committee and Administrators as needed.

## **Concept of Operations**

- The District-Wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- The initial response to all emergencies at the individual school will be by the school building Emergency Response Team. Emergencies may include (but are not limited to): fires, explosions, chemical spill, medical emergency, severe weather, building safety problems, school emergencies, civil disturbances, evacuations and other related circumstances.
- The Superintendent of Schools will be notified immediately when the school Emergency Response Team has been activated.
- During an emergency, the school Emergency Response Team will immediately mobilize, provide needed assistance or report to the school command post and coordinate with the school incident commander (or coordinate by radio if needed).
- AED Responders will respond to medical emergencies as needed.
- Efforts may be supplemented by local, county and state resources through the: Town of Hyde Park, Town of Clinton, Town of Pleasant Valley and Town of Poughkeepsie Emergency Plans, the Emergency Management section of the Dutchess County Department of Emergency Response and public safety agencies (Police, Fire Department, EMS, County Sheriff, State Police).
- The Crisis or Post-Incident Recovery Team will assist the school population and community in dealing with the aftermath of a violent, traumatic or tragic incident, and coordinate with Dutchess County Department of Mental Health and Hygiene, BOCES, and New York State Mental Health Services.

## **Plan Review and Public Comment**

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan was made available for public comment at least 30 days prior to its adoption by the Board of Education on April 26, 2001.
- Full copies of the District-wide School Safety Plan and any amendments have been submitted to the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team (Project SAVE Committee). The required annual review will be completed on or before July 1.

A copy of the plan will be available at the Hyde Park Central School District, District Office at 11 Boice Road, Hyde Park, New York 12538.

## **Section 2: Risk Reduction/Prevention and Intervention**

The Hyde Park Central School District utilizes 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, Positive Behavioral Interventions and Supports, anti-bullying programs, Student Assistance Counselor program, establishing reporting mechanisms for school violence, use of single building entrance and locked door policy, high school security monitors, middle school and high school school resource officers, middle school DARE program, security cameras.

### **Closed Campus:**

During school hours all buildings, facilities and properties are closed to the public. Visitors will need to register at the reception area of each facility and sign out when their business is concluded.

Public events such as elections and assemblies for parents are exempted from the sign in procedure.

### **Locked Door Policy:**

All buildings will keep exterior doors locked during school hours. A single entrance for visitors will be established with an intercom and security cameras. After the visitor has identified themselves and the reason for their visit, they may be buzzed in and then sign into the building and receive a visitor pass.

In the event a door needs to be left unlocked, it will be monitored by staff that will be able to lock it if needed.

School personnel are issued identification tag which has card access to specific school entrances to admit school staff to the building.

Under no circumstances should staff block open a door or place objects in the door to disable the locking mechanism.

### **Identification of School Employees and Visitors**

All employees of the Hyde Park Central School District are issued identification which is to be displayed while on school property.

Visitors, parents and contractors must sign in in the visitor's log for the specific building. Visitors will be issued a visitor's ID for the time they are on school property.

# Emergency Procedures and Drills:

## Activation of Emergency Procedures:

Any staff is authorized to institute or activate any needed emergency procedure in the event of an emergency.

## Announcement of Drills:

When drills are conducted, **all drills will be clearly identified as a drill.**

When announcements for the drill are made over the public address system or the two-way radio it will be clearly stated **“This Is A Drill.”**

## Types of Drills:

The following emergency procedures are to be utilized as needs and circumstances dictate. Any school district administrator, teacher, or staff member has the power to institute any of these procedures in the event of an emergency or exigent circumstances. Drills will be conducted during the school year to test these procedures.

### Procedure / Drill Description

### Frequency per year

#### Evacuation Drills

**State Required: Eight per year**

Evacuation of the building as specified in Education Law Section 807.

#### Lock Down

**State Required: Minimum Four per year**

A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed and released by law enforcement. All exterior doors are locked and secured.

A combination of 8 Evacuation or Lockdown drills must be completed by December 31, the remainder must be completed before the end of the school year.

#### Comprehensive Emergency Drill

**State Required: One per year**

According to 155.17 Sec J of the Commissioners regulations, School Districts complete a test of building level school safety plans including sheltering or early dismissal.

The "Go Home" evacuation drill currently in place satisfies this requirement.

#### School Bus Emergency

**State Required: Three per year**

1st drill must be conducted during first 7 days of school

2nd drill must be conducted between November 1st and December 31st

3rd drill must be conducted between March 1st and April 30th

#### AED Drills

**District Required: Minimum two times per year**

Simulated activation of the AED (Automated External Defibrillator) Team to provide assistance with CPR and the AED in a medical emergency. A **Hold In Place** should be combined with this procedure.

## **Emergency Procedures and Drills (continued):**

### **Lockout**

### **Optional But Recommended**

All exterior doors are locked. No unauthorized personnel are allowed into the building. A reverse evacuation is instituted for any students/staff outside the building (or relocation to another safe location). The exterior building and grounds are monitored from the inside by designated school personnel. Normal educational functions continue. This procedure allows the school to continue with the normal school day, maintains building security, but curtails outside activity. All buildings should maintain a locked door policy as a part of daily operation.

### **Reverse Evacuation**

### **Optional But Recommended**

Procedure to bring students and staff back into the building from outside activities in the event of an emergency or hazard, such as suspicious person, intruder, suspicious animal, or weather emergency. Normal building operations continue. A lockout or lockdown, depending upon the nature of the emergency, may accompany this procedure.

### **Hold in Place Drill**

### **Optional But Recommended**

Procedure where students are held in class and hallways cleared due to a temporary emergency, or if busses are delayed. A Hold in Place Drill should be instituted when the AED Team is activated. Exterior doors are NOT locked.

### **Shelter In Place (Short Term)**

### **Optional But Recommended**

A procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population) that has been cleared and sanitized. This is most commonly used during bomb threats and severe weather emergencies.

### **Self – Evacuation**

### **Optional But Recommended**

Removing yourself or others from a potentially life threatening situation such as a room or location your are secured in is compromised. Staff are authorized to self evacuate themselves and students from a situation of danger to a location of greater safety.

## **Record Keeping Of Drills**

By the end of the school year, each building will send a report of drills conducted to the:

Deputy Superintendent

Director of Facilities

Co-Chair of the District SAVE Committee.

The District SAVE Committee will designate appropriate record keeping forms to be completed.

## **Training**

Annual training pursuant to requirements of the Safe Schools Against Violence in Education Act and NYS requirements will be conducted for students and staff.

Tabletop training will be provided for building safety teams in coordination with local emergency responders as available.

Safety Team training for building safety team and building emergency response team members will be conducted on a regular basis.

Information gained as a result of training or drills will be used to update and modify emergency plans and/or future training.

Pursuant to New York State Education Department guidelines, staff who respond to emergencies will be trained on the National Incident Management System and Incident Command System.

## **Vital Educational Agency Information**

The Hyde Park Central School District is located in a sub-urban/rural area of Dutchess County, NY. The district serves approximately 3,900 students in grades K-12. Schools in the district are: FDR High School, Haviland Middle School, Netherwood Elementary School, North Park Elementary School, Ralph R. Smith Elementary School, and Violet Avenue Elementary School. There are 2 additional buildings housing district offices and transportation. The Hyde Park Elementary School building is used as an administrative service building for the Special Education Department, a site for Universal Pre-K, and is used by several community based organizations. Our school district serves the geographic area of the Town of Hyde Park, Town of Clinton, Town of Pleasant Valley and portions of the Town of Poughkeepsie.

The Hyde Park Central School District, District Office maintains information about each building located in the school district, including information on school population, number of staff, transportation needs, and the business and home telephone numbers of key staff. District administrators and staff in need of this information are provided so on a confidential basis.

## **Early Detection of Potentially Violent Behaviors**

Each building shall include in building safety plans steps to prepare for violent incidents and lessen their impact. Training shall be provided for staff in identifying early warning signs and precursors for violence and early intervention/prevention strategies.

## **Prevention and Violence Reduction Programs:**

The following programs are in effect for the prevention, reduction and mitigation of violence and to improve communications between students and between students and staff:

Positive Behavior Intervention and Support (P.B.I.S.)

Second Step

Anti-Bullying Programs

Check In/Check Out

Peer Mediation

DARE

School Resource Officer

Student Assistance Counselor

Specific assistance provided by Guidance Counselor, Psychologist, Social Worker

## **Response To Acts of Violence or Threats:**

Each school building safety plan shall include response actions to acts of violence or threats including but not limited to: Hold – In – Place, Lockout, Lockdown, Security Monitor intervention (for buildings so staffed), School Resource Officer, notification of 911/ law enforcement and staff training and awareness.

## **Hazard Identification:**

The following internal and external areas or locations have been determined to have a higher potential of risk for an injury to occur or for a hazard to be present or to be a site for a potential emergency:

Boiler Room	Art Room
Cafeteria Kitchen	Science Storerooms
Propane Tanks	Busses
Outside Oil Tank	Locker Rooms
Propane Tanks	Corridors
Underground Oil Tank	Auditorium
Electrical Service Lines	Storage Rooms
Attic	Windows and glass areas
Catwalk	Stairways
Parking lots	Tractor Shed
Driveways / roadways	Outside Recess Areas
Custodial closets	Mechanical Rooms
Exterior doorways	Lavatories
Home and Careers Classrooms	
Technology Education Labs	
Science Labs	
Gym / Physical Education Classes / Athletic Fields	
Nearby shopping plaza / stores / bank	
Nearby gas station / gasoline storage and delivery	
Aircraft flight over school district property	

## **Implementation of School Security**

Security and safety measures may include:

- Closed Campus
- Locked door policy
- Card Access Exterior doors.
- High School security monitors
- School monitors (cafeteria, lunch and recess)
- Building security audit
- Random and dog searches
- Building construction and design for security
- Utilization of data
- Security cameras

## **First Aid Kits**

Each school nurse shall maintain a first aid kit to be used in the event of an injury.

## **Automated External Defibrillator**

Each school building will have at least one Automated External Defibrillator (AED) to be used in the event of a cardiac emergency. The AED will be mounted in cabinet for quick access.

A designated team of AED responders and response plan will be enacted at each school building.

Regular drills will be conducted at least twice a year.

Training will be provided for responders to maintain certification.

AED drills will be used to provide training in context, as well as to exercise the AED response procedure.

# **Job Description of School Security Monitors**

The following job descriptions utilized by the Hyde Park Central School District are provided by the Dutchess County Department of Human Resources – Personnel Department.

## **SCHOOL MONITOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for the routine supervision and care of school-age children as well as the maintenance of order and discipline in a school. Walking hallways and issuing passes are typical activities of the position. In schools comprised of special students, a School Monitor may have responsibility for maintaining order on school buses, supervising the conduct of problem students and interceding in student altercations. Work is performed under the direct supervision of a school principal or guidance counselor. The class School Monitor differs from that of Teacher Aide in that it does not involve duties of an instructional nature which require a specific knowledge, skill or ability.

### **TYPICAL WORK ACTIVITIES:**

1. Patrols school lobbies and corridors;
2. Maintains order in hallways, study halls, dining areas, gymnasiums, locker rooms, swimming pools and activity areas;
3. Issues and checks passes;
4. Supervises and/or attempts to calm students removed from class for disciplinary reasons;
5. Intervenes in classroom confrontations and student fights and if necessary, may help subdue students whose conduct presents an actual danger to themselves or others;
6. Checks storage rooms, lavatories, etc., for students reported missing from class;
7. Reminds students of infirmary visits and other appointments;
8. Escorts students to and from special appointments;
9. Informs superiors of observations of student behavior;
10. Oversees students passing between classes in locker rooms and on premises before and after school;
11. Monitors students in parking lots and supervises the loading of buses;
12. May be assigned to accompany students to and from school to maintain order on buses;
13. May collect attendance reports;
14. May assist in rendering first aid in emergencies;
15. May help children in lower grades with wearing apparel;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to get along well with school-age children and command their respect: familiarity with classroom routine; good observation; tact; courtesy; good judgment: physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

No minimum qualifications.

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## **SCHOOL SECURITY MONITOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for maintaining peace and order in a school district during school and for all extracurricular activities before and after school and weekends. In addition to the routine duties performed by school monitors, this position works as part of a team to prevent violence by either maintaining a stationary position at school entrances or by patrolling the school, conducting continuous sweeps of the interior and exterior of the school and intervening in volatile situations. Work is performed under the direct supervision of a school principal. This position is expected to work non-routine hours beyond the normal work week in school districts that have a high incidence of vandalism and violence.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains stationary or mobile position as assigned during normal school hours and for extracurricular activities;
2. Conducts full sweep interior/exterior before and after bell to monitor presence of any students, parents or unauthorized visitors at least twenty times a day;
3. Issues and checks all passes while on post; keeps watchful eye for unusual activity; monitors all hallway activity and keeps the peace;
4. Removes unruly students from class;
5. Ensures smooth transition to and from classes by enforcing rules;
6. Ensures compliance with district policy of "No Smoking" on district property and reports any non compliance issues to administration;
7. Assists students with safe, orderly dismissal;
8. Ensures unauthorized personnel do not enter the building;
9. Coordinates peaceful and safe transportation from school to designated homes;
10. Debriefs with team on day's activities;
11. Ensures security for all extracurricular activities before and after school and weekends.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to be trained in school safety;  
Ability to understand the development of children;  
Familiarity with school routine;  
Good observation skills;  
Good judgment;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

### **SPECIAL REQUIREMENT:**

1. Applicants must have a Security Guard Training Certificate issued for the completion of pre-assignment training, or a Security Guard License.
2. An appointing authority may require possession of a New York State Motor Vehicle Operator's license at time of appointment.

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## **Section 3 – Response and Communications:**

Communications is essential for effective response to emergencies, establishing and functioning within the Incident Command System, and working in a Unified Command Structure.

Communications may be internal, within the school; or external going to or from the school. It should be expected that if high tech communications methods fail, low tech methods must be utilized.

### **Notification of 911**

Whenever any criminal action, potential criminal action, potential terrorist action, potential child predator, a crime scene is suspected, or any other circumstances giving cause for concern, law enforcement will be notified by calling 911.

**Any staff member is authorized to call 911 to make this notification.**

### **Fire Alarm System**

All buildings are equipped with a fire alarm system. In the event of a fire, suspected fire or hazardous condition requiring the immediate evacuation of the building.

**Any staff member or visitor is authorized to activate the fire alarm system.**

### **Internal – Intra District Communications**

Communications may include:

Telephone, fax, two-way radio, internet, e-mail, district website, School Messenger System(mass notification system), cell phone, courier, school district radio, NOAA Weather Radio, NYAlert.gov, letter/notice, emergency chain, snow chain, emergency information phone line.

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

The Superintendent of Schools will be notified immediately in the event of an emergency within the district, transportation emergency, and whenever a Building Emergency Response Team is activated.

## **External Communication – Information from the District to the Community**

The Superintendent of Schools (or designee) will issue information for parents, guardians or persons in parental relation to the student in the event of a violent incident, emergency or an early dismissal. This information may be disseminated by the local media, district website, district e-mail or letter. The Superintendent of Schools (or designee) will serve as spokesperson for the district.

Each school and the transportation department shall maintain a copy of each student's emergency dismissal information.

This information may be disseminated by the local media, district website, district e-mail, telephone notification, text notification, letter, School Messenger System (mass notification system) or other method as appropriate.

### **Press / Media Notification**

The Superintendent of Schools (or designee) will serve as the Public Information Officer for the Hyde Park Central School District and prepare statements to news media and/or parents if needed. The Principal will advise staff, and parents (if needed). Updates will be given as needed.

In the event that an Incident Command Post or Unified Command is established, all information will be released by the Public Information Officer designated by the Incident Commander or through a Joint Information Center at the direction of the Incident Commander. The school district will supply information to this as needed.

## **School Telephone Numbers**

### **Hyde Park Central School District Buildings**

<b>Building:</b>	<b>Phone:</b>	<b>Fax:</b>
FDR High School	229-4020	229-4029
Haviland Middle School	229-4030	229-2475
Netherwood Elementary	229-4055	229-2797
North Park Elementary	229-4040	229-5655
Ralph R. Smith Elementary	229-4060	229-2828
Violet Avenue Elementary	486-4499	486-7796
Transportation	229-4070	229-4066
District Offices	229-4001 or 4007	229-4017

### **Other Schools:**

Regina Coeli School	229-8589
St. Peters School	452-8580 , 471-6600
D. C. BOCES	486-4800

# **Incident Command System / National Incident Management System**

Pursuant to the regulation of the Commissioner of Education 155.17, the Executive Directive of the Governor of New York State and Homeland Security Presidential Directive 5, all plans, procedures, and guidelines will follow the provisions of the Incident Command System (ICS) and the National Incident Management System (NIMS).

An Incident Commander (or person in charge) who is onsite will be designated.

A chain of command consistent with the Incident Command System (ICS)/National Interagency Incident Management System (NIMS) will be used in response to an emergency in the building. In the event of an emergency, the building's response team may adapt ICS/ NIMS principles based on the needs of the incident.

Pursuant to New York State Education Department guidelines, staff who respond to emergencies will be trained on the National Incident Management System and Incident Command System.

- In the event of an emergency, the Building Principal (or his/her designee) will serve as an initial Incident Commander. This will be transferred to a member of a public safety agency upon their arrival and transfer of command.
- after transferring command, the Building Principal (or his/her designee) will serve in a support role as School Branch Director as part of the Incident Command System with responsibility for school related matters, students and staff.

## **Chain - of - Command /Continuity of Operations**

Each school will establish and maintain a Chain Of Command. This Chain of Command will be specified in the school building emergency plan. During drills, the Chain Of Command shall be utilized and rotated so persons so designated may practice the command functions.

Once Law Enforcement, Fire Department or other public safety agency having jurisdiction arrives, command will be relinquished to the agency having jurisdiction. The Principal, and School Safety Team will act in a support role to this agency. A Command Post will be set up at the direction of the Incident Commander to coordinate actions of Police, Fire, EMS, School District Personnel, or other agencies as needed.

The Principal (or designee) will serve as School Branch Director and establish a School Command Center to direct or control school operations.

## **Coordination with Local Emergency Plans**

The Hyde Park Central School District will respond to emergencies and disasters in coordination with the: Town of Hyde Park, Town of Clinton, Town of Pleasant Valley and Town of Poughkeepsie Emergency Plans and emergency response agencies such as police, fire department, emergency medical services, highway department, Department of Emergency Response, Dutchess County, New York State Emergency Management, and others.

The Superintendent of Schools will provide information for the Town of Hyde Park Emergency Plan as needed.

During an emergency or disaster, assistance will be requested or given per the provisions of the Town of Hyde Park Emergency Plan.

## **School District Resources Available During an Emergency**

Resources available in the school district during an emergency include but are not limited to:

- Building Emergency Response Team Personnel
- Building Safety Team Personnel
- First Aid Kits
- Automated External Defibrillators
- Bleeding Control Stations
- General School Supplies
- School Busses
- Transportation Department Vehicles
- Transportation Department Parts and Equipment
- Facilities and Operations Department Vehicles
- Facilities and Operations Department Equipment, Parts and Supplies
- School District Personnel

## **Coordination of School District Resources**

During a disaster the Superintendent of Schools [or designee(s)] will coordinate the use of school district resources.

# **Standard Operating Guidelines for Evacuation of Persons with Disabilities**

## **Scope:**

This procedure is to be followed for all persons with disabilities (students, staff, and visitors), including those who may be temporarily injured, disabled, or persons needing assistance in egress.

## **Preparation: Support Network**

Any person with disabilities is to be assigned at least 2 persons to act as a support network or "buddy" for the person with a disability. The "support person" is someone who is familiar with the disability, the evacuation routes to be used and who can assist in the evacuation. The "support persons" can be other staff members or students (if age appropriate and/or physically capable).

Visitors with disabilities should have "support persons" designated to assist if needed.

The "support persons" are to be familiar with the building – its layout, doors, stairways and communications system. A review of the building with the building administrator, Safety Team, Emergency Response Team, custodial staff or someone from the Fire Department and/or EMS agency may be needed.

The "support persons" should be familiar with any special needs of the person(s) assigned to accompany. He/she should ask the affected person what their needs may be. The "support persons" should be physically and emotionally capable to assist the person with disability. Training in appropriate assists, lifts or carries should be provided.

The "support persons" should be located in close physical proximity to the person with disability. and should not have any other responsibilities (i.e.: supervising students) during the evacuation.

Brief all staff as to these procedures so that they can be of assistance.

If a "support person" is absent, out of the building, or temporarily incapable of assisting (i.e. sprain, strain) an alternate person should be designated.

Building Emergency Team/Safety Team members should assist as needed in developing and carrying out building specific procedures.

Evacuation routes should be pre-planned for minimum delays in egress.

## **S. O. G. for Evacuation of Persons with Disabilities (continued)**

### **During an alarm:**

Upon hearing the alarm or evacuation announcement, "support persons" should locate their designated person with disability and provide needed assistance in exiting the building.

School Safety Team members should assist in this process as needed.

If possible bring both the person with disability and the Assistive/Adaptive Device (i.e. wheelchair).

Service animals should be evacuated with the person with disability.

If evacuation of the person with a disability causes a "bottleneck", have ambulatory persons proceed first to avoid a choke-point and life threat to others.

On an upper floor, DO NOT use the elevator. Evacuate by stairs.

If bringing the Assistive/Adaptive Device (i.e. wheelchair) causes a life threat to evacuation, the Assistive/Adaptive Device should be left behind. If there are additional persons to assist, and it does not cause a life threat, have others bring the Assistive/ Adaptive Device.

If you are unable to evacuate the person with disability, move that person to a room with exterior window to remain there for Fire Department assistance and rescue. Close, and if possible seal around the door to minimize smoke penetration. Hang something from the window to signal the Fire Department for rescue. Send word to the Incident Commander (or person in charge) or call 911 with the location and status.

Once outside, send word to the person(s) verifying attendance that you are outside via radio, runner, or a staff member. Keep the person in a protected area if possible. Emergency blankets should be available for protection. If the incident will be prolonged, the person may need to be moved to a vehicle for shelter or relocated to another building.

Have the School Nurse or EMS evaluate the person with disability after evacuation if needed.

### **References:**

FEMA/USFA Publication 235, *Orientation Manual for First Responders on the Evacuation of People with Disabilities*

FEMA/USFA Publication 154, *Emergency Procedures for Employees with Disabilities in Office Occupancies*

*Emergency Evacuation Preparedness*, June Isaacson, Center For Disability Issues and the Health Professions, 2002

# School Building Emergency Plans

Each school in the Hyde Park Central School District will maintain a Building Safety Plan. Such plan will include multi-hazard response actions for emergencies. Hyde Park Central School District SAVE Committee has established a district wide template for School Building Safety Plans. Each building will include and adapt that information as needed for that facility.

The School Building Safety Plan will include:

- Chain of Command
- Building Floor Plans
- Designation of a Building Emergency Response Team
- Designation of a School Safety Team
- Designation of a Post Incident Recovery Team
- Utilization of the Incident Command System

The School Building Safety Plan will include Procedures to address the following emergencies:

- Fire or alarm of fire
- Building Evacuation
- Medical Emergency
- Threats of Violence
- Intruder
- Hostage/Kidnapping
- Explosive/Bomb Threat
- Hazardous Material Spill or Release
- Chemical, Biological, or Radioactive Material
- Injuries, Illness, and Medical Treatment
- Epidemic
- School Bus Accident on School Property
- Civil Disturbance
- Press / Media Notification
- Crisis Intervention
- Propane Leak
- Utility/Physical Plant Operations or Shutdown
- Severe Weather
- Tornado Sheltering
- Crime Scene Preservation
- After Hours Guidelines
- Other procedures as needed

# **School Building Emergency Plans (Continued):**

Pursuant to the Safe Schools Against Violence in Education Act and the Commissioner's Regulations of the New York State Education Department, such school building emergency plans are confidential documents. The HPCSD template for Building Emergency plans, Reference and Supplemental information for school building emergency plans is also confidential.

As such the content of these plans shall be kept secure and only for use by school district personnel and emergency responders.

Every employee shall have access to the Building Safety Plan.

Copies of the Building Safety Plan and Floor Plans shall be provided to police, fire department, emergency medical services, and other emergency responders who may respond to the school.

## **Utility/Physical Plant Operations or Shutdown**

Critical physical plant functions, electrical supply, water, gas, boiler, hot water heater, telephone system, PA system, alarm panel, and mechanical room locations will be identified. The Building Emergency Response Team will be trained in how to operate controls for these utilities to ensure the safety of all concerned in the event custodial or maintenance personnel are not able to do so.

This may include procedures for:

electrical panels

water supply

propane

telephone system

power failure phone jacks

PA system

boiler

hot water heater

kitchen and refrigerator or cooler

alarm panel(s)

mechanical room(s)

# Sheltering Plan

Each school in the Hyde Park Central School district will maintain as a part of the Building Safety Plan, provisions for sheltering including:

Short Term Shelter In Place

Shelter In Busses

Relocate To Other Hyde Park School District School(s) or other location as needed

Catastrophic Self-Evacuation Procedure

In the event of circumstances so exigent or urgent that notification could not be made by normal means, and any reasonable and prudent person would deem self-evacuation necessary, evacuate the school by the best means available.

## Early Dismissal Plan

As a component of the Building Safety Plan, the school district shall maintain an early dismissal plan in the event schools need to send students home early.

An annual “Go Home” Drill will be conducted to exercise this plan. Notification methods to alert parents and the public of an early dismissal shall be included in the plan.

## Severe Weather

In the event of severe weather (hurricane, severe thunderstorm, downbursts, lightning, hail, severe winter storm, high wind) the National Weather Service states the principle danger is from roof collapse, glass breaking and wind blown debris.

Move students into corridors or to interior rooms without windows, or windowless corridors.

Places to **AVOID**:

Areas with large free span roofs (cafeteria, gymnasium, auditorium)

Glass Hallways

Corridors or hallways with large glass areas

### Tornado Sheltering

We do not have many safe areas in our schools that will protect us from tornadoes due to the design and construction of the buildings. Our best plan is with enough advance warning to institute an emergency early dismissal. This will not always be possible.

Places to **AVOID**:

Large free span roof areas (cafeteria, gymnasium, auditorium)

Corridors and hallways with glass doors on the end

Glass hallways

Rooms with large windows

Mobile Classrooms

“Open Plan” school areas

### Protective Actions

Evacuate upper floor.

Move students into interior rooms without windows or windowless corridors.

Stay away from windows and glass.

Close Windows.

The greatest danger is from roof collapse, glass breaking and wind blown debris.

Close Doors.

Stay close to load bearing walls.

In the event there is no warning and students and teachers are in the classroom, when the sound of a “freight train” or breaking glass or structure failure is heard, the safest thing to do is to drop to the floor under their desks and take a protective position on their hands and knees with hands behind their head to protect the head.

## Crime Scene Preservation

Any area where a crime was committed, suspected crime occurred, or area where an unusual occurrence has happened must be considered a potential crime scene until ruled out by the law enforcement agency having jurisdiction. The Building Principal or designee is responsible for crime scene security until relieved by law enforcement officials.

# **Post-Incident Recovery Plan**

## **Dealing with the Aftermath of a Traumatic Event at School**

A traumatic event may be the sudden death of a student or teacher, a physical altercation, presence of a weapon in school, etc.

The principal will start procedures by notifying key personnel. Each staff member is asked to notify the principal upon hearing about the traumatic event.

## **In The Classroom**

Teachers are encouraged to allow some time for students to express grief, anger, fear, etc.

## **In The School At Large**

A crisis center will be set up with appropriate personnel for those students identified as in need of special supportive help. Students may be referred by staff or they may go to the center on their own initiative. Additional help may be recruited for the stricken campus from teachers, district-wide counselors, psychologists and/or special community-based resource persons. The need for additional help will be determined by the school's guidance department. If needed, a call will be placed to the Dutchess County Department of Mental Hygiene's HELPLINE at 485-9700.

## **Coordination with Dutchess County Department of Mental Hygiene**

The Hyde Park Central School District will coordinate post incident recovery with the Dutchess County Department of Mental Hygiene. If school district personnel are not sufficient for post incident recovery teams, the Trauma Teams from the Dutchess County Department of Mental Hygiene will be utilized.

## **Contact with Media**

The Superintendent of Schools (or designee) will act as a sole spokesperson to interact with the media.

**Addendum:**

**District Wide School Safety Team  
Safe Schools Against Violence in Education (Project SAVE)**

Robert Bloom, Co-Chair, Teacher - Haviland Middle School  
Aviva Kafka, Assistant Superintendent for Pupil Services  
Greer Rychcik, PhD, Superintendent of Schools  
Jeff Danielson – Member of the Board of Education  
Elna Sanford R.N., School Nurse Coordinator  
Paul Fazziola, Assistant Principal - Haviland Middle School  
William Moughan, Teacher -Ralph R. Smith School  
Elliot Garcia - Director- Facilities and Operations  
Elliot Sheldon – Assistant Director- Facilities and Operations  
Daniel Hurley, Psychologist – FDR High School; EMS member, Roosevelt Fire District  
Anne Marchetti, Teacher - North Park Elementary School  
Michael Stephan, Teacher - Netherwood Elementary School  
George Treadwell, Director of Transportation  
Mary Ellen Cookingham, Transportation  
Martin Monaco, Hyde Park Police  
Thomas Mirabella, Hyde Park Police  
Christopher Maeder, Chief - Fairview Fire Department  
Justin Bohlman - - Fairview Fire Department  
Leann Coyne, Director, Abilities First  
Brian Colendrea , Dutchess County BOCES Safety Coordinator  
John Watterson – Parent, Dutchess Count Sheriff’s Office  
Roger Gill – Community Member  
Kim Mulé- Parent  
Bobbie Goodman - Parent  
Steve Tuttle, Parent  
Ray Nichols – Dutchess County Department of Emergency Response  
Lew Darrow – Chief, Roosevelt Fire District  
Craig Elderkin – Hyde Park Fire Department

List Revised April 6, 2018