

Monticello Central School District District-wide School Safety Plan 2016-2017



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Monticello, New York 12701

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Note: This document was produced in accordance with Section 155.17
Per the New York State Commissioner of Education.

Preface

Having our staff and students prepared to respond to any emergency that may occur is extremely important. Under the Safe Schools against Violence in Education Act (SAVE) signed by the governor on July 24, 2000, school districts are mandated to adopt District-wide School Safety Plans. Each school in the district is also mandated to adopt a Building Level Emergency Response Plan. Key features which must be incorporated in all plans are:

- Identification of school teams (District-level)
- District-wide School Safety Plan shall be directly linked to the individual Building Emergency Response Plans for each building
- The plan shall be reviewed and maintained by the District-wide Safety Team and reviewed on an annual basis on or before July 1 of each year
- Identification of sites of potential emergency, including: system sites, environmental problem sites, and site considerations (Building-level)
- Emergency response plans for, school cancellation, early dismissal, evacuations, sheltering alternatives, parent emergency notification plan, and parent reunification plans (District-level)
- Plans for the following specific emergencies are to be included in Building Emergency Response plans (Building-level)
- List district personnel available during emergency situations (District-level)
- Locate and list emergency equipment available in each building (District-level)
- Description of procedures to coordinate the use of school district resources and manpower during emergencies (District-level)
- The district will provide annual multi-hazard school training for staff and students annually (District-level)
- Review and conduct drills and other exercises to test components of the emergency response plan will be developed by the District Safety Team annually (District-level)
- Policies and procedures for responding to implied or direct threats of violence by students, teachers, school personnel or visitors (Building-level)
- Policies and procedures for contacting law enforcement officials in the event of a violent incident (District-level)
- Identification of appropriate responses to emergencies (Building-level)
- 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 (District-level)
- Description of the arrangements for obtaining assistance during emergencies from emergency service organizations (District-level)
- A system for informing all education agencies within a school district of a disaster (District-level)
- Appropriate prevention and intervention strategies (District-level)
- Strategies for improving communication among students and between students and staff of potentially violent incidents (Building-level)
- Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel (District-level).

To meet this requirement, the district did the following:

- ✓ Reviewed requirements provided by SED.
- ✓ Incorporated procedures developed in the Disaster Preparedness Guide used by the district since its development in 1990 by a district committee and revised each year.
- ✓ Used a template developed by Sullivan BOCES as a model for other districts.
- ✓ Had the principals review a draft model plan for the district and give input.
- ✓ Had the district's School Safety Team review the draft model and give input. After a public hearing, the Board of Education adopted the plan July 26, 2001.

The plan was reviewed by the State Education Department and found acceptable. The district has reviewed and revised the plan in the last three years. The last revision process was completed in 2015 and the Board of Education readopted the plan in July 7, 2015.

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Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of District-wide Safety Team

The District-wide Safety Team is facilitated by the Asst. Superintendent for School Administration. It consists of representatives of teachers, administrators, parents, and school safety personnel and other necessary parties. See Appendix 3 for current list.

C. Concepts of Operations

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan 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 Building-level Emergency Response Team. In the event of an emergency, communication protocols are as follows:
 - a. The Building-level Emergency Response Team is activated to assess the emergency, plan and implement appropriate response strategies.
 - b. The Principal/Facilitator will notify and apprise the Superintendent/Designee of the situation.
 - c. The Superintendent will notify the members of the District-wide Safety Team and other designated officials as deemed necessary.
 - d. Upon the activation of the Building-level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified as well as appropriate, local emergency officials if needed.
 - e. The Principal/Incident Commander may request the assistance of the Superintendent and the District-wide 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, County Office of Emergency Management and Sullivan County BOCES
- g. Response efforts may be supplemented by available county and state resources.

D. Plan review and public comment

1. This plan shall be reviewed and maintained by the District-wide 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.
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-wide 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.

Section II: General Emergency Response Planning

A. Identification of sites of potential emergency, including:

1. Each Building-level Safety Team will identify and locate areas of potential emergencies in and around their building.
2. Sullivan County BOCES has located and mapped areas of potential hazards and provided maps and photos to the district. The Director of Operations and Maintenance has the responsibility to review these annually and make changes as necessary.
3. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs. Representatives of Sullivan County BOCES and local fire department personnel have assisted in these efforts.
4. These locations are listed in each School Safety Plan and placed on building maps supplied to police, fire, EMS, and district personnel.
5. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites	Environmental Problem Sites	Site Considerations
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	Chemical storage Cleaning supplies Paper supply storage Industrial arts room Science rooms and labs	Nearby streams, ponds etc. Isolated areas Unprotected gas/electric Steep areas near school Playground equipment

6. The list of sites will be added to or modified based on current conditions.
7. Building-level Emergency Response plans will be modified by Building-level Emergency Response Team members, based on updated conditions.

B. Plans 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

The District Superintendent will monitor any situation that may warrant a school cancellation. He/She will make a determination if school cancellation is necessary, and if it is, will utilize the parent emergency notification plan in Section II B 5. Staff will be notified using school messenger and other in-house communication systems such as the public announcement system as appropriate.

2. Early Dismissal

If early dismissal is necessary, we will do the following:

1. Superintendent will notify the Director of Transportation of the need to transport students.
2. Director of Transportation and Superintendent will begin automated call from transportation to alert drivers of the need to report.
3. Superintendent will notify building principals to begin preparation for early dismissal.
4. Superintendent will notify radio stations and other media of time of early dismissal.
5. Director of Transportation will notify Superintendent when buses are available to begin transporting of students.
6. All staff will assist with supervision and bus loading. Bus attendance will be taken before bus leaves.
7. All staff will remain until released by an administrator.
8. Arrange for Public Information Officer to assist parents as needed.

NOTE: Because it may take sixty minutes to have all drivers report, it may be necessary to implement both the "Evacuation Plan" and "Shelter-in-Place Plan" depending on the situation.

3. Evacuation Plan (to Alternative Site)

Each Monticello CSD instructional site will have a primary and alternative off-site evacuation location identified in their Building-level Safety Plans. Each evacuation site will have the capacity and resources to shelter and accommodate the student body from that site.

If the administrator in charge determines that evacuation to an alternative site is necessary, he/she will follow the protocols for a distance evacuation emergency (outlined in Building-level Safety Plans). In general, the following would occur:

1. Clear all evacuation routes prior to evacuation in coordination with local officials and police.
2. Ensure adult supervision at all times.
3. Take attendance at evacuation site and report missing persons to the Administrator in Charge.
4. Arrange for Public Information Officer to assist parents and media.
5. Retain district staff until emergency situation is over.

4. Sheltering Sites (Internal and External)

The District Superintendent/Administrator in Charge will determine the location of the sheltering (in the school building or alternate site) depending on the nature of the incident. When that determination has been made:

- a. Account for student and staff population.
- b. Report any missing student or staff to Administrator in Charge.
- c. Make arrangements for human needs.
- d. Depending on the nature of the incident, determine which spaces in the school building or alternative site would best meet the sheltering needs (e.g. – small groups in individual classrooms or large groups in large rooms like the gym or cafeteria).
- e. Have Public Information Officer provide information and current status of the situation to parents and other inquiring parties.
- f. Retain all appropriate district personnel until all students have been returned home.

5. Parent Emergency Notification Plan

- a. Radio and TV Announcements using a variety of radio stations including:
 - WSUL/WVOS (794-0248)
 - WJFF (482-4141)
 - WHUD (838-6000)
 - WRWB (471-2300)
 - WELV (471-2300)
 - WDNH (796-3320)
 - WPDH (914-471-1500)
 - Thunder 102 (292-7535)
 - YNN (877-376-7152)
 - WRNN (www.schoolclosings.org/closings)
 - Fox 5 (212-452-3695)
- b. Use of the Internet/District website updates.
- c. Use of School Messenger.
- d. Individual calls to parents/emergency contacts as necessary. Each building keeps emergency cards for each student.

6. Parent Reunification Plan

Depending upon the situation each school will have alternate site locations where students can be picked up by their parents. Students will only be released to adults providing proper identification.

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

Potential Violence
 Violent Incident
 Intruder – Hostage Taking

Kidnapping
 Bomb Threat
 Civil Disturbance

Severe Weather/Tornado
Explosion/Fire Emergency
Gas Leak
Hazardous Materials – On Site
Hazardous Spill – Off Site
Anthrax/Biological Threat
Food Poisoning
Medical Emergency Incident

School Vehicle Accident
Loss of Utilities
Suspicious Package
Suicide
Pandemic Influenza
Armed Student/Intruder
Downed Power Lines

Others as determined by the Building-level Safety Team.

D. A list of resources that may be available during an emergency situation can be found in appendix 8.

1. Personnel available in emergency situations.

a. Medical

- i. Nurses
- ii. EMT trained
- iii. CPR/First Aid trained
- iv. School Physicians
- v. Hospital

b. Security

- i. School Resource Officer
- ii. Security Personnel
- iii. Monitors

c. Emergency Response

- i. Police Responders
- ii. Fire Responders
- iii. EMT Responders

d. Post-critical Incident Response Personnel

- i. Psychologists
- ii. Guidance personnel
- iii. Social workers

NOTE: See Building-level Emergency Response Plan for specific individuals

2. Location and list of emergency equipment available in each school.

- a. Medical Supplies – examples are: “Gotta Go Bags”, First Aid Kits
- b. Medical Equipment – examples are: Wheel Chairs, Stretchers, Defibrillators
- c. Communication Devices – examples are: Weather scanners, Bullhorns, Cellular phones

E. Description of procedures to coordinate the use of school district resources and manpower during emergencies:

1. Identification of the officials to make decisions (**Chain of Command**)

Each Building-level Emergency Response Plan will include a chain of command roster that indicates the order Monticello CSD Administrators will be contacted in an emergency. The first administrator who is contacted becomes the Administrator in Charge.

- When any emergency occurs, the Administrator in Charge will call the District Superintendent (794-7700 ext. 70910).
- If he is unavailable, the administrator will call the Assistant Superintendent for School Administration (794-7700 ext. 70928) or the Assistant Superintendent for Business (794-7702 ext. 70525).
- The District Chain of Command has home and cell phone numbers for all members of the administrative team.

2. The following staff members are assigned and authorized to provide assistance during emergencies.

- a. High School Emergency Response Team: See Appendix – 4
- b. Middle School Emergency Response Team: See Appendix – 4
- c. Elementary Emergency Response Team: See Appendix – 4
- d. Post-Incident Response Team (Mental Health Professionals): See Appendix – 5
- e. Medical Response Team: See Appendix – 6

F. The district will provide annual multi-hazard school training for staff and students annually.

This training and information will be provided to staff at the beginning of each school year. Student training will be provided by certified teachers, under the direction district personnel. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated hazards.

G. The following procedure for the review and conduct of drills and other exercises to test components of the Emergency Response Plans will be developed by the District-wide Safety Team annually. It will be done in coordination with local and county emergency responders and preparedness officials.

The following drills will be planned and executed annually at each school site:

Type	Frequency	Agency Involved	Effectiveness Measure
Fire	12	Fire/EMT	Response/Attendance
Lockout	2	Police	Response time/# unsafe
Lockdown (one with a hostage)	2	Police	Response time/# unsafe
Evacuation	1	Police/Trans	Response time/Attendance
Shelter-in-Place: Weather	1	Student/Staff	Response time/Attendance
Shelter-in-Place: Hazmat	1	BOCES/EMT	Response time/Attendance
Parent Notification	1	School, Parents, Media	Response time/Feedback

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 is 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 acts of violence
 - a. The school 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 police.

3. Proactive Security Measures
 - a. The MCSO uses a single point of entry system in all of its buildings.
 - b. All doors are locked except the main entrance.
 - c. Entrance monitored and visitors must sign in and out.
 - d. Visitors are required to wear identification.
 - e. Visitor access is limited to specific locations.
 - f. Escorting visitors is encouraged.
 - g. Staff members wear visible identification badges.
 - h. The MCSO will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
 - i. Each school in the MCSO will hold drills that help promote safety.
 - j. The MCSO will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - k. The school district will continue to explore security devices and strategies to make our schools as safe as possible.
 - l. The MCSO has developed procedures for anonymous reporting of threats of violence.

4. 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 the police.

- c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

B. Policies and 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
 - b. Students are required to inform school staff about acts of violence toward themselves, others and property.
 - c. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - d. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - e. 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 MCSO uses a single point of entry system in all instructional buildings.
 - i. All doors locked except main entrance.
 - ii. Entrance monitored and visitors must sign in and out.
 - iii. Visitors are required to wear identification.
 - iv. Visitor access is limited to specific locations.
 - v. Staff will wear visible identification badges.
 - b. The MCSO will educate students, staff and parents about importance of school safety. Appropriate training will be available.
 - c. The MCSO will hold drills to help promote school safety.
 - d. The MCSO will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
 - e. The district will continue to explore security devices and strategies to make schools as safe as possible.
 - f. MCSO has developed procedures for anonymous reports of acts of violence.
 - g. The MCSO 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 by trained personnel. Further actions will be taken if necessary i.e. police notified.
 - 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.

5. 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. 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. Our procedure for contacting law enforcement is for the building principal or their designee to evaluate each incident, consult with the superintendent and SRO when possible, and then report the incident to the state police or local police.

3. The police agencies serving our area as follows.

Agency	Contact	Phone Number
State Police	Dispatcher	292-6600
County Sheriff	Dispatcher	794-7100
Village Police	Dispatcher	794-4422

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

1. Our plans include appropriate responses specific to the emergencies listed at the end of this section. The emergency incident responses are a quick reference guide for the staff of this district. The guide contains sequential procedures for a variety of incidents that could occur in any of the buildings of the district. The foundation of the plan is a form entitled “**Emergency Response**”. This form describes the five responses that the staff must learn in order to react properly to all of the emergency situations described in this document. The form can be found in each Building-level Emergency response Plan.

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 including but not limited to Sullivan County (BOCES), governmental groups, law enforcement,

emergency management, and local media and will initiate the district media response plan: Appendix – 13.

3. We have internal communications capability via e-mail, intercom, and walkie-talkie devices for staff. We have cell phones available for administrative personnel and athletic coaches.
4. The Emergency Alert System is monitored in the Central Office. Building administrators will be contacted immediately in the event of a weather-related emergency.
5. The following is a list of emergencies and corresponding page number indicating the proper District protocol for each situation.

Emergency	Page#
Potential Violence	17
Violent Incident	18
Intruder – Hostage Taking	19
Kidnapping	20
Bomb Threat	21
Civil Disturbance	22
Severe Weather/Tornado	23
Explosion/Fire Emergency	24
Gas Leak	25
Hazardous Materials – On Site	26
Hazardous Spill – Off Site	27
Anthrax/Biological Threat	28
Food Poisoning	29
Medical Emergency Incident	30
School Vehicle Accident	31
Loss Of Utilities	32
Suspicious Package	33
Suicide	34
Pandemic Influenza	35
Armed Student/Intruder	36
Downed Power Lines	37

Potential Violence Plan

Sequential Response Actions:

1. **The Person Who Becomes Aware of a Student's Threat or Actual Act of Violence Will Do The Following:**
 - a. Immediately notify the administrator or designees in the main office.

2. **Administrator in Charge Will Initiate the Following Responses:**
 - a. The administrator in charge will arrange to have the student immediately escorted to the main office. The student will be attended by one, or more, adults at all times.
 - b. There will be NO STOPS, NO EXCEPTIONS, NO QUESTIONS.
 - c. An assessment of the student, determination of the risk and an investigation of the incident will take place.
 - d. Student's parents will be notified and required to participate in an immediate school conference.
 - e. When a general threat is made to a large, unspecified group, the Administrator and/or designees will determine the course of action.

3. **Based Upon the Assessment and Investigation the Following Actions would Occur Based on District Crisis Procedures:**
 - a. **High Risk Determination: Administration/Designee**
 - i. Notify the District Superintendent (794-7700 ext. 70910).
 - ii. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - a. Monticello Police: 794-4422
 - b. Sheriff: 794-7100
 - c. State Police: 292-6600 or 888-2681
 - iii. Request the parents to have the student receive an immediate psychiatric evaluation.
 - iv. Notify potential victim(s) and potential victim(s)' parents.
 - v. Develop a safety plan with the potential victim and parents.
 - vi. Recommend other interventions/services as indicated.
 - vii. Refer for discipline.

 - b. **Lower Risk Determination: Administration/Designee**
 - i. Inform the Superintendent (794-7700 ext. 70910).
 - ii. Discuss with the student and parents the significance of the incident and possible intervention measures.
 - iii. Notify potential victim(s) and potential victim(s)' parents.
 - iv. Develop a safety plan with the potential victim and parents.
 - v. Refer for support services, peer mediation and/or outside services if indicated.
 - vi. Refer for discipline.

4. **At the conclusion of the Potential Incident of Violence:**
 - a. A written summary of the incident shall be prepared by a designated staff person using the Potential Violence Incident Summary Form.
 - b. Involved personnel will debrief.

Violent Incident Response Plan

Sequential Response Actions:

1. Person Who Witnesses an Act That Results in Physical Harm Will Do The Following:

- a. Immediately notify the administrator or designee in the main office.

2. Administrator in Charge May Initiate the Following Responses (Not all of the following steps will be initiated in all cases. It will depend on the circumstance.):

- a. Initiate Appropriate RESPONSE PROCEDURE (Possibly HOLD-IN-PLACE)
- b. Notify the District Superintendent (794-7700 ext. 70910)
- c. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - i. Monticello Police: 794-4422
 - ii. Sheriff: 794-7100
 - iii. State Police: 292-6600 or 888-2681
- d. Administrator, school nurse and School Response Team will go to the scene to assess the situation and to clear and secure the area:
 - i. Isolate the area.
 - ii. Methodically evacuate the area keeping potential witnesses available for law enforcement personnel.
 - iii. Limit access to only essential personnel.
- e. The school administrator will designate an area for parents to assemble for information:
 - i. Parents will be notified by School Messenger.
 - ii. Parents will be notified via area radio station, if possible
 - iii. Parents will be instructed that students will be kept at school until the crisis is determined to be over.
 - iv. When students are released this will only be done to his/her parent or authorized designee. Logs will be kept as to whom is released and to whom.
- f. As soon as deemed safe by police officials, EVACUATION will be initiated if needed.
- g. Information for the media will only be disseminated by the Superintendent or the administrator in charge in consultation with the Superintendent.

Intruder – Hostage Taking Plan**Sequential Response Actions:****1. Person Witnessing the Situation Will Do the Following:**

- a. Identify situation. Verify there is an intruder and his/her location. If possible try to remember physical description (gender, physical characteristics and clothing).
Always assume an intruder is armed and dangerous.
- b. Notify School Administrator for instructions at the main office (If not available, refer to chain of command roster.)

2. Administrator in Charge Will Initiate the Following responses:

- a. Initiate Appropriate RESPONSE PROCEDURE – Secure Your Room.
- b. Notify District Superintendent (794-7700 ext. 70910)
- c. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - i. Monticello Police: 794-4422
 - ii. Sheriff: 794-7100
 - iii. State Police: 292-6600 or 888-2681
- d. Upon arrival Police will assume command.
- e. Staff and students remain in secured rooms until further instructions are given by Police or Administration.
- f. Staff and students will remain in LOCK DOWN until Police determine the situation is over or that evacuation is necessary.

NOTE: Administrator or Police will direct, if necessary, to EVACUATE students and staff to designated school evacuation sites.

Kidnapping Response Plan

Sequential Response Actions:

1. Person Witnessing the Situation Will Do the Following:

- a. Identify situation. Verify there is a kidnapping and where it occurred. If possible try to remember physical description (gender, physical characteristics and clothing as well as the car license plate, color and make). **Always assume the intruder is armed and dangerous.**
- b. Notify School Administrator at the main office. (If not available, refer to chain of command roster.)

2. Administrator in Charge Will Initiate the Following Responses:

- a. Notify Superintendent (794-7700 ext. 70910).
- b. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - i. Monticello Police: 794-4422
 - ii. Sheriff: 794-7100
 - iii. State Police: 292-6600 or 888-2681
- c. Initiate a HOLD-IN-PLACE response for staff and students.
- d. When Law Enforcement Officials arrive they take over the situation.
- e. Staff and students remain in HOLD-IN-PLACE until all clear is announced.

Bomb Threat Response Plan

Sequential Response Actions:

1. Person Receiving the Threat By Telephone Will Do the Following:

- a. Refer to Bomb Threat Response Form and get as much information as possible.
NOTE: A Bomb Threat Response Form is located by all phones. (This is a confidential form not to be seen by students.)
- b. Notify the School Administrator and review the information noted on the Bomb Threat Response Form information. (If he or she is not available, refer to the (“Chain of Command Roster”).

2. Administrator in Charge Will Initiate the Following responses:

- a. Notify District Superintendent (794-7700 ext. 70910) and evacuate sites as per building level plans.
- b. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - i. Monticello Police: 794-4422
 - ii. Sheriff: 794-7100
 - iii. State Police: 292-6600 or 888-2681
- c. Notify School Response Team Members. Have them immediately check all exit routes prior to reporting to the main office. Discuss details of the threat with the response team. Determine if it was a specific or non-specific threat and whether a partial or full evacuation is necessary.
- d. If an evacuation is required initiate an EVACUATION procedure using public address system (phones for Administration and Transportation Buildings). After you evacuate and evaluate outside weather conditions, a staged re-entry maybe considered. This can be done by sanitizing and clearing large assembly areas like the gym and cafeteria and then sheltering students in those areas while the search continues.

NOTE (Staff, Faculty, Visitors, Students and all other persons present): DO NOT Activate Fire Alarm System, Cell Phone or Two Way Radios

- e. With the help of the Police and appropriate school personnel create a Response Team to search the entire building.
- f. With the help of the Police and the Response Team, determine that the building is “all-clear.”
- g. Instruct the staff and students to return to their classrooms to conduct an accountability check.

Civil Disturbance Response Plan

Sequential Response Actions:

1. Person Witnessing the Situation Will Do the Following:

- a. Verify that there is indeed a disturbance in the building or on school grounds.
- b. Notify the School Administrator and describe the incident and location. (If he or she is not available, refer to the "Chain of Command Roster.")

2. Administrator in Charge Will Determine the Severity of the Disturbance and Decide Whether:

- a. A LOCK DOWN should be implemented.
- b. Inform the District Superintendent of the action taken. (794-7700 ext. 70910)
- c. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - i. Monticello Police: 794-4422
 - ii. Sheriff: 794-7100
 - iii. State Police: 292-6600 or 888-2681
- d. The students and staff should be evacuated from uninvolved areas.
- e. The students and staff should be instructed to implement a HOLD-IN-PLACE procedures in areas where warranted.

3. After the Administrator Decides an action is taken he/she will:

- a. Follow-up with the District Superintendent.
- b. Decide when incident is over and give an "all clear" (consult with State Police if applicable). All staff and students should return to classrooms, conduct an accountability check and resume normal operations.

Severe Weather/Tornado Response Plan

Sequential Response Actions:

1. Person Observing Severe Weather/Tornado Will Do the Following:

- a. Notify the School Administrator. (If he or she is not available, refer to the “Chain of Command Roster”).

NOTE: Administration monitors all National Weather Service storm watches and warnings on Weather Alert Radio or local radio stations. We subscribe to our weather service which issues warning to us (FLEET). A **watch** means that conditions are favorable for a severe weather incident to occur. A **warning** means that severe weather has been sighted in the area. If a watch or warning is issued, the Superintendent will initiate the necessary procedures.

2. Administrator in Charge Will Initiate the Following Responses:

- a. Notify the District Superintendent (794-7700 ext. 70910).
- b. Make a determination regarding any further response based upon radio reports and/or observations (proceed to steps C-F if deemed necessary).
- c. Use the public address system (use telephone for Administration and Transportation Buildings) to initiate a SHELTER-IN-PLACE. If a severe weather **watch** is issued, an announcement will be made directing staff and students to remain in classrooms.
- d. Administration will continue to monitor outside weather conditions, Weather Alert Radio and local stations.
- e. When determination is made that severe weather has passed, announce “all clear” using public address system (using telephone for outer buildings).
- f. If the school has substantial damage, initiate an EVACUATION.

Explosion/Fire Emergency Response Plan

Sequential Response Actions:

1. Person Witnessing the Explosion/Fire Will Do the Following:

- a. Sound the **fire alarm** immediately.
- b. Notify the School Administrator. If he or she is not available, refer to the "Chain of Command Roster".

2. Administrator in Charge Will Initiate the Following Responses:

- a. Assure that emergency medical/first aid treatment is provided as needed.
- b. Notify District Superintendent (794-7700 ext. 70910).
- c. Notify the Director of Building and Grounds (794-7289 ext. 76900).
- d. Determine if any students or staff are missing or unaccounted for.
- e. Provide fire department with list of any missing persons and their possible locations in the building.
- f. Manually turn off any school system not automatically turned off by the alarm system.
- g. Resume, curtail or cease building operations as advised by Fire Department or Police. If it is necessary to send students home, follow EVACUATION procedures. If staff/students should return please follow return procedures.

Gas Leak Response Plan

Sequential Response Actions:

1. Person Discovering the Leak Will Do the Following:

- a. Notify the School Administrator. If he or she is not available, refer to the “Chain of Command Roster”.

2. Administrator in Charge Will Initiate the Following Responses:

- a. **Do Not Sound Fire Alarm System.** EVACUATE the building using the public address system. Using the Emergency Response Team, alter the evacuation route for those classes that must pass through the leak or are downwind of the leak.
- b. Notify District Superintendent (794-7700 ext. 70910).
- c. Notify the Director of Building and Grounds (794-7289 ext. 76900).
- d. After evacuation, position all students and staff up wind of the leak.
- e. Resume, curtail or cease school operations as advised by Fire Department or Police. If it is necessary to send students home, follow EVACUATION procedures.

Hazardous Materials – On Site Response Plan

Sequential Response Actions:

1. Person Discovering the Spill Will Do the Following:

- a. Upon discovery or detection of any spill of a hazardous material, chemical or petroleum product, the immediate room or area must be EVACUATED.
- b. Notify School administrator and describe the incident and location. (If he or she is not available, refer to the "Chain of Command Roster").
- c.

2. Administrator in Charge Will do the Following:

- a. Notify the District Superintendent (794-7700 ext. 70910), Director of Building and Grounds (794-7289 ext. 76900).
- b. Notify fire and emergency medical services by dialing **911**. Then call NYS Department of Environmental Services (hotline 1-800-457-7362).
- c. Based on advice of the Fire Department, determine if further action is required.
- d. If evacuation is required, notify staff and students to EVACUATE using the **fire alarm procedure**. Ensure evacuation route does not go through the spill area.
- e. Decide when incident is over and give "**all clear**". Consult with Police if applicable. All staff and students should return to classrooms. Conduct an accountability check, and resume normal operations.
- f. Resume, curtail or cease school operations as advised by Fire Department or Police. If it is necessary to send students home, follow EVACUATION procedures.

Hazardous Spill – Off Site Response Plan

Sequential Response Actions:

1. Person Receiving Notification Will Do the Following:

- a. Upon receiving notification of hazardous spill or release off site, notify the School Administrator and describe the incident and location (If he or she is not available, refer to “chain of command” roster).

2. Administrator in Charge Will Initiate the Following Responses:

- a. Notify District Superintendent (794-7700 ext. 70910), the Director of Building and Grounds (794-7289 ext. 76900).
- b. Follow the directions of the County Emergency Management Office, Local Fire Chief or Police.
- c. In the event that “**SHELTER-IN-PLACE**” procedures are initiated, close off outside air intakes and curtail outside activities as directed by officials noted in item B.
- d. If evacuation is recommended, follow EVACUATION procedures.
- e. When notified incident is over, give “**all clear**”. Staff and students should return to classrooms, conduct an accountability check and resume normal operations.

NOTE: The district has worked with local fire officials to determine any potential hazardous waste sites. We have been informed that because of the very rural nature of the district there are no identified potential hazardous sites. We will continue to review potential sites with local officials.

Anthrax/Biological Threat Response Plan**Sequential Response Actions:**

- 1. Person Receiving A Letter or Package Known or Suspected to Contain Anthrax or other Biological Agent or Written Threat Related to Such Will Do the Following:**
 - a. Do not leave the room/office where package is opened.
 - b. Do not let any room/office occupants leave after package is opened.
 - c. Immediately shut all doors, windows, vents, etc. and turn off HVAC to area.
 - d. Do not allow anyone to enter the area.
 - e. Use the Intercom or in-house communications system to inform the School Administrator (if he/she is not available, refer to the "Chain of Command Roster").

- 2. The Administrator in Charge Will Initiate the Following Responses:**
 - a. Contact the District Superintendent, 794-7700 ext. 70910, Monticello Police Dept., 794-4422, The County Emergency Manager - 911, and inform them of the Anthrax threat.
 - b. **Do not initiate an evacuation or make announcement of the emergency.** However, an announcement should be made to hold all students and staff in their present location until further notice ("**SHELTER-IN-PLACE**").
 - c. Isolate/lock down all entrances and exits and post monitors at each point to prevent unauthorized entry/exit.
 - d. If evacuation is necessary, administration, law enforcement and emergency services will determine the need, extent and time frames.
 - e. If incident is determined to be a hoax, make announcement to resume normal activities.

Food Poisoning Response Plan

Sequential Response Actions:

1. Person Suspecting Food Poisoning Will Do the Following:

- a. Notify the Administrator in Charge (refer to the "Chain of Command Roster").

2. The Administrator in Charge Will Initiate the Following Responses:

- a. Notify District Superintendent of all actions to be taken.
- b. Notify the **school nurse** who will:
 - i. determine emergency response and notification.
 - ii. provide medical attention to affected persons and contact parents of students needing emergency attention.
 - iii. request emergency assistance, if necessary.
 - iv. contact the Department of Health, if necessary.
 - v. examine and interview ill persons and record signs and symptoms.
 - vi. notify parents, if appropriate.
- c. Notify the **Head of Food Service** who will:
 - i. close food service operation, if appropriate.
 - ii. gather sample of suspicious foods (either in original container or a clean container).
 - iii. label food samples and refrigerate.
 - iv. where possible, identify individuals who ate common foods.
- d. Dismiss early, if needed.
- e. Obtain Board of Health clearance to resume food service.

Medical Emergency Incident Response Plan

Sequential Response Actions:

1. Person Who Witnesses A Medical Emergency Will Do the Following:

- a. Stay with the victim.
- b. Summon the school nurse by phone, emergency call button or by sending someone to the office.
- c. **Do not leave the victim alone, unless briefly to summon the nearest help.**

2. The person with the victim prior to nurse's arrival will:

- a. Remain calm.
- b. Use universal precautions.
- c. Have someone retrieve the Automated External Defibrillator (AED)
- d. "Think Safety" for students, staff and the victim.

3. The nurse in charge will:

- a. Notify the School Administrator.
- b. Determine the severity of the medical emergency and implement necessary care.
- c. Initiate a HOLD-IN-PLACE Procedure, if necessary.
- d. Notify the ambulance (or designate someone to do that), if necessary.
- e. In a timely manner, the building administrator will notify the Superintendent.
- f. In a timely manner, nurse will notify at the direction of the administrator: Parents, guardians and/or closest relative (from school/employee records).
- g. Complete necessary report. If AED was used, contact Sullivan County BOCES Health and Safety Office for assistance with AED reporting.

School Vehicle Accident Response Plan

Sequential Response Actions:

1. Person Receiving Notification Will Do the Following:

- a. Upon receipt of notification of a motor vehicle accident, the following information should be gathered from the caller:
 - i. Location of the accident.
 - ii. Number of injured persons, if any?
 - iii. Have emergency medical services been called? If no, call immediately!
 - iv. Has local police or sheriff been notified?
 1. Notify Appropriate Law Enforcement Officials by **dialing 911** in addition to:
 - a. Monticello Police: 794-4422
 - b. Sheriff: 794-7100
 - c. State Police: 292-6600 or 888-2681
 - v. Are victims being transported to hospital? If yes, which hospital(s)?
- b. Notify the Following:
 - i. Administrator in charge, or
 - ii. Follow chain of command.

2. Administrator in Charge Will Initiate the Following Responses:

- a. Notify Superintendent (794-7700 ext. 70910).
- b. Notify the appropriate school principal.
- c. Superintendent will send the Director of Transportation to assist at the accident site Incident Command Post wearing school district identification on clothing.
- d. The School Nurse should be available to communicate with emergency personnel to provide pertinent student information. If at all possible (pending weather conditions, transportation availability, and business hours) the school nurse is to be on site of the accident
- e. After the arrival of EMS services, the role of the school nurse is to communicate with building/district personnel and to provide documentation as per district procedures.
- f. Note: EMS acts as primary medical services once they have arrived on scene.
- g. Monitor the situation through Fire and Law Enforcement official or the school representative on the scene.
- h. Gather the following information as ACCURATELY as possible:
 - i. Number of injured students and staff
 - ii. Names of injured students and staff
 - iii. Hospital(s) injured will be transported to
- i. At the superintendent's direction, notify the parents, legal guardian or spouse(s) of the injured as soon as possible.
- j. If deemed necessary by the superintendent, initiate the media notification plan.
- k. Maintain communications with emergency services and hospital for current status of the accident scene and patient condition. Relocate uninjured students to shelter as quickly as possible if inclement weather.
- l. After consultation with the Superintendent, activate the Critical Incident Stress Management (CISM) counseling team as needed.
- m. When the emergency services and local law enforcement agencies terminate the incident, resume normal operations.

Loss of Utilities Response Plan

Sequential Response Actions:

1. Person Receiving Notification Will Do the Following:

- a. Upon receipt of notification of loss of utilities, e.g., electricity, water, heat, notify the School Administrator.

2. Administrator in Charge Will Initiate the Following Responses:

- a. Notify the Superintendent (794-7700 ext. 70910).
- b. Notify the Director of Building and Grounds (794-7289 ext. 76900).
- c. Utilize all back-up services, e.g., generators, water tankers, portable heaters.
- d. Call local utilities (NYSEG, Orange & Rockland) or local Department of Public Works (appropriate town/village) for estimated time services restored.
- e. If evacuation is recommended, institute early dismissal procedures and notifications.
- f. Re-locate students and staff with special needs to off-site sheltering where services are operating.
- g. Supply staff, students and kitchen facilities with potable water.
- h. Supply staff, students with blankets and/or extra clothing when severe cold weather conditions are present and heat is lost.
- i. Monitor situation with Supervisor of Buildings and Grounds.
- j. If deemed necessary by the superintendent, initiate the media notification plan for school closure or return of staff and students to resume normal operation.

Suspicious Package (Explosive) Response Plan

Note: For suspected Anthrax/Biological Agent Package, see Anthrax Section

Sequential Response Actions:

1. Person Who Received Detects a Suspicious Package Will Do the Following:

- a. Do not use cellphone or other electronic devices
- b. As discretely and quietly as possible, leave the area where the package is located.
- c. Do not let anyone enter the area.
- d. Use the intercom or in-house communication system to inform the School Administrator (if he/she is not available, refer to the "Chain of Command Roster").

2. The Administrator in Charge Will Initiate the Following Response:

- a. Contact the District Superintendent (794-7700 ext. 70910), and Police, (794-4422).
- b. Do not initiate an evacuation or make announcement of the emergency. However, an announcement should be made to hold all students and staff in their present location until further notice (**"HOLD-IN-PLACE"**).
- c. If evacuation is necessary, administration, law enforcement and emergency services will determine the need, extent and time frame.
- d. If incident is determined to be non-hazardous, make announcement to resume normal activities.

Suicide Response Plan

Sequential Response Actions:

1. Person Who Discovers A Suspected Suicide Victim Will Do the Following:

- a. Stay with the victim.
- b. Summon a School Administrator and School Nurse by phone, emergency call button or by sending someone to the office.
- c. Remove any items that are a threat
- d. Do not leave the victim alone, unless briefly to summon the nearest help.**

2. The person with the victim prior to the Administrator and Nurse's arrival will:

- a. Remain as calm as possible. Maintain neutral demeanor
- b. Isolate and secure the area.

3. Administrator in Charge Will Initiate the Following Response:

- a. Notify the District Superintendent (794-7700 ext. 70910) AND:
- b. **Call 911** to request Police/Ambulance service.
- c. Initiate a **"HOLD-IN-PLACE"**.
- d. Make notification to parent or guardian.
- e. DO NOT state that a suicide/suicide threat has occurred; this is a medical determination.
- f. When Law Enforcement Officials arrive they will take over the situation
- g. Notify the School Response Team/Crisis Committee to determine the best course of action.
- h. Debriefing

Pandemic Influenza Outbreak/Long-term Closing of School

Note: A Pandemic Flu outbreak differs from other emergency responses as it does not occur suddenly but over an extended period of time. Staff should be trained in recognizing the beginnings of a flu outbreak such as excessive absenteeism or a large number of people reporting flu-like symptoms (coughs, headaches, fevers, etc).

Most likely, notification of a pandemic flu outbreak will be reported by the Sullivan County Department of Health. In the event a flu epidemic does occur, schools will likely be closed for an extended period of time, possibly weeks or months. Some actions to be taken before, during and after a flu epidemic are as follows:

PRE-EVENT

- Work with county health department to implement effective infection prevention policies and procedures that help limit the spread of influenza (e.g. promotion of hand hygiene, cough/sneeze etiquette, etc.)
- Provide sufficient infection prevention supplies, such as soap, waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
- Establish policies and procedures for students and staff sick leave absences unique to a pandemic event (e.g.: non-punitive, liberal leave). Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.

AFTER DECLARATION OF A PANDEMIC INFLUENZA EVENT

- State Education Department may direct district to close all schools. County Health Officials or Superintendent may also implement short term closing if deemed necessary.
- If schools are in session, arrange for transportation of students to their homes. Anyone exhibiting flu-like symptoms should be transported separately to prevent disease transmission on busses.
- If schools are expected to be closed for an extended period of time, teachers should be allowed into school on limited basis to prepare material to be sent to their students or computer based lessons.

POST-EVENT ACTIONS (Reopening Schools)

- State Education Department will determine when it is safe to reopen schools
- Prior to school reopening, janitorial staff shall clean and disinfect likely sources of residual contamination such as sinks, toilets, door knobs, etc and ensure all trash has been removed and new liners are in all trashcans.
- If school was used for emergency care (i.e. field hospital, triage site, etc), the ENTIRE facility will need to be professionally cleaned.
- Pandemic flu outbreaks are likely to cause significant fatality levels. Counselors should be available after students return to school for anyone who suffered a loss.

ARMED STUDENT / INTRUDER
(Known or suspected to be armed)

Sequential Response Actions:

NOTES:

- **DO NOT CONFRONT THE PERSON.**
- **IT IS OKAY TO LET THE PERSON ESCAPE OUT OF AND AWAY FROM THE SCHOOL.**

1. Person Who Discovers A Student or Intruder Armed Will Do the Following:

- a. Notify the Building Administrator and describe the incident and location ASAP.
- b. Obtain a physical and clothing description.
- c. Identify the person, his/her location and where the weapon is. If the student is known, get personal contact information for the armed individual/intruder to the main office ASAP.

2. Administrator or Appropriate Personnel Will Initiate the Following Response:

- a. Initiate a LOCKDOWN.
- b. **Call 911** with perpetrator's physical and clothing description as well as location. Description of weapon, if possible.
- c. Call District Superintendent at 794-7700 Ext 70910. He/she will notify the other schools in the district.
- d. Call BOCES Health and Safety at 295-4028, they will notify other schools in the county.

Downed Power Lines Response Plan

Sequential Response Actions:

1. Person Discovering The Downed Power Lines Will Do the Following:

- a. Notify the School Administrator.

2. Administrator in Charge Will Initiate the Following Responses:

- a. **DO NOT TOUCH OR DISTURB POWERLINE, SECURE AREA.**
- b. **MOVE EVERYONE TO A MINIMUM SAFE DISTANCE.**
- c. **Call 911.**
- d. Call District Superintendent's Office at: 794-7700 Ext 70910.
- e. Call BOCES Health and Safety at 295-4028.
- f. Assign someone to meet Emergency Personnel and help direct them to scene.
- g. Report to Emergency Responders at Command Post.

Section IV: Communication with Others

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

1. We have contacted the local emergency services agencies for support and assistance, have include their representatives on our safety planning teams, provided them with pertinent information (ex. School maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the MCSO 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 Sullivan County BOCES and other county and regional mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the police 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.

B. 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 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 are listed below.

Government Official	Name	Phone Number
Emergency Mgmt. Coord.	Jesse Morrill	295-4028
Town Official (Thompson)	William Rieber	794-2500
BOCES Official	TBA	295-4016
Village Official	Douglas Solomon - Mayor	794-6130
Hazmat Coord.	Michael Bastone	796-6722
Public Safety Comm.	Richard Martinkovic	794-3000, Ext. 3100

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

The MCSO will notify other schools within our jurisdiction about potential or existing emergency situations that may have an 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.

1. The Superintendent or his designee shall inform all educational agencies within the educational system boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the district, 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.

D. Dealing with the Media Response Plan

In today's world, the news media might arrive at a school crisis situation at the same time or before the police. It is important for school personnel to know their rights in dealing with the media, as well as the media's needs and expectations, to prevent them from exacerbating the situation. Typically, effective media relations requires the district's communications office to work with a designated spokesperson (i.e., district or school administrators). This spokesperson will be the sole voice of the district and will provide factual, timely, relevant information to the media who, in turn, will keep the public updated as the situation unfolds. The communications office will manage the media's presence on the scene during an extended emergency situation. Most news people are sensitive in reporting emergencies that occur in school settings and are interested in doing a reputable job. The following suggestions will promote clear communications with the media:

- Identify a single information source. For assistance, call the communications office at ext. 70531.
- Direct media representatives to one area (off campus) where briefings can take place.
- Insist that reporters respect the privacy rights of students and staff.
- Delay releasing information until facts are verified and the school's position is clear.
- Prepare statements about the situation in advance to read (avoid ad-libbing).
- Take initiative with news media and let them know what is or is not known about the situation.
- Issue statements and/or answer questions within limits of confidentiality.
- Don't try to "kill" a story; don't say "no comment"; don't speculate; don't try to blame.
- Maintain unified position and message; keep messages concise, clear, and consistent.
- If death is involved, consult with deceased student/staff member's family before making a statement.
- Instruct all employees to refer all information and questions to the communications office.
- Advise students and staff of the school's media policy before an incident occurs.
- Remind employees that only a designated spokesperson is authorized to talk with news media.
- If there is involvement with a criminal case, work in conjunction with law enforcement spokesperson.
- Emphasize school's/district's good record.
- Speak to reporters in plain English. Avoid jargon or highly technical (educational) terms.
- Contact district officials to keep them regularly updated.
- Assign sufficient staff to handle phones and keep a log of calls and personal contacts.
- At conclusion of event, express appreciation to all persons who helped handle the emergency.

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:
 - i. Superintendent or his/her designee decides on an early dismissal.
 - ii. Transportation Director is notified to supply busses.
 - iii. Building administration are informed.
 - iv. Staff and students are informed of closing by building administration.
 - v. Parents are notified of early dismissal through School Messenger via central administration and media contacts (radio stations).

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. Policies and 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 via local media. Students will be taken home or to a 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.
3. Lists of alternative sheltering sites are located in Appendix 9.

SECTION V: Preventive and Intervention Strategies

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

1. MCSO has 2 School Resource Officers (1 SC Sherriff and 1 MPD).
2. Each school shall maintain a single point of entry system, visitor and vendor sign-in procedure, and maintain appropriate security and surveillance devices.
3. MCSO has building monitors/safety staff in the secondary and elementary buildings (where appropriate) who are used to but are not limited to monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, check restrooms and perform other safety/security related duties as needed. The monitors/safety staff are under the supervision of the building principals.

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 District's 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 curriculum and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars, a staff and parent school safety handbook, on-line safety guide and school safety web bibliography, and other media.

C. Appropriate Prevention and Intervention Strategies:

1. Code of Conduct - Students, Staff, Visitors
 - i. MCSO is committed to providing a safe and orderly school environment where students will receive and staff will deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and visitors is essential to achieving this goal.
 - ii. MCSO has a set of expectations for conduct on school property and school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, personal responsibility and integrity.
 - iii. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board has adopted a **Code of Conduct**. The **Code of Conduct** includes a zero tolerance policy toward guns in school as prescribed by the Gun Free School Act.
 - iv. This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. A copy of the code is given to each staff member, parent and student if appropriate given the student's age (a summary for younger students) starting with the 2001-02 school year and every subsequent year.
 - v. This **Code of Conduct** is reviewed annually.

2. Collaborative agreements with state and local law enforcement officials have been established and are designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations.
3. Mediation services are available at both the high school and middle school.
4. Social workers are employed to assist at-risk students and do home visits.
5. Non-violent conflict resolution training programs are available.
6. There is a student hotline and anonymous reporting system.
7. Monthly staff meetings are held to update safety policy and procedures.
8. Procedures relating to building security including utilization of staff and security equipment include the following.
 - i. All district schools have night alarm systems.
 - ii. All staff have picture ID cards.
 - iii. The district has the following security equipment in place.
 - iv. Surveillance cameras
 - v. Keypad entry system
 - vi. Dignity Act protocol review

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

1. MCSO wants to establish a climate that encourages and enables students to confidentially report threats and acts of violence. We believe that open communication between parents, students, and staff is the best way to ensure school safety.
2. Our objective is to improve communication. We encourage open communication with staff (teachers, guidance counselors, administrators, social workers and other adults in the school) so that students may report to some adult without fear of reprisal when they believe their safety and the safety of others is at risk. We will always protect the student's confidentially whenever that is feasible.
3. When a report is received, the adult receiving the information will report it to the school administrator. The school administrator or designee will review the report and determine the appropriate action. Schools conduct their own investigation on the report.
4. As in any complaint, they try to find out who is involved, how serious it is, if there were any witnesses, etc.
5. May use:
 - i. Youth-run programs
 - ii. Peer mediation
 - iii. Conflict resolution

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

1. All school employees are subject to fingerprinting and security screening as specified by state education law. Additionally, a description of hall monitors duties has been developed and training provided under the direction of the building principal and SRO.

Appendix 1 – Listing of Schools, Contacts & Contact Numbers

School	Address	Telephone	Principal	Student Population	Grades	Staff #
Emma C. Chase Elementary School	28 Pennsylvania Ave. Wurtsboro, N.Y. 12790	845-888-2471	William Frandino	316	K-5	58
George L. Cooke Elementary School	69 Richardson Ave. Monticello, N.Y. 12701	845-794-8830	Sandra Johnson-Fields	611	K-5	99
Kenneth L. Rutherford (K.L.R.) Elementary School	26 Patricia Place Monticello, N.Y. 12786	845-794-4240	Michelle Knowlton	449	K-5	93
Robert J. Kaiser Middle School	45 Breakey Ave. Monticello, N.Y. 12701	845-796-3058	Nicholas Millas – 8/16/16 start date	631	6-8	128
Monticello High School	39 Breakey Ave. Monticello, N.Y. 12701	845-794-8840	Stephen Wilder	881	9-12	163
Monticello CSD Administration Building	237 Forestburgh Road Monticello, N.Y. 12701	845-794-7700	Catherine Addor	NA	NA	NA
Monticello CSD Transportation Dept.	153 Forestburgh Road Monticello, N.Y. 12701	845-794-2120 or 845-794-8570	Helen Herbert	NA	NA	NA

Appendix 2 – Chain of Command

Chain of Command:

Each School Level Plan will include a chain of command roster that indicates the order Monticello CSD Administrators should be contacted should an emergency occur. The first administrator who is contacted becomes the Administrator in Charge.

- Any outside agency called by the school/district will be the lead agency from the time they arrive.
- When an emergency occurs, the Administrator in Charge will immediately call the District Superintendent, (794-7700 ext. 70910).
- If he/she is unavailable, call the Assistant Superintendent for School Administration (794-7700 ext. 70928) or the Assistant Superintendent for Business (794-7700 ext. 70525).

Emergency Contacts and Phone Numbers:

MCSO has developed an emergency management plan along with specific procedures to follow should an emergency occur. A copy of the plan is located in each of the school offices. The following contacts and phone numbers may be useful: **911 may be used for ambulance, fire or police.**

Agency	Contact	Phone
Monticello Police	Chief Robert Mir	794-4422
Monticello Police	Detective Michael Davis	794-4422
Sullivan County Sheriff	Sheriff Michael Schiff	794-7100
NYS Police, Liberty	Dispatcher	292-6600
NYS Police, Mamakating	Dispatcher	888-2681
Thompson Town Gov't	Supervisor William Rieber	794-2500x 4
Thompson Highway	Richard Benjamin	794-5560
Thompson Water/Sewer	William Culligan	794-5280
Monticello Village Gov't	Douglas Solomon - Mayor	794-6130
Monticello Fire Dept	Chief – Ray Stevens	794-6630
Bethel Town Gov't	Supervisor Daniel Sturm	583-4350x 12
Bethel Highway	Patrick Cunningham	583-4460
Bethel Water/Sewer	Michael Collins	583-5810
Mamakating Town Gov't	Supervisor William Hermann	888-3000
Mamakating Highway	Riley Buddy Platt	888-3033
Wurtsboro Water Dept	Village Office	888-2522
Wurtsboro Fire Dept	Dispatcher	911
Ambulance	Dispatcher	911
Risk Management	Monica Brennan	807-0475
Public Safety Commissioner/All County-wide Disasters	Richard Martinkovic	807-0508
Monticello CSD Physicians	Dr. Amarjit Gill	791-8700
SRO Officers: SC Sheriff	Sergeant Crumley, Deputy Ionta	794-7100 *1
SRO Officer: MPD	Officer Cavello	794-8840 x10522

Appendix 3 – List of District Safety Team

The District-wide Safety Team is facilitated by the Asst. Superintendent for School Administration. It consists of representatives of teachers, administrators, parents, and school safety personnel and other necessary parties. Names and their positions or affiliations are as follows:

Name	Title/Role
Addor, Catherine	Asst. Superintendent for School Administration
Calvello, John	SRO – MPD
Crumley, Cheryl	SRO – SC Sheriff
Failla, Lisa	Assistant Superintendent for Business
Gallet, Virginia	Assistant Principal Chase
Herbert, Helen	Director of Transportation
Ionta, Rose	SRO – SC Sheriff
Knowlton, Michelle	Principal/K.L.R. Elementary School
Kozachuk, Sara	Asst. Principal/R.J.K. Middle School
Law, Dennis	Teacher/Chase Elementary School
Mangus, Tammy	Superintendent of Schools
Lowe, Michael	Sgt/Monticello Police Department
Marcellino, Roe	Attendance Officer
Millas, Nicholas	Principal/R.J.K. Middle School
Mir, Robert	Monticello Police Chief
Morrill, Jesse	Health and Safety Coordinator/BOCES
Murphy, Doug	Asst. Principal/K.L.R. Elementary School
Oldfield, Daniel	Sgt/Monticello Police Department
Pagan, Alyssa	Public Relations
Romano, Rosemarie	Assistant Principal/Cooke Elementary School
Rosenberg Schoonmaker, Hildy	Community Member
Rossitto, Shelley	Exec. Director of Instructional Tech. and Staff Dev.
Travis, John	Director of Facilities and Plant Operations
Wilder, Stephen	Principal/High School
EMS	TBD
Fire Department	TBD

Appendix 4 – List of School Emergency Response Teams

High School: Emergency Response Team		
Name	Position	Role
Stephen Wilder	Principal	Facilitator
Christopher Palmer	Assistant Principal	Security Coordinator
Nelson Quinones	Safety Staff	Internal Communications
Sheryl Manz	Guidance	External Communications
Josef Seidl	Guidance	Student Services Liaison
Deb Cahill	Secretary	Recorder
Robyn Boardman	Assistant Principal	Crisis Processor
Tammy Mangus	Superintendent	Public Information (Media)
TBD	School Nurse Teacher	Other – Medical Assistance
John Calvello	SRO	Law Enforcement
Annette Rasmussen	Social Worker	Student Services Liaison

R. J. K. Middle School: Emergency Response Team		
Name	Position	Role
Nicholas Millas – 8/16/16 start date	Principal	Facilitator
Dr. Jason Doyle	Assistant Principal	Security Coordinator
Sara Kozachuk	Assistant Principal	Crisis Processor
Debbie Heins	Attendance	Internal Communications
Marc Gittleman	Administrative Intern/Teacher	External Communications
Jennifer Ducey	Guidance	Parent Liaison
Joseph Salthouse	Safety Staff	Student Services Liaison
Ray Cipriano	Safety Staff	Student Services Liaison
Rebecca Perez	Secretary	Recorder
Tammy Mangus	Superintendent	Public Information (Media)
Sara D’Andrea	School Nurse	Other – Medical Assistance
John Cavello	SRO	Law Enforcement

Cooke Elementary School: Emergency Response Team		
Name	Position	Role
Sandra Johnson-Fields	Principal	Facilitator
S. Johnson-Fields/Ken Knapp	Principal/Custodian	Security Coordinator
Julia Serrano	Librarian	Internal Communications
Roseann Green	Teaching Assistant	External Communications
Nicki Wells	Teacher	Parent Liaison
Elisa Mendels	SEW Instructor	Staff Services Liaison
Linda Wertheim	Psychologist	Student Services Liaison
Maureen Stancage	Secretary	Recorder
Rosemarie Romano	Assistant Principal	Crisis Processor
Tammy Mangus	Superintendent	Public Information (Media)
Kelly Ketcham	School Nurse	Medical Assistance
Rose Ionta	SRO	Law Enforcement

K. L. R. Elementary School: Emergency Response Team		
Name	Position	Role
Michelle Knowlton	Principal	Incident Commander/Facilitator
Doug Murphy	Asst. Principal	Backup Facilitator/Security
Mike Cordisco/Michelle O'Sullivan	Teacher	Internal Communications
Karen Ferentinos/TBA	Teacher	External Communications
Erin Mentnech/TBA	Teacher	Parent Liaison/Communication
Mary Reed/TBA	Teacher	Student Liaison
Brian Caruso/Terece Seitel	Teacher	Staff Liaison
Doug Murphy/Brian Caruso	Admin/Teacher	Processors
Herminia Santos	Custodian	Safety/Facility
Harriet Dever	Psychologist	Student Care
Tammy Mangus	Superintendent	Public Information (Media)
Michelle Rosenstein	School Nurse Teacher	Medical
Joan Cerrone	Secretary	Recorder/Documents/Records
Cindy Bright	Teacher	Other
Rose Ionta	SRO	Law Enforcement

Chase Elementary School: Emergency Response Team		
Name	Position	Role
William Frandino	Principal	Facilitator/Recorder
Virginia Gallet	Assistant Principal	Backup Facilitator/Security
Ann VanEtten	Teacher	Internal Communications
Ann VanEtten	Teacher	External Communications
Jacqueline Frey	Social Worker	Student Support
Eileen Kolaitis	Teacher	Communications
Kelly Madsen	Secretary	Crisis Processor
Tammy Mangus	Superintendent	Public Information (Media)
Susan Poli	School Nurse	Other- Medical Assistance
John Moul	BoE Member	Other
Any Biro	Building Security	Security
Dan Reiley	Wurtsboro Fire Chief	Safety
Rose Ionta	SRO	Law Enforcement

Appendix 5 – List of Post Critical Incident Response Teams

High School: Post Critical Incident Response Team		
Name	Position	Role
Stephen Wilder	Principal	Facilitator
Christopher Palmer	Assistant Principal	Security Coordinator
Robyn Boardman	Assistant Principal	Crisis Processor
Nelson Quinones	Safety Staff	Internal Communications
Sheryl Manz	Guidance	External Communications
Annette Rasmussen	Social Worker	Parent Liaison
Josef Seidl	Guidance	Student Services Liaison
Deb Cahill	Secretary	Recorder
Tammy Mangus	Superintendent	Media
TBD	School Nurse Teacher	Other – Medical Assistance
John Calvello	SRO	Law Enforcement

R. J. K. Middle School: Post Critical Incident Response Team		
Name	Position	Role
Nicholas Millas	Principal	Facilitator
Dr. Jason Doyle	Assistant Principal	Security Coordinator
Sara Kozachuk	Assistant Principal	Backup Facilitator/Security
Debbie Heins	Attendance	Internal Communications
Debbie Heins	Attendance	External Communications
Marc Gittleman	Teacher	Parent Liaison
Joseph Salthouse	Safety Staff	Security
Ray Cipriano	Safety Staff	Security
Rose Ionta	SRO	Law Enforcement
Jennifer Ducey	Guidance	Student Services Liaison
Becky Perez	Secretary	Recorder
Tammy Mangus	Superintendent	Media
Sara D’Andrea	School Nurse	Other – Medical Assistance
Karen Warden	Psychologist	Mental Health
Deena Tanzman	Guidance	Student Services Liaison

Appendix 5 – List of Post Critical Incident Response Teams (continued)

Cooke Elementary School: Post Critical Incident Response Team		
Name	Position	Role
Linda Wertheim	Psychologist	Mental Health
Regine Fontaine	Social Worker	Mental Health
TBD	Social Worker	Mental Health

K. L. R. Elementary School: Post Critical Incident Response Team		
Name	Position	Role
Harriet Dever	Psychologist	Mental Health
TBD	Social Worker	Mental Health
Jamie Bury	Social Worker	Mental Health

Chase Elementary School: Post Critical Incident Response Team		
Name	Position	Role
William Frandino	Principal	Mental Health
Virginia Gallet	Assistant Principal	Mental Health
Kelly Madsen	Bldg. Secretary	Communication

Appendix 6 – List of Medical Response Teams

High School: Medical Response Team		
Name	Position	Role
TBD	School Nurse Teacher	Medical Assistance
TBD	Health Assistant	Medical Assistance
Deb Cahill	Secretary	AED/EMT
All Coaches	Coach	CPR/AED

R. J. K. Middle School: Medical Response Team		
Name	Position	Role
Sara D’Andrea	School Nurse/Teacher	Medical Assistance/AED
Jody Russell	Health Assistant	Medical Assistance
Dr. Gill	District Physician	Medical Assistance
All Coaches	Coach	CPR/AED

K. L. R. Elementary School: Medical Response Team		
Name	Position	Role
Michelle Rosenstein	School Nurse Teacher	Medical Assistance
Lorraine Gervais-Jones	Health Assistant	Medical Assistance
Dr. Gill	District Physician	Medical Assistance
Brian Caruso	Physical Ed./Coach	CPR/AED

Chase Elementary School: Medical Response Team		
Name	Position	Role
Susan Poli	School Nurse	Medical Assistance
Dr. Gill	District Physician	Medical Assistance
Tami Coney	Physical Ed. Teacher	CPR/AED
Patricia Yorks	A.I.S. Teacher	CPR/AED

Cooke Elementary School: Medical Response Team		
Name	Position	Role
Kelly Ketcham	School Nurse	Medical Assistance
Cherie Degraw	Health Assistant	Medical Assistance CPR/AED
Dr. Gill	District Physician	Medical Assistance

Appendix 7 – List of Hazardous Sites

Note: Hazardous Site Appendix has been moved to individual Building-level School Safety Plans.

Appendix 8 – List of Emergency Supplies, Equipment, and Communication Devices

High School: List of Emergency Supplies, Equipment, and Communication Devices

1. Medical Supplies

- a. “Gotta-Go Bags”: located in the main office, guidance office and nurses office.
- b. First Aid Kits
- c. Medical Supplies: located in Nurse’s office.
- d. Blankets: Located in Nurse’s office.

2. Medical Equipment

- a. Wheel Chair (1): located in the Nurse’s office.
- b. Stretchers: one stair chair.
- c. AED (5): located in the hall, one in the Gym and three in A.D. Room.

3. Communication Devices

- a. Walkie-talkies (28)
- b. Cellular phones
- c. Fax machines (2): one located in main office (794-8133) to be used as dedicated phone line if the phone system is down and one in guidance (796-7007).

Middle School: List of Emergency Supplies, Equipment, and Communication Devices

1. Medical Supplies

- a. “Gotta-Go bags” (1): located in the Nurse’s office.
- b. First Aid Kits (3): located in Nurse’s office.
- c. Medical Supplies: located in Nurse’s office.
- d. Blankets (3): located in the Nurse’s office.

2. Medical Equipment

- a. Wheel Chairs (2): located in the Nurse’s office.
- b. Stretcher (1): located in the Nurse’s office.
- c. AED (1): located in the hall by Nurse’s office.

3. Communication Devices

- a. Walkie-talkies (10)
- b. Fax machines (3): one located in the guidance office (796-3096), and Main Office (796-3099) to be used as dedicated phone line if the phone system is down.
- c. Dedicated phone line (1): located in the principal’s office (796-5081).

Appendix 8 – List of Emergency Supplies, Equipment, and Communication Devices (continued)

K.L. R. Elementary School: List of Emergency Supplies, Equipment and Communication Devices

1. Medical Supplies

- a. “Gotta-Go Bags” (1): located in the Nurse’s office.
- b. Medical supplies: located in Nurse’s office.
- c. Blankets: located in Nurse’s office.

2. Medical Equipment

- a. Wheel Chair (1): located in Nurse’s office.
- b. Stretchers: none.
- c. AED (1): located outside Nurse’s office.

3. Communication Devices

- a. Walkie-talkies (10): located throughout the building.
- b. Fax Machine (1): located main office (794-5137) to be used as dedicated phone line if the phone system is down.
- c. Bullhorn: located in go to bag.
- d. Dedicated phone line (1): (796-5082).

Chase Elementary School: List of Emergency Supplies, Equipment and Communication Devices

1. Medical Supplies

- a. “Gotta-Go Bags” (1): located in the Nurse’s office.
- b. Medical supplies: located in the Nurse’s office.
- c. Blankets: located in the Nurse’s office.

2. Medical Equipment

- a. AED (1): located outside Nurse’s office.
- b. Wheel Chair (1): located in Nurse’s office.

3. Communication Devices

- a. Walkie-talkies (12): located throughout the building.
- b. Bullhorn (1): located in the gym.
- c. Fax Machine (1): located in the main office (888-2029) to be used as dedicated phone line if the phone system is down.
- d. Dedicated Phone Line (1): (888-2029).

Appendix 8 – List of Emergency Supplies, Equipment, and Communication Devices (continued)

Cooke Elementary School: List of Emergency Supplies, Equipment, and Communication Devices

1. Medical Supplies

- a. “Gotta-Go Bags”: located in Nurse’s office.
- b. Medical Supplies: located in Nurse’s office
- c. Blankets: located in Nurse’s office.

2. Medical Equipment

- a. Wheel Chair (1) – located in the nurses office bathroom.
- b. Stretcher (0)
- c. AED (1): located outside nurse’s office.

3. Communication Devices

- a. Walkie-talkies (9): located throughout the building.
 - i. 1 in nurses office
 - ii. 2 at each end of the hallways
 - iii. 100 and 300 wing for fire drill purposes
- b. Bullhorn (2): located in the main office
- c. Fax Machine (1): located in main office (794-8854).
- d. Dedicated Phone Line: (794-8854).

“Gotta-Go Bags”

- “Gotta-Go Bags” are school emergency bags that are filled with supplies that you may need to have or take with you in an emergency. A minimum of two bags should be kept in each school. The bags should be kept in different locations in the school in the event that one location is not accessible. It is also a good idea to keep a bag at an outside location such as, in an evacuation site.
- There are school level “gotta-go bags” and district level “gotta-go bags”. The bag should be updated periodically, to make any necessary changes or replacements.
- The following is a list of basic items schools and districts may need to include in the bags:

School Level Supplies:

<ul style="list-style-type: none"> <input type="checkbox"/> Student Register with parent emergency numbers. <input type="checkbox"/> List of students with custody limitations <input type="checkbox"/> Teacher/Employee roster <input type="checkbox"/> Teacher schedules <input type="checkbox"/> School Emergency plan <input type="checkbox"/> Building floor plans – Not the blueprints, the internal layout with rooms numbered. (10 copies – to give to agencies responding to an incident. <input type="checkbox"/> Exterior school ground maps – 5 copies <input type="checkbox"/> Map of local area <input type="checkbox"/> Cellular phones – consider battery charging / power adapters. <input type="checkbox"/> Emergency phone numbers <input type="checkbox"/> Bull horn(s) <input type="checkbox"/> Portable radios <input type="checkbox"/> Master keys to building – 2 sets, minimum <input type="checkbox"/> Pens and pencils <input type="checkbox"/> First aid supplies <p>Things you may need that won't be stored in the “Gotta-go bag”:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student medications <input type="checkbox"/> Teacher/employee daily attendance record <input type="checkbox"/> Student daily attendance record 	<ul style="list-style-type: none"> <input type="checkbox"/> Student tracking forms – carbonless system where the teacher/employee can record the students with them <input type="checkbox"/> Index cards and note pads <input type="checkbox"/> Other forms or documents the school may require <input type="checkbox"/> Flashlights and batteries <input type="checkbox"/> Duct tape <input type="checkbox"/> AM/FM radio <input type="checkbox"/> Blanket <input type="checkbox"/> Cups, plastic containers and a water source <input type="checkbox"/> Towels <input type="checkbox"/> Utility knife <input type="checkbox"/> Screwdriver <input type="checkbox"/> Pliers <input type="checkbox"/> Plastic Bags. <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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District Level Supplies:

<ul style="list-style-type: none"> <input type="checkbox"/> First aid supplies <input type="checkbox"/> Blankets <input type="checkbox"/> Building floor plans – multiple sets <input type="checkbox"/> District emergency plans <p>Keep in mind that personnel from other schools may be able to assist you in evacuating the school.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parent reunification forms <input type="checkbox"/> Computer (desk or laptop) and printer <input type="checkbox"/> Materials to make signs for directing parents to the reunification center <input type="checkbox"/> _____
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Appendix 9 – Community Emergency Providers & Gov’t Officials

Agency	Contact	Phone
Monticello Police	Chief Robert Mir	794-4422
Monticello Police	Detective Michael Davis	794-4422
Sullivan County Sheriff	Sheriff Michael Schiff	794-7100
NYS Police, Liberty	Dispatcher	292-6600
NYS Police, Mamakating	Dispatcher	888-2681
Thompson Town Gov’t	Supervisor William Rieber	794-2500 x4
Thompson Highway	Richard Benjamin	794-5560
Thompson Water/Sewer	William Culligan	794-5280
Monticello Village Gov’t	Mayor, Douglas Solomon	794-6130
Monticello Fire Dept	Chief – Ray Stevens	794-6630
Bethel Town Gov’t	Supervisor Daniel Sturm	583-4350 x12
Bethel Highway	Patrick Cunningham	583-4460
Bethel Water/Sewer	Michael Collins	583-5810
Mamakating Town Gov’t	Supervisor William Hermann	888-3000
Mamakating Highway	Riley Buddy Platt	888-3033
Catskill Regional Medical Center (Hospital)	General	794-3300
Catskill Regional Medical Center (Hospital)	Brenda Casese – Emergency Manager and Safety Officer	794-3300 x2886
Crystal Run Rock Hill Urgent Care	General	794-6999
Wurtsboro Water Dept	Village Office	888-2522
Wurtsboro Fire Dept	Dispatcher	911
Ambulance	Dispatcher	911
Poison Control	General (Upstate Office – Syracuse)	1-800-222-1222
Risk Management	Monica Brennan	807-0475
Public Safety Commissioner/All County-wide Disasters	Richard Martinkovic	807-0508
Monticello CSD Physicians	Dr. Amarjit Gill	791-8700
SRO Officers	Sheriff John Calvello	794-8840 x10522
Utilities	Phone	1-800-722-2300
		1-800-921-8104
	Electricity (NYSEG)	1-800-572-1131
	Electricity (O&R)	791-4014
NYS Dept. of Health		794-2045
Sullivan County Public Health		292-0100
Radio Stations	WSUL & WVOS	794-0248
	WJFF	482-4141
	WHUD	831-8000
	WRWB	471-2300
	WDNH	796-3320

Appendix 10 – School Cancellation, Dismissal, Recover Procedures

School Cancellation:

1. The District Superintendent will monitor any situation that may warrant a school cancellation.
2. He/She will determine if school cancellation is necessary, and if it is, will contact local radio stations:
 - i. WSUL/WVOS (794-0248)
 - ii. WJFF (482-4141)
 - iii. WHUD (838-6000)
 - iv. WRWB (471-2300)
 - v. WELV (471-2300)
 - vi. WDNH (796-3320)
 - vii. WPDH (914-471-1500)
 - viii. Thunder 102 (292-7535)
 - ix. YNN (877-376-7152)
 - x. WRNN (www.schoolclosings.org/closings)
 - xi. Fox 5 (212-452-3695)
3. The staff will be notified using the school messenger system.
4. The information will also be listed on our web page monticelloschools.net

Early Dismissal: If early dismissal is necessary we will do the following:

1. Superintendent will notify the Director of Transportation of the need to transport students.
2. The Director of Transportation will begin driver call chain to alert drivers of the need to report.
3. Superintendent will notify building principals to begin preparation for early dismissal.
4. Superintendent will notify radio stations and other media of time of early dismissal.
5. Director of Transportation will notify Superintendent when buses are available to begin transporting students.
6. All staff will assist with supervision and bus loading. Bus attendance will be taken before bus leaves.
7. All staff will remain until released by an administrator.
8. Arrange for Public Information Officer to assist parents as needed.

Recovery Procedure:

1. How schools handle the recovery period, especially the first twenty-four to forty-eight hours, may critically reduce the long-term effect on people involved. In the aftermath of a crisis, people need opportunities to express their feelings about what has happened and to receive support from others able to give such support. They also need to be knowledgeable about possible long-term effects and how to deal with them. Emergency response teams must come up with a short-term and a long-term plan for the recovery period. The MCSO Safety Team has developed such a plan which Includes:
 - a. The Team's role in dealing with the recovery phase.
 - b. The roles and responsibilities of team members.
 - c. Resources that are available to assist in the recovery process and their involvement in the development of the plan.
 - d. The training of staff in related policies and procedure.
 - e. Mechanisms for accessing support from outside MCSO when required.
 - f. How one division's team will assist another division in the event of a crisis.

Appendix 11 – Dealing with the Media Response Plan

In today's world, the news media might arrive at a school crisis situation at the same time or before the police. It is important for school personnel to know their rights in dealing with the media, as well as the media's needs and expectations, to prevent them from exacerbating the situation. Typically, effective media relations requires the district's communications office to work with a designated spokesperson (i.e., district or school administrators). This spokesperson will be the sole voice of the district and will provide factual, timely, relevant information to the media who, in turn, will keep the public updated as the situation unfolds. The communications office will manage the media's presence on the scene during an extended emergency situation. District personnel (faculty and staff) should direct all requests for media response to the designated spokesperson and/or the communications office. Most news people are sensitive in reporting emergencies that occur in school settings and are interested in doing a reputable job. The following suggestions will promote clear communications with the media:

- Identify a single information source. For assistance, call the communications office at ext. 70531.
- Direct media representatives to one area (off campus) where briefings can take place.
- Insist that reporters respect the privacy rights of students and staff.
- Delay releasing information until facts are verified and the school's position is clear.
- Prepare statements about the situation in advance to read (avoid ad-libbing).
- Take initiative with news media and let them know what is or is not known about the situation.
- Issue statements and/or answer questions within limits of confidentiality.
- Don't try to "kill" a story; don't say "no comment"; don't speculate; don't try to blame.
- Maintain unified position and message; keep messages concise, clear, and consistent.
- If death is involved, consult with deceased student/staff member's family before making a statement.
- Instruct all employees to refer all information and questions to the communications office.
- Advise students and staff of the school's media policy before an incident occurs.
- Remind employees that only a designated spokesperson is authorized to talk with news media.
- If there is involvement with a criminal case, work in conjunction with law enforcement spokesperson.
- Emphasize school's/district's good record.
- Speak to reporters in plain English. Avoid jargon or highly technical (educational) terms.
- Contact district officials to keep them regularly updated.
- Assign sufficient staff to handle phones and keep a log of calls and personal contacts.
- At conclusion of event, express appreciation to all persons who helped handle the emergency.

Appendix 12 – Potential Violence Incident Summary Form

Student's Name:	
Date: ____/____/____	DoB: ____/____/____
Name/Title of Person Completing Form:	
Parent/Guardian Name(s):	
Address:	
Home Phone: () ____ - ____	Work Phone: () ____ - ____

Description of Incident:
(Include date/time of the incident, names/titles of all involved parties and their specific roles):

Actions Taken & Recommended Follow Up:

Police		
Parent(s)/Guardian(s):		
Potential Victim(s):		
Other Parent(s):		
Others:		
Referrals (name, titles, dates):		
Psychiatric evaluation:		
Community Services:		
In-School Services:		
Discipline (specify):		

