

DISTRICT-WIDE SAFETY PLAN

UPDATED July 1, 2022

TABLE OF CONTENTS

SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES 2
PURPOSE 2
IDENTIFICATION OF SCHOOL TEAMS 3
CONCEPT OF OPERATIONS 4
PLAN REVIEW AND PUBLIC COMMENT 4
SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION 5
PREVENTION AND INTERVENTION STRATEGIES 5
IMPROVING COMMUNICATION WITH STUDENTS 5
TRAINING, DRILLS AND EXERCISES 6
PROACTIVE BUILDING SECURITY MEASURES 7
VITAL EDUCATIONAL INFORMATION 8
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR 8
HAZARD IDENTIFICATION 9
SECTION III - RESPONSE 11
NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMM.) 11
MULTI-HAZARD RESPONSE 12
RESPONSES TO ACTS OF VIOLENCE AND THREATS 12
RESPONSE PROTOCOLS 13
SECTION IV - RECOVERY 15
DISTRICT SUPPORT FOR BUILDINGS 15
DISASTER MENTAL HEALTH SERVICES 15
OBTAINING ASSISTANCE FROM GOVERNMENTAL OFFICIALS 16
APPENDIX 1 LISTING OF SCHOOL BUILDINGS
APPENDIX 2 BUILDING-LEVEL EMERGENCY RESPONSE PLANS
APPENDIX 3 MEMORANDA OF UNDERSTANDING
APPENDIX 4 DISTRICT RESOURCES – CONTACT INFORMATION
APPENDIX 5 PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE

SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

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

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or ameliorate 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 Safety 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 plans are responsive to the needs of all schools within the District and are consistent with the more detailed emergency school plans required at the building level. Districts stand the risk from a wide variety of acts of violence, natural and man-made 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 Katonah-Lewisboro School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, the Board of Education, and the entire Katonah-Lewisboro School District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

SUPERINTENDENT'S DIRECTIVE

The Superintendent of Schools will serve as the District's Chief Emergency Officer (CEO) and be responsible for coordinating communication between school staff and emergency responders. The CEO will also require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.13. Each plan should be updated annually. The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, hold-in-place 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 Emergency Planning Committee for annual approval and incorporation into the overall District-wide Safety Management Plan.

IDENTIFICATION OF SCHOOL TEAMS

The Katonah-Lewisboro School District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the School Board and under the direction of the Superintendent, a District-wide Emergency Response Team (DERT) will be utilized for the purpose of emergency management within the district. The DERT shall include, but is not limited to, representatives of the school board, teacher(s), administrators, school safety personnel and other school and community personnel as deemed necessary.

This DERT shall also serve as District-wide School Safety Team, and include a representative(s) of the parent organization(s) and other school and community personnel as deemed necessary. The duties of the committee shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.13.

The Katonah-Lewisboro School District Safety & Emergency Response 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, Protocols, and the like.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the School 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 advice and assistance for emergency situations that exceed the expertise and/or resources of the district. These procedures may then be incorporated into the District's Safety Plan.
7. Conduct all other business as deemed necessary.

DISTRICT EMERGENCY RESPONSE & SAFETY TEAM:

TEAM MEMBER	DISTRICT PHONE
Incident Commander – Superintendent, Andrew Selesnick	914-763-7003
Incident Commander – Assistant Superintendent for Curriculum and Instruction – Mary Ford	914-763-7043
Safety Officer – Assistant Superintendent for Business – Danelle Placella	914-763-7043
Safety Officer – School Business Administrator, Lisa Herlihy	914-763-7029
Liaison Officer – School Resource Officer	914-763-7241
Liaison Officer – Director of Physical Education & Athletics, Chris McCarthy	914-763-7254
Public Information Officer – Assistant Superintendent for Human Resources, Neill Alleva	914-763-7045
Director of Transportation, Nora Beltran	914-763-7232
Director of Facilities, Paul Christensen	914-763-7242
Social Worker/Mental Health, Patricia Bragdon	914-763-7201
Director of Technology, Christopher Nelson	914-763-7080
Elementary School Assistant Principals, Mr. David Bournas-Ney, Kweon Stambaugh, and Michael Weschler	914-763-7914/ 7705/ 7170
Middle School Assistant Principal, Monica Bermiss	914-763-7536
High School Assistant Principal, Samir Biswas	914-763-7267

Safety Team Only – Additional Members

School Resource Officer 914-763-7241

School resource officers (SROs) are police officers who work in elementary, middle and high schools. They are responsible for working with school administrators, security staff and faculty on developing comprehensive safety plans to ensure schools are safe places for students to learn. New York State Education Law§ 2801-a (10) as amended, effective July 1, 2019, requires that the roles and areas of responsibility of school personnel, security personnel and law enforcement be defined and requires that the role of school discipline be clearly delegated to the school administration. The role of school discipline is expressly delegated and reserved to the District administration who shall administer school discipline in accordance with this Districtwide Safety Plan and the District's Code of Conduct.

Board of Education Representative 914-763-7020
Parent Teacher Association
Representative, TBD Student
Representative, TBD
Teacher Representative, TBD
Further contact information available in Building Level Plans

CONCEPTS OF OPERATION

1. The District-wide Safety and Emergency Management Plan will be directly linked to individual Building-level Safety and Emergency Management Plans for each building. Protocols developed in the District-wide Safety Plan will guide the development and implementation of Building-level Safety and Emergency Management Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team.
3. Once the Superintendent and/or his/her designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the Emergency Management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

PLAN REVIEW & PUBLIC COMMENT

4. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District-wide School 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.
5. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
6. 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 October 1st of each year and within 30 days of adopted revisions.
7. The District-wide Plan must be formally adopted by the Board of Education whenever changes, other than simply updating contact information, are made to the plan. Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The Board of Education will approved the plan annually prior to September 1st of each year.
8. 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 1st of each year or within 30 days of adoption.

SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

PREVENTION AND INTERVENTION STRATEGIES

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

1. Training for school staff working in an incident control capacity may include:
    a. Individual and group de-escalation techniques
    b. Non-violent conflict resolution skills and
    c. Mediation
2. The District may provide de-escalation techniques and non-violent conflict resolution training to other staff annually. It is recommended that each building has some staff

trained in non-violent conflict resolution.

3. Training is available during staff development sessions or on conference days.

IMPLEMENTATION OF SCHOOL SECURITY

Procedures relating to building security including utilization of staff and security equipment may include:

1. Surveillance Cameras
2. Door-lock (buzzer) entry systems
3. Portable Radios
4. Alarm Systems
5. Keypad or swipe entry systems
6. Single or Limited Points of Entry
7. Greeters at Main Entrances to Log visitors into the building

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

IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with guidance counselors, social workers, and school psychologists.

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

Program:

- Prevention Awareness Council (Drug Prevention Program)
- Peer Leadership
- District consults with Westchester County Mental Health, 112 East Post Road, White Plains, NY (995-5220) and other agencies to provide staff and student training in areas of prevention and intervention.
- Others based on building needs
- Member of the Regional Safety Committee Representing BOCES
- PTO Arts in Education
- Red Ribbon Week
- Response to Intervention
- Social Skills Group
- Social Studies Curriculum
- Student Council
- Sandy Hook Promise
- DASA (program to design activities that support the ideals of the DASA law)
- No Place for Hate (designated two years in a row as a NPH school – activities are connected to anti-bullying, acceptance of differences, etc…)

REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are educated 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 of and actual acts of violence. The procedure for reporting is as follows:

- Students are educated to report threats and acts of violence to staff members.
- Each school has designated a reporting process.
- Staff members are required to report all student referrals to the administration for investigation.
    - Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

TRAINING, DRILLS, AND EXERCISES

DRILLS AND EXERCISES:

The District will conduct Emergency Management drills and exercises annually including, but not limited to:

EVACUATION AND LOCKDOWN DRILLS: Fire and Lockdown Drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31st of each school year. Eight of all such drills shall be fire evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon 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 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: The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

SHELTER-IN-PLACE & HOLD-IN-PLACE DRILLS: Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

STAFF DEVELOPMENT TRAINING:

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

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

Training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution
- Emergency response team training
- Social skill development
- Character education
- Social, emotional learning

PROACTIVE BUILDING SECURITY MEASURES

1. The Katonah-Lewisboro School District buildings use a limited point of entry system. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote "buzzer" entry during normal school hours.
2. All schools have monitors or office staff members just inside the entrance to each school in the district. These monitors ensure visitor sign-in procedures and help supervise building traffic flow. The monitors are under the supervision of the building principals.
3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.
6. Description of Duties of School Resource Officers and Monitors
   a. School Resource Officers (SRO) are employees of the Town of Lewisboro and, as such, are hired after extensive background searches and training. Their job responsibilities encompass all aspects of school security. In addition, these officers conduct presentations designed to educate parents, staff and students on a variety of safety related topics.
   b. Administrators individually interview all prospective hall monitors within the Katonah Lewisboro School District. At least two references are checked and all employees are fingerprinted. Monitors work in very close cooperation with Principals and School Resource Officers and are trained to report all unusual incidents to the building administration.
   c. Greeters work with administrators and SROs to control visitor access to our buildings. They receive annual training to assist them in these duties.

VITAL EDUCATIONAL INFORMATION

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR

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

1. A summary of the District's Code of Conduct is provided to all students in the district at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for bullying, violence and harassment.
2. A "plain language" summary of the Code of Conduct is mailed or emailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Threat Assessment or their equivalents meet regularly in each building to work with classroom staff in identifying and preventing potentially dangerous behavior. Guidance counselors, school psychologists, school social workers, nurses, outside agencies (as appropriate), administrators, teachers, parents/guardians and students are involved in this process.
5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.
8. Certified and non-certified 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. Further, these staff members benefit from technical assistance within the context of the instructional setting across the year.
9. The District works in collaboration with building-level and district-wide PTOs 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 falls within the response of the following police departments.

Agency	Contact	Phone Number
Lewisboro Police Dept.	Chief David Alfano	914-763-8903
Bedford Police Department	Chief Melvin Padilla	914-241-3111
NYS Police	Dispatcher	914-277-3651

HAZARD IDENTIFICATION

IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:

Each school will identify and locate areas of potential emergencies in and around their building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
    - Electrical panels/shut-offs
    - Gas lines/shut-off
    - Gas appliances
    - Heating plant
    - Sewage system
    - Structural failure
    - HVAC
    - Water supply/shut-off
    - Chemical storage and cleaning supplies
    - Paper supply storage
    - Industrial arts room
    - Science rooms and labs
    - Isolated areas near the school
    - Nearby streams, ponds, rivers (flooding)
    - Steep areas near school
    - Unprotected exterior gas/electric, air conditioning supplies or equipment

POTENTIAL NEARBY HAZARDOUS LOCATIONS:

- Gasoline Pumps – Katonah Elementary School; John Jay High School
- Indian Point Nuclear Power Plant, Buchanan, NY – KLSD is a designated receiving center

TYPICAL EMERGENCY SITUATIONS:

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

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

SECTION III RESPONSE

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

EXTERNAL

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

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, Google groups, and hotlines for announcements or updates as directed by the Incident Commander.

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

WFAS 103.9 FM
WFAS 1230 AM
WOR 710 AM
WHUD 100.7 FM
WCBS 880 AM

TV Channel 12 News
TV Channel 77, Public Access Broadcast
TV Channel 44 FIOS

Additional information may also be found on the District's website, www.klschools.org.

During an emergency, all contact with the media will be handled either by the Superintendent or the Public Information Officer. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his designee. Pupils, 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.

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.

MULTI-HAZARD RESPONSE

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

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

RESPONSES TO ACTS OF VIOLENCE AND IMPLIED OR DIRECT THREATS

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others, or school property.
2. Staff members are required to immediately inform the Principal or his / her designee of any direct or indirect threat of violence or actual act of violence to students, themselves, others, or property. The Principal or her/his designee decides whether to utilize the building's trained clinician(s) to de-escalate or defuse the situation.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others, or property.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal

or her/his designee will decide whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, get help to determine the level of threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.

5. The Principal or her/his designee will also decide whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so)**. Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
6. The principal, and/or her/his designee then determine the appropriateness of directing the School Emergency Response Team to be activated.
7. The School Emergency Response Team (SERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter – In – Place, Fire or Early Dismissal and will follow the appropriate protocol (see appendixes for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building level teams, district leadership, and responding agencies.
8. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all SERT members) are required to Lockdown in the nearest lockable space and await further instruction.
9. Procedures for contacting parents, guardians, and persons in parental relation to students in the event of a violent incident or early dismissal are spelled out by each building. The use of the District's mass communication system is typically utilized.
10. Aggressively dangerous and violent students should only be restrained by qualified staff. Police should be called when necessary to assist school staff in managing the situation. Violent adults are to be reported to the building administrator immediately, and the police called. Violent adults are only to be removed by police.
11. The building administrator will investigate reported threats and reported acts of violence and will make the determination of disciplinary measure consistent with the District's Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
12. School administrators must keep records of serious threats and acts of violence and report them annually to the state.

RESPONSE PROTOCOLS

PROTECTIVE ACTION OPTIONS

SCHOOL CANCELLATION

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

EARLY DISMISSAL

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

EVACUATION

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

SHELTERING SITES (INTERNAL AND EXTERNAL)

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

PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management Systems (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response in an attempt to prevent injuries from occurring to

both those involved in the incident and those trying to resolve it.

- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

DISTRICT COMMAND POST (DCP):

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

SECTION IV RECOVERY

DISTRICT SUPPORT FOR BUILDINGS

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

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

The District Emergency Response 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 Emergency Response Team's (DERT) leader in consultation with that building's administrators and School Emergency Response Team (SERT), other school buildings may be called to support the School Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Emergency Response Team's (DERT) 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 Emergency Response 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 on-going 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, in order to provide necessary services following any emergency.

DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer and/or the Mental Health Coordinator 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 re-assigned to assist in the recovery process.

OBTAINING ASSISTANCE FROM GOVERNMENT OFFICIALS

1. The Katonah-Lewisboro School District continue 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 situation drills and provided technical assistance. Providers have given approval to the District to rely on local personnel, resources, and facilities in emergency situations.

2. List of Assisting Governmental Agencies:
    1. Lewisboro Police Department
    2. Bedford Police Department
    3. NYS Police Department
    4. South Salem Fire Department
    5. Goldens Bridge Fire Department
    6. Katonah Fire Department
    7. Vista Fire Department

3. The arrangements for obtaining assistance during emergencies from local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law have been made.

APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

JOHN JAY HIGH SCHOOL

60 North Salem Road
Cross River, NY 10518
914-763-7201

JOHN JAY MIDDLE SCHOOL

40 North Salem Road
Cross River, NY 10518
914-763-7502

INCREASE MILLER ELEMENTARY SCHOOL

186 Waccabuc Road, Route 138
Goldens Bridge, NY 10526
914-763-7100

LEWISBORO ELEMENTARY SCHOOL (CURRENTLY RENTED TO OUTSIDE AGENCIES)

79 Bouton Road
South Salem, NY 10590

MEADOW POND ELEMENTARY SCHOOL

185 Smith Ridge Road, Route 123
South Salem, NY 10590
914-763-7901

KATONAH ELEMENTARY SCHOOL

106 Huntville Road
Katonah, NY 10536
914-763-7709

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

The following (if applicable) are Memoranda of Understanding relevant to implementation of the District-wide School Safety Plan and, where appropriate, Building-level Emergency Response Plans.

APPENDIX 4 - DISTRICT RESOURCES

District Superintendent, Andrew Selesnick	914-763-7003
Assistant Supt. for Curriculum and Instruction, Mary Ford	914-763-7043
Assistant Supt. for Business, Danelle Placella	914-763-7043
Assistant Supt. for Human Resources, Neill Alleva	914-763-7045
Director of Special Services, Catherine McNulty	914-763-7010
John Jay High Principal, Steven Siciliano	914-763-7212
John Jay Middle School Principal, Jeffrey Swiatowicz	914-763-7502
Increase Miller Elementary School Principal, Kerry Ford	914-763-7155
Katonah Elementary School Principal, Cristy Harris	914-763-7702
Meadow Pond Elementary School Principal, Ashlyn Field	914-763-7902
Transportation Director, Nora Beltran	914-763-7232
Director of Facilities, Paul Christensen	914-763-7242
Director of Technology, Christopher Nelson	914-763-7080
School Business Administrator, Lisa Herlihy	914-763-7029

EMERGENCY NUMBERS: **IN AN EMERGENCY – DIAL 911**

Lewisboro Police	914-763-8903
Bedford Police	914-241-3111
NYS Police	914-277-3651
South Salem Fire Dept.	914-763-3706
Goldens Bridge Fire Dept.	914-232-4530
Vista Fire Dept.	914-533-2727
Katonah Fire Dept.	914-232-4570
PNW BOCES	914-248-2700
Westchester County Office of Emergency Management	914 864-5450
Westchester County Fire Control	914-231-1900
Poison Control	800-222-1222
Federal Bureau of Investigation	516-989-6000
Environmental Protection Agency	212-264-5175
Katonah Bedford Hills Volunteer Ambulance Corps	914-232-5872
Lewisboro Volunteer Ambulance Corps	914-763-3574

APPENDIX 5 - PROTOCOLS FOR RESPONDING TO ASTATE DISASTER EMERGENCY INVOLVING PUBLIC HEALTH FOR THE KATONAH-LEWISBORO SCHOOL DISTRICT (KLSD)

ACTIVATION

The following protocols have been developed to respond to a public health emergency. The directive to institute the below protocols will come directly from the Governor of New York, New York State Education Department, New York State Department of Health, Westchester County Department of Health, and other agencies in accordance with federal and state law.

PURPOSE:

This document has been developed in accordance with the amended New York State Labor Law Section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate Bill S8617B, and N.Y. State Assembly Bill A10832 on September 7, 2020and amended by S1295, 2021 Leg. and A0980, 2021 Leg. on 2-12-21 that requires all public employers to prepare for state disaster emergencies involving public health. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

.

PROTOCOLS

DEFINITIONS

Essential shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

NYS Labor Law Section 27-c(1)(c).

Non-essential shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

NYS Labor Law Section 27-c (1)(d).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual.

NYS Labor Law Section 27-C (1)(e).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

NYS Labor Law Section 27-c (1)(a).

1. IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state ordered reduction of in-person workforce, below is a list of essential positions and descriptions =

NYS Labor Law Section 27-c (3)(a).

Position	Description	
Administration	Superintendent, Asst. Superintendents and Building Administrators/Directors	
Technology	Director	
	Technicians	
Faculty and Staff	Teacher/Related Service Provider/Nurses/Other	
Support Staff	Clerical Staff/Other	
Custodial and Maintenance	Director	
	Maintenance Foreman	
	Custodians	
	Maintenance	
Transportation	Bus Drivers & Attendants	
Food Service	FSD/Food Service Worker	

2. TELECOMMUTING PROTOCOLS

Telecommuting Protocols

NYS Labor Law Section 27-c (3)(b)).

This section provides a list of non-essential position titles which require telecommunicating and equipment to carry out their role.

A non-essential employee shall refer to an employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be staff members who will not be able to telecommute, nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

KLSD Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendent and Departmental Supervisors. Equipment will be issued on as needed basis after the appropriate Administrator makes a formal request to the Director of Technology. A staff member in need of further equipment can make the request through their Administrator. The Director of Technology will then determine whether the equipment is essential and if so, make arrangements with the staff member to receive the equipment. Below is the listing of non-essential personnel who have been identified as needing equipment.

Non–Essential Position Titles
District Administrator
Building Administrator
District Office
Technology Department
Nurse
Clerical Support Staff
Teacher
Teacher's Assistant
Teacher Aide and Monitors

Downloading and installing software and data.

At KLSD, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using OneDrive. Some staff will be issued a VPN as needed, to allow for access to the departmental files and programs. The appropriate Administrator identifies the need for a VPN. The Director of

Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of a VPN.

Transfer of phone lines to work or personal cell phone.

In the event of a pandemic, the district will use Zoom that will allow calls through employees' laptops.

3. STAGGERING OF WORK SHIFTS

This section provides a description of how the District will stagger work shifts of essential employees to avoid overcrowding on public transportation and at work sites.

NYS Labor Law Section 27-c (3)(c).

KLSD will have several options to comply with this requirement.

- The staff members who already have staggered work schedules will continue this procedure. 6 am through to 9 am are the normal arrival times with corresponding departure times for this cohort.
- If necessary, we use the pre-determined cohorts to stagger and alternate workdays. Depending upon the situation, KLSD may be 25% or 50% capacity following guidance from the NYSDOH and the Governor's Office.
- If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.

4. PERSONAL PROTECTIVE EQUIPMENT

This section provides a description of the protocol the District will implement to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift

This description includes a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

NYS Labor Law Section 27-c (3)(d).

Plan to procure PPE

PPE will be purchased using the District bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability, and orders to fulfill PPE requirements outlined in the table below will be placed. KLSD Staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.

Minimum PPE Required

Type of PPE for each essential employee.

NYS Labor Law Section 27-c (3)(d).

Individual circumstances surrounding a pandemic may affect actual distribution of PPE.

Position			
Superintendent or Other Administrator (1)			
Director of Operations and Maintenance (1)			
Maintenance Foreman (1)			
Senior Custodians (5)			
Building Custodians/ Maintenance (7)			
Director of Technology (+ 1 staff)			
Faculty and Staff (10)			

PPE Storage

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

NYS Labor Law Section 27-c (3)(d).

PPE type	**Storage Location**
Masks (disposable)	School Building Custodial Office, Operations & Maintenance Y Building (John Jay High School Campus) Lewisboro Elementary School – Old Computer Lab
Gloves	School Building Custodial Office, Operations & Maintenance Y Building

	(John Jay High School Campus) Lewisboro Elementary School – Old Computer Lab
Face shields	School Building Custodial Office, Operations & Maintenance Y Building (John Jay High School Campus) Lewisboro Elementary School – Old Computer Lab

5. PROTOCOL FOLLOWING EXPOSURE

This section provides a description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

This protocol outlines the actions to be taken to immediately and the plan to thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched. This section also includes policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

NYS Labor Law Section 27-c (3)(e).

Communicable disease definition - NYS Labor Law Section 27-c (3)(e).

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as state and local Department of Health guidelines.
For example:

1. All employees are instructed to complete a screening tool at least 45 minutes before arriving at work.
    a. If they pass, they receive a notice that they are cleared to come to work.
    b. If they do not pass, they receive a notice to stay at home until contacted.
    c. The HR department or an administrator contacts each employee who does not pass the screening tool questionnaire. They get further information regarding the reason for the failing response.
    d. Our district medical director reviews failures when needed and makes a determination. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If, after arriving at work, an employee begins to experience symptoms related to the current pandemic, they will be instructed to return to their car or a designated isolation room within their building and to contact their supervisor for further instructions.

3. Supervisors will use pandemic protocol to this change in status to determine their immediate course of action.
4. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered, and those areas will be closed off until they are cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.
6. After receiving a positive test result, the employee is required to quarantine in accordance with the latest State directives.

7. DOCUMENTATION

This section contains the protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol is designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

(NYS Labor Law Section 27-c (3)(f).

The Human Resource Department in conjunction with departmental supervisors will keep a schedule for purposes of capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are consulting essential business and are scheduled and approved in advance.

8. EMERGENCY HOUSING

This section provides the protocol for how the District will work with employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

NYS Labor Law Section 27-c (3)(g).

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:

- Each Building nurse' as office
- Local Hotel

REQUIREMENTS DETERMINED BY THE DEPARTMENT OF HEALTH

Any other requirements determined by the department of health such as contact tracing or testing, social

distancing, hand hygiene and disinfectant or mask wearing.

NYS Labor Law Section 27-C 3 (h)

Created	December 2020
Adopted	April 8, 2021
Updated	
Updated	
Updated	
Updated	