



EDGEMONT UNION FREE SCHOOL DISTRICT

District-wide Project SAVE Plan – 2016 -2017

The Edgemont Union Free School District supports Project SAVE legislation and has completed the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE through periodic additions and updates.

Introduction

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. School districts stand at 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 (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools. Districts are required to develop a District Safety Plan designed to prevent and minimize the effects of serious incidents and emergencies and facilitate the coordination of the District with local and county resources in the event of such incidents and emergencies. The District Safety Plan is responsive to the needs of all schools within the District and is consistent with the more detailed emergency school plans required at the building level. Southern Westchester BOCES, in coordination with the Edgemont School District, supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Edgemont Union Free School District-wide School Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Edgemont District Board of Education, the Superintendent of Schools of the Edgemont District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Edgemont Union Free School District has created a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their affiliations are as follows:

Superintendent / Chief Emergency Officer	Victoria Kniewel
H.S./M.S. Administrator	Devan Ganeshanathan
Elementary Administrator	Jennifer Allen / Carol Bartlik
Teacher Representative	Michelle Greenwald
Support Staff Representative	Victoria Osborne
Police Representative	Greenburgh PD
Parent Representative	Jon Faust
Board Representative	Jon Faust
District Safety Representative	John McCabe
Technical Assistance/Communication	Michael Curtin

C. Concepts of Operations

1. The District-wide School Safety Plan shall be 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 to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.
2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local

hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.

3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
 - a. The Building Emergency Response Team is activated to assess the emergency plan and implement appropriate response strategies.
 - b. The Principal/Incident Commander will notify the Superintendent and apprise them of the situation.
 - c. The Superintendent will notify the members of the District Safety Team and other designated officials as deemed necessary.
 - d. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
 - e. The Principal/Incident Commander may request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
 - f. These agencies include, but are not limited to the local police, County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
 - g. Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

D. Plan review and public comment

1. This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of this plan will be available at the District Office and in each school building.
2. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board following a public hearing that provided for the

participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

3. While linked to the District-wide School Safety Plan, ***Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.***
4. Full copies of the District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Safety and Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

Section II: General Emergency Response Planning

(The District-wide School Safety Plan provides the framework for the Building-level Emergency Response Plan.)

A. Identification of sites of potential emergency, including:

1. Each School Safety Team will identify and locate hazardous sites and areas of potential emergencies in and around their building.
2. These locations are listed in each School Safety Plan and placed on building maps supplied to the Greenburgh Police Department, Greenville Fire Department, EMS, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites

Electrical panels/shut off	Gas lines/shut off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/Air conditioning	Water Supply/shut off
Phone lines and panels	Fuel Storage

Environmental Problem Sites

Chemical storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	

Site Considerations

Nearby streams, ponds etc.	Isolated areas
Unprotected gas/electric	Steep areas near school
Air conditioning equipment	Playground equipment

Project Adventure

4. The list of sites will be added to or modified based on current conditions.
5. Building Emergency Response plans will be modified by Building Safety Team members, based on updated conditions.

B. Plans and procedures for the following types of emergency response are to be included in all Building-level Emergency Response Plans where appropriate and include but are not limited to:

1. School cancellation
2. Early dismissal:
The Superintendent will make all decisions concerning the cancellation of school(s), the delay in the opening of school(s), or the early dismissal of school(s).
3. Evacuations
4. Sheltering Alternative
5. Parent Emergency Notification Plan - (See appendix 1)
6. Parent Reunification Plans: The off-site administrator will be responsible for maintaining student data based records at the off-site location for the purpose of determining guardianship and emergency arrangements.

C. Plans for the following specific emergencies are to be included in Building-level Emergency Response plans:

Threats of Violence	Intruder/Hostage
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material/Anthrax
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

Others as determined by the Building-level School Safety team

D: Each Building Safety Plan will have the following components:

1. Building Safety Team
 2. Building Emergency Response Team
 3. Evacuation procedures with and without transportation
 4. Drills: Lockout, Lockdown, Shelter-in-place
 5. Building Security Team
 6. Building Medical and Psychological Response Team
 7. Building Post-Incident Response Team
 8. Listing of emergency equipment available
 9. Listing of Medical Supplies
 10. Listing of Communication Devices
 11. Identification of the officials authorized to make decisions (Chain of Command)
- Appendix 2

District policy authorizes Victoria Kniewel to act for the District and if Victoria Kniewel is unable to be reached, the responsibility and authority to act for the District shall fall to Susan Shirken. If, for any reason, Susan Shirken cannot be reached, the responsibility and authority to act on behalf of the District shall fall first to Jennifer Allen, then to Devan Ganeshananthan.

E: The district will provide annual multi-hazard school training for staff and students Annually under the direction of the building principal.

Training and information will be provided to staff through trainers at the beginning of each school year. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health risks.

F: The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan, including tabletop exercises, will be developed by the District School Safety Team, in compliance with RESCUE Regulations – Part 155.4(d), annually. It will be done in coordination with local and country emergency responders and preparedness officials. All required staff training provided by the District and BOCES will be completed annually. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.

TYPE:	FREQUENCY:	AGENCY INVOLVED:	EFFECTIVE MEASURE:
Fire	12	Fire/EMT	Time/Attendance
Lockout	2	Police	Time/Police Feedback
Lockdown	2	Police	Time/Police Feedback
Evacuation	Periodic	Police / Transportation	Time/Police Feedback Parental Reunification
Sheltering (on and off-site)	Periodic	Student/Staff	Response Time
Parent Notification	As needed	School/Parents	Response Time Parent Feedback
District Emergency Preparedness	1	BOCES/District	Date
Team Table Top Practices	1	District	Date
Early Dismissal	1	District	Date/Time
School Emergency Response	1	Police/District	Date
High Winds/Storms	As needed	District	Date

Section III: Responding to Threats and Acts of Violence

A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school

1. Reporting of threats of violence to school authorities
 - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating threats of violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Threats placing students, staff, and others in imminent danger require an immediate call to the police.
 - e. School administrators may conduct a building and/or classroom lockdown, and/or if necessary, an evacuation.

3. Proactive Security Measures

- a. The Edgemont School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn at all times especially during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
- b. The Edgemont School District will limit visitor access and use single point of entry system in the elementary schools and all visitors to the Edgemont High School campus will enter through the main doors in the administration building which is clearly marked. (need a visitor entrance sign)
- c. Select doors are locked except main entrance, except at times designated by the Building Safety Teams.
- d. Entrance monitored and visitors must sign in and out, except at times designated by the Building Safety Teams.
- e. Visitors are required to wear identification.
- f. Visitor access is limited to specific location.
- g. Visitors without identification will be directed to the sign-in area by all staff.
- h. Escorting visitors is encouraged.
- i. Staff members must wear visible identification badges.
- j. The District Safety Team will educate students, staff and parents about the importance of school safety.
- k. Appropriate training will be available.
- l. The District Safety Team will hold drills that help promote school safety.
- m. Superintendent will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- n. The district will continue to investigate security devices and strategies to make schools as safe as possible.
- o. Edgemont School District has developed procedures for anonymous reporting of threats of violence.

4. Reporting Incidents

- a. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
- b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.
- c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

5. Means in which staff, students and parents are informed about threats of violence:

- a. Staff and students will be informed via text, e-mail and in person.
- b. Parents will be informed as per appendix.

B. Procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The district has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

1. Reporting acts of violence to school authorities
 - a. Students are required to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigating acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students & staff in imminent danger require an immediate call to the police.
3. Proactive Security Measures
 - a. The Edgemont School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn during all special events such as, but not limited to, daytime concerts, American Education Week, Book Fair days, and Moving-Up Exercises. In addition, identification must be worn by all staff members during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
 - b. All schools use a single point of entry system, except at times designated by the Building Safety Teams.
 1. Select doors locked.
 2. Entrance monitored and visitors must sign in and out.
 3. Visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 4. Visitors without identification will be directed to the sign-in area by all staff.
 5. Visitor access is limited to specific location;

- 6. Staff will wear visible identification badges.
- c. Edgemont Schools will educate students, staff and parents about importance of school safety. Appropriate training will be available.
- d. Edgemont Schools will hold drills to help promote school safety.
- e. Edgemont Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- f. The district will continue to investigate security devices and strategies to make schools as safe as possible.
- g. Edgemont School District has developed procedures for anonymous reports of acts of violence.
- h. The district will continue to investigate security devices and strategies to make schools safe as possible.
- i. District Safety Team has developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
- 4. Removing Violent Individuals
 - a. Aggressively dangerous and violent students should be restrained only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
 - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
 - c. Students and staff should be in lockdown mode when violent people are in the school.
- 6. Reporting Incidents
 - a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
 - c. District and building administrators are authorized to call police to respond to the threat or act of violence.

C. Policies and procedures for contacting law enforcement officials in the event of a violent incident:

- 1. Our policy is to analyze each incident individually. The District policy and procedure for reporting violence to police is included in the District Code of Conduct. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
- 2. The building principal or his/her designee will evaluate each incident, consult with the superintendent and report the incident to the state or local police if necessary.

3. The police agencies serving our area are:

Agency	Phone Number
Greenburgh Police Department	989-1700
Westchester County Police	741-4400
New York State Police	769-2600

D. Identification of appropriate responses to emergencies, including protocols for responding to:

1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Floods
Intrusions	Bomb Threats
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds/Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package

2. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via e-mail, text and public address system for staff. We have walkie talkies and cell phones available for administrative personnel and athletic coaches.
4. Emergency communications are monitored in the District Office. Building administrators will be contacted immediately in the event of weather-related emergencies.

E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.

1. The district procedure for early dismissal and parent notification is as follows:
- Superintendent or his/her designee decides on an early dismissal.
 - Central and building administrators are informed.
 - Staff and students are informed of closing.
 - Superintendent notifies parents as per appendix.
 - See Appendix 1

- f. Parents of elementary students will receive a phone call to regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary student will remain under the supervision of school personnel until parents are notified and pick up the student or the regular end of the school day, whichever comes first.
 - g. Parents of secondary students may opt to be called and have emergency numbers called in the event of an early dismissal and have their child supervised by school personnel until regular school closing time.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

F. Procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.

1. Emergency dismissals are broadcast as per Appendix 1. Students will be taken home or to secondary drop-off site. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents are available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites,

Section IV: Communication with Others

A. Responsibility for declaring an emergency

1. District wide – the responsibility for declaring a District-wide emergency shall rest with the Superintendent or chain of command.
2. Individual buildings – the responsibility for declaring a building-wide emergency shall rest with the principal or a chain of command.

B. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.

1. The Edgemont School District has worked closely with local emergency services agencies for support and assistance during emergencies, have included their representatives on our safety planning teams, provided them with pertinent information (ex. Building maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Edgemont Schools to rely on

local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from SWBOCES and other county, regional, and private mental health agencies.

2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the law enforcement immediately. The primary responsibility for these calls is the building principal or their designee. A call is then made to the superintendent who has the responsibility to notify other key officials.
3. List of Assisting Government Agencies:
 - a. Fire.....Greenville Fire Dept.
 - b. Police Greenburgh Police Dept.
 - c. EMS.....Greenburgh Police Dept.

C. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

1. The school district will maintain an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The arrangements for obtaining assistance during emergencies from local and county agencies and officials responsible for implementation of Article 2-B of the Executive Law have been made in the individual Building Plans. The superintendent and his/her designee will initiate the contact.
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are:

Department	Name	Phone Number
Greenville Fire Dept.	Chief Daniel Raftery	914-723-2500
Greenburgh Police Dept.	Chief Christopher McNerney	914-989-1700
Greenburgh Police Dept.	EMS	914-989-1770

D. A system for informing all educational agencies within a school district of a disaster.

The Edgemont School District will notify other schools within our jurisdiction about potential or existing emergency situations that may impact on them by telephone, e-mail and courier when necessary. This will include any district to which we transport our students. We will maintain information about each educational agency located in the school district. Appendix 5

1. The Superintendent or his designee shall inform all educational agencies within the Edgemont System boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the district, or which Edgemont residents attend, as well as local preschools, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is, the superintendent will authorize emergency calls to each educational agency.

E. Informing Parents/Guardians and Community Members

Procedures shall be in place to inform parents/guardians and community members of disaster or emergency situations.

SECTION V: Prevention and Intervention Strategies

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.

1. The Edgemont School District will limit visitor access.
 - a. Edgemont Elementary Schools shall maintain a single point of entry system, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices, except at times designated by the Building Safety Teams.
 - i. All exterior doors locked other than the main entrance are locked, except at times designated by the Building Safety Teams.
 - ii. The main entrance doors are monitored and all visitors are required to sign in and out, except at times designated by the Building Safety Teams.
 - iii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 - iv. Visitors without identification will be directed to the sign-in area by all staff.
 - b. Edgemont Jr. /Sr. High School buildings use a single point of entry system wherever possible.
 - i. Visitors to the campus must sign in and out at the Administrative Office.

- ii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 - iii. Visitors without identification will be directed to the sign-in area by all staff.
- 2. The Edgemont School District has staff in the high school and middle school buildings who are assigned to monitor entrances and parking lots, patrol hallways, supervise cafeterias, and check restrooms.
- 3. Elementary buildings will have staff at the single entry point.
- 4. The District has received notification of the availability of a School Resource Officer (“SRO”) through the local police department to be utilized in the District. Deployment of the SRO was declined for the 2001 – 2002 school year.
- 5. All policies and procedures related to school building security will be reviewed annually and revised where necessary.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.

- 1. It is the districts responsibility to provide information about student and school safety to all students, staff, parents and community members.
- 2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars.

C. Appropriate Prevention and Intervention Strategies

- 1. The District will provide training for school personnel on a regular basis. Training may include: individual and group de-escalation techniques, non-violent conflict resolution skills, and mediation.
- 2. Training is available during conference days, summer, and after school seminars.
- 3. Collaborative agreements with law enforcement officials have been and are designed to de-escalate potentially violent situations.
- 4. Mediation services are available at all buildings.
- 5. Non-violent conflict resolution training programs are available.
- 6. Staff meetings include an updating of safety policy and procedures.

7. Procedures relating to building security including utilization of staff and security equipment.
 - a. All District schools have fire and intrusion alarm systems.
 - b. The District will review additional security equipment and measures annually and will revise where necessary.

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, include the following.

1. Youth-run programs,
2. Peer mediation,
3. Conflict resolution,
4. Creating a forum or designating a mentor for students who are at-risk.
5. Each school shall identify and offer to students programs geared toward prevention and intervention strategies.
 - a. The District has developed and will continue to develop programs that encourage student-to-student and student-to-staff communication in each school such as:
 - Social Decision Making
 - Caring Citizens
 - grade-level meetings with school psychologists
 - in-class visits by school psychologists
 - personal growth groups led by teachers, guidance personnel and peer leaders
 - Student Advocacy Program
 - b. The procedure for anonymous reporting of threats and acts of violence is:
 - to create an environment where each student feels comfortable reporting a threat or an act of violence,
 - to educate students how to inform staff or law enforcement about threats and acts of violence,
 - to require staff to report all student referrals to the administration for investigation.
 - c. Staff training programs needed to meet SAVE requirements.
 - A minimum of two hours of instruction on issues of school safety need to be provided to all employees in 2016.These can/should include but are not limited to: de-escalation training, warning signals for violence, non-violent conflict resolution, emergency response team training, mediation, mentoring, social-skill development, character education, etc.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

All school employees are subject to fingerprinting and security screening by state law.

Appendices for District SAVE Plan

Appendix 1 – Parent Communication

Appendix 2 – Listing of School Buildings, Contacts & Contact #

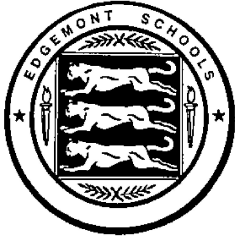
Appendix 3 – List of Key Personnel, Chain of Command

Appendix 4 – List of District Safety Team, District Crisis Response Team

Appendix 5 – List of Community Emergency Providers and Governmental Officials

Appendix 6 – List of Other Schools

APPENDIX 1



*Edgemont Union Free School
District
300 White Oak Lane
Scarsdale, NY 10583
914-472-7768*

March 22, 2016

Dear Parent/Guardian:

The recent bomb threat at EHS reinforced the importance of keeping the lines of communication between the district and students' families open - especially when information on urgent matters needs to be broadcast to a large number of people in a short amount of time. We are in the process of reviewing our own communication protocols and procedures. At the same time, it is extremely important that parents and guardians do their part to ensure that we can get in touch with you in an emergency.

Every summer, parents receive an "Emergency Contact Form" that lists important information about each student, including parents' phone numbers, email addresses and so on. It is important that parents review these forms, correct any information that is inaccurate or has changed, and return them to the principal's office as quickly as possible. We are enclosing an abbreviated version of this form for you to review the phone numbers and email addresses we have on file for you and your family. If everything is correct, you can recycle this form. If there are changes, please indicate them clearly on the form and return them to the principal's office as soon as possible. You can also update the contact information in our database at any time by calling the principal's office in your child's school.

Depending on the circumstances, we will use different forms of communication to get information to you in a timely manner that is appropriate for the emergency we are facing or one that minimizes unnecessary interruptions in a non-emergency situation:

Email

Administrators and teachers periodically send out blast emails containing non-time sensitive information about upcoming events, ongoing school projects, and other issues of concern. Please ensure that the email address that appears on the attached form is correct.

Phone

The attached form will list up to three phone numbers for each parent:

- O Your home phone number
- W Your work phone number
- C Your cell phone number

Please confirm that the numbers on the attached form are correct. In the event of a school closing that occurs prior to the opening of school (i.e. a snow day), we will send out a robo-call to home phone numbers *only*. In the event that we must close school during the day (i.e. early dismissal), we will send out a robo-call to *all* phone numbers we have on file for each parent.

Text

We will send out texts to parents who “opt in” to receive them whenever school must be closed. Note that FCC regulations prevent us from sending unsolicited texts to parents/guardians. You must opt-in using the following procedure:

- Send a text message to 68453 with the text “optin”.
- You may then receive a confirmation message asking you to reply “y” to confirm that you want to receive messages from Edgemont.

Note that standard text messaging rates apply to texts that you receive from this system.

Thank you for taking the time to review the attached information. Doing so will help to ensure that the effective home-school communication that exists in Edgemont already continues to function in times of crisis and when important information needs to be communicated to families.

Sincerely,

Edgemont School and

District

APPENDIX 2

LISTING OF SCHOOL BUILDINGS/CONTACTS/NUMBERS

SCHOOLS:**CONTACT:****PHONE:**

EDGEMONT HS/MS	Devan Ganeshanathan	917-548-8690
GREENVILLE ELEM.	Jennifer Allen	917-747-8646
SEELEY PLACE ELEM.	Carol Bartlik	914-548-1675
SPECIAL EDUCATION OFFICE	Joe Schippa Ed Stickles	914-907-4997 914-393-6553
DISTRICT OFFICES	Victoria Kniewel	914-719-2023
SUPT BUILDINGS AND GROUNDS	John McCabe	914-403-4077
TECHNICAL ASSISTANCE	Paul Garofano	646-522-4343

APPENDIX 3

LIST OF KEY PERSONNEL/CHAIN OF COMMAND

SUPERINTENDENT	Victoria Kniewel
SCHOOL BUSINESS OFFICIAL	Susan Shirken
ELEM. PRINCIPAL	Jennifer Allen
H.S. PRINCIPAL	Devan Ganeshanathan

APPENDIX 4

LIST OF DISTRICT SAFETY AND CRISIS RESPONSE TEAM

DISTRICT SAFETY AND CRISIS TEAM

TITLE:	MEMBER:
Superintendent	Victoria Kniewel
Middle/High School Administrator	Devan Ganeshanathan
Elementary Administrator	Jennifer Allen
Teacher Representative	Michelle Greenwald
Support Staff Representative	Victoria Osborne
Police Representative	Greenburgh PD
Parent Representative	Jonathan Faust
Board Representative	Jonathan Faust
District Safety Representative	John McCabe
Technical Assistance	Paul Garofano
Student/Staff Counseling	Joseph Schippa
Media/Public Information	Michael Curtin

APPENDIX 5

LIST OF COMMUNITY EMERGENCY PROVIDERS/GOVERNMENT OFFICIALS

COMMUNITY	CONTACT	PHONE
STATE POLICE	NYS	914-741-4400
LOCAL POLICE	Greenburgh P.D.	914-989-1700
FIRE DEPARTMENT	Greenville F.D.	914-723-3430
EMT SERVICE	Greenville F.D.	914-723-3430
HOSPITAL	White Plains Hospital	914-681-0600
HOSPITAL	NY-Presbyterian/Lawrence	914-787-1000

GOVERNMENT	CONTACT	PHONE
COUNTY EMG. MANG. OFF.	Chief of EMS & Communications Michael Volk	914-231-1684
BOCES EMG. MANG.	Harold Coles Valerie Cermele	914-937-3820
TOWN/LOCAL GOVT.	Paul Feiner	914-989-1540

APPENDIX 6

LIST OF OTHER SCHOOLS

TRANSPORTATION PROVIDED BY:

TELEPHONE:

SCHOOL:

Greenville Community Nursery School

SCHOOL TELEPHONE:

914-472-0350

TRANSPORTATION PROVIDED BY:

All-Ways Trans., Inc.

TELEPHONE:

914-965-6776

SCHOOL	TELEPHONE
Westchester Fairfield Hebrew Academy	203-576-7151

TRANSPORTATION PROVIDED BY:

Apollo Transportation

TELEPHONE:

914-963-0100

SCHOOL	TELEPHONE
Community High School	201-358-6221
Eagle Hill	203-622-9240
Fieldston (Lower School)	718-543-5000
Fieldston (Upper School)	718-543-5000
German School of New York	914-948-6513
Hackley School (Upper School)	914-631-0128
Keio High School of New York	914-694-4825
Masters School (Upper School)	914-693-1400
Riverdale Country School	718-549-8810
SAR Academy	718-548-1717
Windward High School	914-949-6968

Winward School	914-949-6968
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TRANSPORTATION PROVIDED BY: Ardsley Bus Co.
TELEPHONE: 914-693-2691

SCHOOL	TELEPHONE
Elmwood Nursery	914-592-6161
French American School of New York	914-698-8707
Iona Grammar School	914-633-7744
Mohawk Country Home School	914-949-2635
Sacred Heart School	914-946-7242
Solomon Schechter School of Westchester	914-948-3111
Ursuline	914-636-3950

TRANSPORTATION PROVIDED BY: Astra Transportation Corp.
TELEPHONE: 914-695-9006

SCHOOL	TELEPHONE
Alcott School	914-969-9676
JCC of Westchester	914-949-0635

TRANSPORTATION PROVIDED BY: Barbara Berg
TELEPHONE: 725-3917

SCHOOL	TELEPHONE
Hawthorne Country Day School	914-592-8526

TRANSPORTATION PROVIDED BY: BOCES So. Westchester
 TELEPHONE: 914-428-9300

SCHOOL	TELEPHONE
BOCES – Ardsley Middle School	914-693-3694
BOCES – Bellows/Rye Neck	914-381-3040
BOCES – Center for Career Services	914-761-3400
BOCES – Friendship Center	914-665-8783
BOCES – Hastings High School	914-478-1608
BOCES – Pocantico Hills	914-332-1767
BOCES – Valhalla Middle School	914-428-3043
BOCES – Wampus Elementary School	914-273-0252

TRANSPORTATION PROVIDED BY: Deborah Eurie
 TELEPHONE: 914-472-0469

SCHOOL	TELEPHONE
Scarsdale Middle School	914-721-2410

TRANSPORTATION PROVIDED BY: Qasim Gardezi
 TELEPHONE: 914-722-0771

SCHOOL	TELEPHONE
Byram Hills High School	914-273-4198