

# **TRI-VALLEY CENTRAL SCHOOL DISTRICT**

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## **District Safety Plan & Disaster Recovery Plan**

### **2020-2021**

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## **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-Level Emergency Response Plans. Key features which must be incorporated in all plans are:

- Identification of school team
- District-wide School Safety Plan shall be directly linked to School-Level Emergency Response Plans
- The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year
- Identification of sites of potential emergency, including: system sites, environmental problem sites, and site considerations
- Emergency response plans for, school cancellation, early dismissal, evacuations, sheltering alternatives, parent emergency notification plan, and parent reunification plans
- Plans for the following are to be included
  - o List of District personnel available during emergency situations
  - o Locate and list emergency equipment available in each school
  - o Description of procedures to coordinate the use of school district resources and manpower during emergencies
  - o The District will provide annual multi-hazard school training for staff and students annually
  - o Review and conduct drills and other exercises to test components of the emergency response plans will be developed by the District School Safety Team annually
  - o Policies and procedures for responding to implied or direct threats of violence by students, teachers, school personnel or visitors

- Policies and procedures for contacting law enforcement officials in the event of a violent incident
- Identification of appropriate responses to emergencies
- Procedures for contacting parents, guardians and person in parental relation to the students of the District in the event of a violent incident or early dismissal
- Description of the arrangements for obtaining assistance during emergencies from emergency service organizations
- A system for informing all education agencies within a school district of a disaster
- Appropriate prevention and intervention strategies
- Strategies for improving communication among students and between students and staff of potentially violent incidents
- Description of duties, hiring and screening process, and required training of school safety personnel

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

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

### **B. Identification of District-wide Safety Team**

The District-wide Safety Team is facilitated by the Assistant Superintendent for Finance and Human Resources. It consists of a representative of teachers, Administrators, and support staff. See [Appendix 3](#) for a current list.

### **C. Concepts of Operations**

1. The District-wide School Safety Plan shall be directly linked to the individual School-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 ensure continuity of response throughout the district. Representatives from the school teams serve on the district teams to further enhance communications between all teams.
2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.
3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communication protocols are as follows:
  - a. The School 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 School 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 will 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 NYC DEP Police, Sullivan County Sheriff's Department, New York State Police, 911, and 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 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-level plans will be adopted by the School Board following a public hearing that provides 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, School-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 school will identify and locate areas of potential emergencies in and around their building.
2. The Supervisor of Buildings and Grounds and Head Custodian will locate and map these sites.
3. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs.
4. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

#### **System Sites**

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

#### **Environmental Problem Sites**

Chemical Storage	Isolated areas
Unprotected gas/electric	Steep areas near school
Playground equipment	

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

### **B. Plans for the following types of emergency response are to be included in all School-Level Emergency Response Plans where appropriate, include but not limited to:**

#### **1. School Cancellation**

- a. 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 contact local radio stations. Staff and parents will be notified by School Messenger.

## 2. **Early dismissal**

- a. If an early dismissal is necessary we will do the following:
  - i. Assistant Superintendent for Finance and Human resources will notify the Transportation Dispatcher of the need to transport students. The Transportation Dispatcher will contact the Bus Company to arrange transportation.
  - ii. Superintendent/Designee will notify the building principal to begin preparation for early dismissal.
  - iii. Superintendent Secretary/Assistant Superintendent for Finance and Human Resources Secretary will notify radio stations and other media of the time of early dismissal.
  - iv. Superintendent's designee will put message out on School Messenger to all parents.
  - v. Director of Technology/Designee will update website and social media.
  - vi. All staff will assist with supervision and bus loading.
  - vii. All staff will remain until released by an Administrator.

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

## 3. **Evacuation Plan (to Alternate Site)**

- a. The District will have a primary and alternate off-site evacuation location identified in their building plans. Each evacuation site will have the capacity and resources to shelter and accommodate the student body from that site.
- b. 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. In general, the following would occur:
  - i. Clear all evacuation routes prior to evacuation in coordination with local officials and police.
  - ii. Ensure adult supervision at all times.
  - iii. Take attendance at evacuation site and report missing persons to the Administrator in charge.
  - iv. Arrange for Assistant Superintendent of Curriculum & Instruction to assist parents and media.
  - v. Retain district staff until emergency situation is over.

**4. Sheltering Sites (Internal and External)**

- a. 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:
  - i. Account for student and staff population.
  - ii. Report any missing student or staff to Administrator in charge.
  - iii. Make arrangements for human needs.
  - iv. 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 a gym or cafeteria.)
  - v. Have Assistant Superintendent of Curriculum & Instruction provide information and current status of the situation to parents and other inquiring parties.
  - vi. 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, WJFF, WHUD, WELV, WDHN, YNN.
- b. Use of internet: website, Facebook, SchoolInfoApp, School Messenger.

**6. Parent Reunification Plan**

- a. 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 in Building/School Level Emergency Response plans:**

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

Other determined by the School-Level Safety team

Alternative Transportation Plan (road closure)

**D. The following resources and personnel may be available for use during emergency situations.**

**a. Medical**

1. Nurses
2. EMT Trained
3. CPR/First Aid Trained
4. School Physician
5. Hospital

**b. Security**

1. School Resource Officer
2. School Monitors

**c. Emergency Response**

1. Police Responders
2. Fire Responders
3. EMT Responders

**d. Post-Critical Incident Response Personnel**

1. Pupil Personnel Services

**2. Locate and list emergency equipment available in each school**

**a. Medical Supplies**

- i. To-Go Bags located in each principal's office, nurses office
- ii. First Aid kits located in nurse's office
- iii. Emergency Buckets located in each classroom with blankets, non-latex gloves, toilet paper, ponchos

**b. Medical Equipment**

- i. Wheelchairs – Nurse’s Office, Reception, Building & Grounds
- ii. AEDs – located in nurses offices, near Secondary School Receptionist, by offices, in hallways
- iii. Evacuation Chair – high school top floor, both ends.

**c. Communication Devices**

- i. A fire department scanner is located in the Administration Bldg
- ii. Fax machines are located in the district office, principal’s office, guidance office, PPS office
- iii. The Administrators, school resource officer, office staff, nurses, maintenance staff, cleaning staff and physical education teachers all have radios
- iv. The Superintendent has a cell phone tied into the cell tower

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

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

- I. Each building/School Level Plan will include a chain of command roster that indicates the order Tri-Valley CSD Administrators will be contacted in an emergency. The first Administrator who is contacted becomes the Administrator in charge.
- ii. When an emergency occurs, the following district administration will be contacted.

a. See [Appendix 1](#)

**b. The following staff members are assigned and authorized to provide assistance during emergencies:**

- I. Secondary School Emergency Response Team
  - a. See [Appendix 3](#)
- Ii. Elementary School Emergency Response Team
  - a. See Appendix 3
- Iii. Post Incident Response Team
  - a. See [Appendix 4](#)
- iv. Medical Response Team
  - a. See [Appendix 5](#)

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

This training and information will be provided to staff through training at the beginning of the school year. Student training will be done by certified teachers, such as health teachers.

**F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan will be developed by the District-wide School 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

<b>Type</b>	<b>Frequency</b>	<b>Agency Involved</b>	<b>Effectiveness Measure</b>
Fire	8	Fire/EMT	Response/Attendance
Lockout	2	Police	Response Time/# unsafe
Lockdown	4	Police	Response Time/# unsafe
Evacuation	1	Police/Transportation	Response/Attendance
Sheltering	1	Student/Staff	Response/Attendance
Parent Notification	1	School, Parents, Media	Response/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:**

- a. Reporting of threats of violence to school authorities
  - i. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property.
  - ii. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
  - iii. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
  - iv. Students, staff parents and others will be educated about the importance of reporting threats and the procedures of reporting.
- b. Investigating threats of violence
  - i. The school Administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - ii. Serious threats will require the involvement of police personnel. (Violent offenses in accordance with SAVE requirements)
  - iii. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - iv. Threats of violence placing students & staff in imminent danger may require an immediate call to the police.
- c. Proactive Security Measures
  - i. The Tri-Valley Central School District uses a single point entry system in all its buildings.
  - ii. All doors are locked except the main entrance.
  - iii. Entrance monitored and visitors must sign in and out.
  - iv. Visitors are required to produce identification and wear Raptor identification.
  - v. Visitor access is limited to specific locations.
  - vi. Escorting visitors is encouraged.
  - vii. Staff members wear visible identification badges.

- viii. Tri-Valley Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
- ix. Each school in the Tri-Valley Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- x. The school district will continue to explore security devices and strategies to make our schools as safe as possible.
- xi. The Tri-Valley Central School District has developed procedures for anonymous reporting of threats of violence.

d. Reporting incidents

- i. School Administrators must keep a record of serious threats and acts of violence and report them annually to the state.
- ii. Incidents of violence, serious threats, intimidation, etc. may require involvement of the police.
- iii. 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:**

a. Reporting acts of violence to school authorities

- i. Students are required to inform school staff about acts of violence towards themselves, others and property.
- ii. Staff are required to inform administration of any act of violence to students, themselves, others or property.
- iv. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
- iv. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

b. Investigating acts of violence

- i. The building Administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
- ii. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements).
- iii. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
- iv. Acts of violence placing students & staff in imminent danger require an immediate call to police.

c. Proactive security measures

- i. The Tri-Valley Central School District uses a single point of entry system in all of its buildings.
  1. All doors are locked.
  2. Entrance monitors and visitors must sign in and out.
  3. Visitors are required to produce identification and wear Raptor identification.
  4. Visitor access is limited to specific locations.
  5. Staff will wear visible identification badges.
- ii. The Tri-Valley Central School District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
- iii. The Tri-Valley Central School District will hold drills to help promote school safety.
- iv. The Tri-Valley Central School District will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- iv. The District will continue to explore security devices and strategies to make schools as safe as possible.
- v. The Tri-Valley Central School District has developed procedures for anonymous reports of acts of violence.
- vii. The Tri-Valley Central School District has developed procedures outlining expectations for police involvement at school sponsored extracurricular activities.

d. Removing violent individuals

- i. Aggressively dangerous and violent students may be restrained if appropriate by trained personnel. Further actions will be taken if necessary i.e. police notified.
- ii. Violent adults are to be reported immediately, the authorities called and only removed by police.
- iii. Students and staff should be in lockdown mode when violent people are in the school.

e. Reporting incidents

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

**C. Policies and procedures to contact law enforcement officials in the event of a violent incident:**

- a. 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.
- b. Our procedure for contacting law enforcement is for the building principal or their designee to evaluate each incident, consult with the Superintendent and SROs when possible, then report the incident to the state or local police.
- c. The police agencies serving our area are as follows:

<b>Agency</b>	<b>Contact</b>	<b>Phone Number</b>
State Police	Dispatcher	845-292-6600
County Sheriff	Dispatcher	845-794-7100
NYC DEP Police	Dispatcher	845-334-7878

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

- a. 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 [Emergency Response 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 Incident Response Code.” This form describes the four responses that the staff must learn in order to react properly to all of the emergency situations described in this document.

- b. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We will contact via email, fax or telephone educational agencies, governmental groups, law enforcement, emergency management, local media and initiate the district media response plan (see [Appendix 8](#) for contact numbers, and the Media Response Plan [here](#) on page 21).
- c. We have internal communications capability via email, intercom, and radio devices for staff.
- d. The Emergency Alert System is monitored in the Administration Building. The District is also notified by their contracted transportation company on all-weather alerts. Building Administrators will be contacted immediately in the event of a weather related incident.
- e. The following is a list of emergencies and page numbers

<b>Emergency</b>	<b>Page #</b>	<b>Emergency</b>	<b>Page #</b>
Anthrax/Biological	45	Loss of Utilities	62
Armed Student/Intruder	72	Medical Emergency	67
Bomb Threat	46,75	National - State - Local Disaster	53
Civil Disturbance	47	Pandemic/Long Term Closing	70
Downed Power Lines	57	Potential Violence	50
Emergency Contacts - Outside Agencies	61	School Vehicle Accident Offsite	69
Explosion/Fire	56	Suicide	68
Food Poisoning	66	Suspect Information Report Form	74
Gas Leak	58	Suspicious Package	65

Hazardous Materials Off Site	60	To Go Bags	73
Hazardous Materials On Site	59	Violent Incident	52
Intruder-Hostage	48	Weather Emergencies	54
Kidnapping	49		

## **Section IV: Communication with Others**

### **A. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies:**

1. We have contacted the local emergency services agencies for support and assistance, have included their representative on our safety planning teams, provided them with pertinent information (e.g. school maps) and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the Tri-Valley Central School District 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 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.

<b>Government Officials</b>	<b>Name</b>	<b>Phone Number</b>
Emergency Mgmt Coord.	Jesse Morrill	295-4028
Town Official	Chris Matthews	985-2262
BOCES Official	Susan Schmidt	295-4012
Hazmat Coordinator	Carl Houman	794-6330
Public Safety Comm.	Dick Martinkovic	807-0508

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

The Tri-Valley Central School District will notify other schools within our County about potential or existing emergency situations that may have an impact on them by telephone, email, and courier when necessary. This will include any District to which we transport our students.

### **D. Dealing with the Media Response Plan**

In today's world, the news media might arrive at a school crisis situation before the police. It is important for school personnel to know their rights in dealing with the media, as well as the needs and expectations of media to prevent them from exacerbating the situation. Typically, effective media relations might require that a school staff member be assigned to provide information to the media and to manage their presence on the scene during an extended emergency situation. Remember, the media can also help control rumors, so ask them to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled. Most news people are sensitive in reporting emergencies that occur in school settings and are interested in doing a reputable job.

## **District Media Response Plan**

### **Sequential Response Actions**

The Superintendent or his designee will initiate all contact with the media. The following suggestions will promote clear communications with the media:

1. Identify a single information source.
2. Direct media representative to one area (off campus) where briefings can take place.
3. Insist that reporters respect the privacy rights of staff and students.
4. Delay releasing information until facts are verified and the school's position is clear.
5. Prepare statements about the situation in advance to reading.
6. Take initiative with news media and let them know what is or is not known about the situation.
7. Issue statements and/or answer questions within limits of confidentiality.
8. Don't try to "kill" a story; don't say "no comment", don't speculate, don't try to lay blame.
9. Maintain unified position and message; keep message concise, clear, and consistent.
10. If death is involved, consult with deceased student/staff member's family before making a statement.
11. Instruct all employees to refer all information and questions to the Superintendent or his designee.
12. Advise students and staff of the school's media policy before an incident occurs.
13. Remind employees that only designated spokesperson is authorized to talk with news media.
14. If there is involvement with a criminal case, work in conjunction with law enforcement spokesperson.
15. Emphasize school's and district's good record.
16. Speak to reporters in plain English. Avoid jargon or highly technical terms.
17. Assign sufficient staff to handle phones and keep a log of calls and personal contacts.
18. At conclusion of event, express appreciation to all persons who helped handle the emergency.

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

1. The District procedure for early dismissal and parent notification is as follows:
  - a. Superintendent/Designee decides on an early dismissal.
  - b. Transportation Dispatcher is notified to supply buses.
  - c. Building administration is contacted.
  - d. Staff and students are informed of closing by building Administrators.
  - e. Parents are notified of early dismissal through School Messenger, website, social media, and media contacts.
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 and School Messenger. Students will be taken home or to a secondary drop-off site. Students without access to their home or alternative drop-off site 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. The school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites.

## **SECTION V: Prevention and Intervention Strategies**

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

1. The Tri-Valley Central School District has School Resource Officers.
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. The Tri-Valley Central School District has building monitors/safety staff in the building who are used to, but are not limited to, monitor entrances, move students between classrooms, patrol hallways, check restrooms and perform other safety/security related duties as needed. The monitors are under the supervision of the Assistant Superintendent for Business.

### **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, online safety guide and school safety web bibliography and other media.

### **C. Appropriate Prevention and Intervention Strategies**

#### **Code of Conduct – Students, Staff, Visitors**

The Tri-Valley Central School District 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.

The Tri-Valley Central School District 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.

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 zero tolerance policy towards guns in school as prescribed by the Gun Free School Act.

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.

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

The Tri-Valley Central School District 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.

We encourage open communication with staff (teachers, guidance counselors, Administrators, 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.

When a report is received, the adult receiving the information will report it to an Administrator. The Administrator/Designee will review the report and determine the appropriate action. The School will conduct its own investigation.

**E. Description of duties, hiring and screening process.**

All school employees are subject to fingerprinting and security screening as specified by State Education Law.

## Appendix 1 – Chain of Command

### **Chain of Command**

Each School Level Plan will include a chain of command roster that indicates the order Tri-Valley Central School 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 Superintendent, Michael Williams (845-985-2296 X5101). If he is unavailable, call Robert Whitaker, Assistant Superintendent for Finance and Human Resources (845-985-2296 X 5201).**

### **Emergency Contacts and Phone Numbers**

Emergency	911
Non-Emergency (SC Control Center)	845-583-7100
Crystal Run, Michael Miller, MD	845-794-6999

#### **Hospitals**

Crystal Run Healthcare	845-796-5444
Catskill Regional Medical Center	845-794-3300
Ellenville Hospital	845-647-6400

#### **Utilities**

Central Hudson	1-800-527-2714
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#### **Fire Departments**

Claryville Fire Department	845-985-7270
Grahamsville Fire Department	845-985-2260
Neversink Fire Department	845-985-7198

#### **Transportation**

Lori Schmitz, Transportation Dispatcher	845-701-1550(Primary)
845-985-0530(2nd)	
Rolling V Bus Company	845-985-2609/707-2800/434-0511

#### **First Aid Squads/EMT**

Grahamsville Ambulance Corp.	845-985-2331
Neversink Ambulance Corp.	845-985-2550
Mobile Medic	845-794-9111

#### **Highway Departments**

Town of Denning	845-985-2543
Town of Fallsburg	845-434-0130/434-6827
Town of Neversink	845-985-2281
<b>Police Departments</b>	
NYC DEP Police	845-334-7878
NYS Police	845-292-6600
Sullivan County Sheriff	845-794-7100
Fallsburg Police Department	845-434-4422
<b>Other Local Government Agencies</b>	
Town of Neversink	845-985-2262
NYS Dept. of Health	845-794-2045
Poison Control Center	1-800-336-6997
Sullivan County Public Health	845-292-0100
NYC DEP Commissioner	845-340-7800
NYS DEC	1-844-332-3267

## Appendix 2 – List of District Safety Team

The District-wide Safety Team consists of representatives of teachers, Administrators, parents, school safety personnel names and their positions or affiliations are as follows:

Michael Williams	Superintendent
Robert Whitaker	Assistant Superintendent
Debra Kelley	Asst Supt. of Curriculum & Instruction
Aaron Butler	Director of Technology
Danielle Cornish	Director of Pupil Personnel
David Pulley	Secondary School Principal
Erin Toomey	Secondary School Assistant Principal
Jennifer Williams	Elementary School Principal
Devin Lamar	Elementary School Assistant Principal
Lori Schmitz	Transportation Dispatcher
Tyler TerBush	School Resource Officer
Michael Kushetsky	School Resource Officer
Jesse Bell	Director of Building & Grounds
Karlton Duck	Head Custodian
Richard Jones	Teacher
John Rusin	Teacher
Cory Turner	LAN Technician
Heidi Curless	Teacher AIDE

### **Appendix 3 – List of School Emergency Response Teams**

#### **Secondary School**

David Pulley	Principal	Facilitator
Erin Toomey	Assistant Principal	Security Coordinator
Tyler TerBush	SRO	
Michael Kushetsky	SRO	
Leslye Stryker	Secretary	
Michael Williams	Superintendent	
Debra Kelley	Assistant Superintendent of Curriculum & Instruction	
Jesse Bell	Director of Building and Grounds	
John Rusin	Teacher	
Lynn Barber	Teacher	
Michelle DiMilia	Teacher	
Jason Closs	Athletic Director / Teacher	
Kevin Crudele	Teacher	
Kevin Giroux	Teacher	

#### **Elementary School**

Jennifer Williams	Principal	
Devin Lamar	Assistant Principal	
Tyler TerBush	(SRO)	
Mike Kushetsky	(SRO)	
Patty Shamro	Teacher	
John Tenbus	Teacher	
Meghan Hayes	Teacher	
Penny Hennessey	Secretary	
Michael Williams	Superintendent	
Debra Kelley	Assistant Superintendent of Curriculum & Instruction	
Stacy Swornik	Psychologist	
Barbara Bertholf	School Nurse	
Heidi Curless	Teacher Aide	

## **Appendix 4 – List of Post Critical Incident Response Team**

### **Secondary School**

David Pulley	Principal
Erin Toomey	Assistant Principal
Tyler TerBush	SRO
Michael Kushetsky	SRO
McKenna Alonge	Guidance Counselor
Nicole Bishop	Guidance Counselor
Leslye Stryker	Secretary
Diana Grey	Nurse
Michael March	Psychologist
Margaret Ali	Psychologist
Jennifer Diehl	Social Worker
John Rusin	Teacher
Michael Williams	Superintendent
Debra Kelley	Assistant Superintendent of Curr. & Instruction

### **Elementary School**

Jennifer Williams	Principal
Devin Lamar	Assistant Principal
Tyler TerBush	SRO
Michael Kushetsky	SRO
Patty Shamro	Teacher
John Tenbus	Teacher
Meghan Hayes	Teacher
Penny Hennessey	Secretary
Michael Williams	Superintendent
Debra Kelley	Asst. Superintendent of Curriculum & Instruction
Stacy Swornik	Psychologist
Heidi Curless	Teacher's Aide
Barbara Bertholf	School Nurse

## Appendix 5 – List of Medical Response Team

### Secondary School

Diana Grey	Nurse	Medical Assistance
Jessica LaMantia	Nurse	Medical Assistance
Richard Jones	Teacher	EMT
All Coaches	Coach	CPR/AED
Dr. Ellsweig	Doctor	Medical Assistance

### Elementary School

Barbara Bertholf	Nurse	Medical Assistance
Jessica LaMantia	Nurse	Medical Assistance
Richard Jones	Teacher	EMT
All Coaches	Coach	CPR/AED

### CPR/First Aid Trained

Certified Staff Member	Expiration Date
Teresa Burger	12/20/2020
Tami Short	7/2021
Alex Awe	9/5/2021
Theresa Luczyski	4/19/2021

## Appendix 6 – List of Hazardous Sites

### 1. System Sites

- |                                 |                     |
|---------------------------------|---------------------|
| a. Electric Panes/Shut off      | Boiler Room         |
| b. Gas Appliances               | Kitchen             |
| c. Sewage System                |                     |
| d. Ventilation/Air Conditioning |                     |
| e. Phone lines                  |                     |
| f. Heating Plant                | Boiler Room         |
| g. Structural Failure           | Throughout building |
| h. Water Supply/Shut off        |                     |
| i. Fuel Storage                 |                     |

### 2. Environmental Sites

- |                           |                                |
|---------------------------|--------------------------------|
| a. Chemical Storage       | Maintenance/Chemistry Room     |
| b. Paper Supply Storage   | Storage Building               |
| c. Science Rooms and Labs |                                |
| d. Cleaning Supplies      | Receiving/Storage Bldg/Closets |
| e. Industrial Arts Room   |                                |

### 3. Site Considerations

- Nearby streams, ponds, etc.
- Reservoirs
- Air Conditioning Equipment
- Isolated Areas
- Steep areas near school
- Playground equipment

## **Appendix 7 – List of Emergency Supplies, Equipment and Communication Devices**

### **1. Medical Supplies**

- a. To-Go Bags – located in each main office, nurse’s office
- b. First Aid Kits
- c. Medical Supplies in Nurse’s Office
- d. Blankets – in emergency buckets in each classroom

### **2. Medical Equipment**

- a. Wheelchairs – Nurse’s Office, Reception, Building & Grounds
- b. AEDs – located in nurses offices, near Secondary School Receptionist, by offices, in hallways
- c. Evacuation Chair – high school top floor, both ends.

### **3. Communication Devices**

- a. Radios – Administrators, B & G, physical education teachers, Reception, SROs, monitors
- b. Cellular phones – All Administrators
- c. Fax Machines – located in PPS, district and principal offices

## **Appendix 8 – Community Emergency Providers & Government Officials**

<b>Agency</b>	<b>Contact</b>	<b>Phone</b>
NYC DEP Police	John Shamro	334-7878
Sullivan County Sheriff	Michael Kushetsky/ Tyler TerBush	794-7100
NYS Police, Liberty	Dispatcher	292-6600
Fallsburg Police Department		434-4422
Neversink Supervisor	Chris Mathews	985-2262X301
Neversink Highway Dept.	Preston Kelly	985-2281
Denning Highway Dept.	Dan VanSaders	985-2543
Fallsburg Highway Dept.	Wayne Pirnos	434-6827
Catskill Regional Medical		794-3300
Ellenville Hospital		647-6400
Ambulance	Dispatcher	911
Mobile Medic	Dispatcher	794-9111
Public Safety Commissioner	Dick Martinkovic	807-0508
Sullivan County Public Health	Nancy McGraw	292-5910
Dr. Michael Miller	Crystal Run Healthcare	796-5444
Utilities	Central Hudson	452-2700
NYS Dept. of Health		866-881-2809
Suicide Hotline		794-2045

### **Radio Stations**

WSUL	794-9898
WJFF	482-4141
Thunder 102	292-7535

## **Appendix 9 – School Cancellation, Dismissal, Recover Procedures**

### **School Cancellation**

The Superintendent will monitor any situation that may warrant a school cancellation. He will make a determination if school cancellation is necessary and if it is, will contact local radio stations and send a message out to all parents via the School Messenger system. The staff will be notified using the School Messenger system or the snow chain if needed. The information will also be on our web page, Facebook, Twitter and the School App.

### **Early Dismissal**

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

- a. Superintendent/Designee will notify the Transportation Dispatcher/Bus Garage of the need to transport students.
- b. The bus garage will begin calling the drivers for the need to report.
- c. Superintendent/Designee will notify Principals to begin preparation for early dismissal.
- d. Superintendent/Designee will notify radio stations and other media of time of dismissal.
- e. Attendance Officer will put a message out through School Messenger system.
- f. Director of Technology will put out a message on the District web page, School Web Pages, Facebook, Twitter and the School App.
- g. All staff will assist with supervision and bus loading.
- h. All staff will remain until released by an Administrator.

### **Recovery Procedure**

How schools handle the recovery period, especially the first 24-48 hours may critically reduce the long-term effect on people involved. In the aftermath of a crisis, people need opportunities to express their feeling about what has happened 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 Tri-Valley Central School District 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 the 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 procedures.
- e. Mechanisms for accessing support from outside the Tri-Valley Central School District when needed.

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**District Level Chain of Command**  
**(845) 985-2296**

**Michael Williams, Superintendent**

Ext. 5101

**Robert Whitaker, Assistant Superintendent for Finance and Human Resources**

Ext. 5201

**Debra Kelley, Assistant Superintendent of Curriculum & Instruction**

Ext. 5522

**Danielle Cornish, Director of PPS**

Ext. 5516

**Aaron Butler, Director of Technology**

Ext. 5311

# **Building Level Chain of Command**

## **Elementary School:**

Jennifer Williams, Elementary School Principal  
Ext. 5305

Devin Lamar, Elementary School Assistant Principal  
Ext. 5307

Debra Kelley, Assistant Superintendent of Curriculum & Instruction  
Ext. 5522

## **Secondary School:**

David Pulley, Secondary School Principal  
Ext. 5301

Erin Toomey, Secondary School Assistant Principal  
Ext. 5303

Debra Kelley, Assistant Superintendent of Curriculum & Instruction  
Ext. 5522

## **2019-2020 Central Office/Business Emergency Chain**

Robert Whitaker, Assistant Superintendent for Finance and Human Resources  
Ext. 5201

Kimberly Decker, Treasurer  
Ext. 5408

Angela Mueller, Secretary to Assistant Superintendent for Business/Bldgs &  
Grounds  
Ext. 5202

Norma Peña  
Ext. 5101

## **2019-2020 Transportation Office Emergency Chain**

Lori Schmitz

Ext. at Tri-Valley            5410

BOCES:                        (845)295-4151

Primary:

Secondary:

Robert Whitaker

Ext.                            5201

Michael Williams, Superintendent

Ext.                            5101

# Emergency Responses

## Anthrax/Biological Threat Response Plan

### Sequential Response Actions

#### 1. Person Receiving the Letter or Package Should Do the Following:

- a. Do not leave the room/office where the package was opened.
- b. Do not let any room/office occupants leave after the 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 in house communications system to inform Administrator.
- f. Close the package or envelope to limit additional exposure. Do not clean powder up; keep others away.
- g. Do not touch your eyes, nose or any other part of your body.
- h. If possible, wash your hands thoroughly with soap and water.
- i. If clothing is heavily contaminated, don't brush vigorously.

#### 2. Administrator In Charge Should Initiate the Following Procedure:

- a. Contact Superintendent, NYS Police and the County Emergency Manager (911).
- b. **DO NOT INITIATE AN EVACUATION OR MAKE AN ANNOUNCEMENT OF THE EMERGENCY.**
- c. Initiate Stay Put.
- d. Isolate/lock down all entrances and exits. Post monitors at each point to prevent any unauthorized entries/exits.
- e. If evacuation is necessary, administration, law enforcement and emergency services will determine the need, extent and time frames.
- f. If incident is determined to be a hoax, make announcement to resume normal activities.

## Bomb Threat

### Sequential Response Actions

#### 1. Person Receiving the Threat by Telephone Should Do the Following:

- a. Refer to the Bomb Threat Response Form ([attached](#)) 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 Administrator in charge and review the information noted on the [Bomb Threat Response Form](#).
- c. Administrator in charge will notify the Superintendent.

#### 2. Administrator in charge Should Initiate the Following Responses:

- a. Call 911, listen carefully for instructions and assemble the Administrative Team.
- b. Initiate Stay Put.
- c. Building principal and custodial staff do an immediate check of all exit routes before reporting to the Superintendent or designee to determine if it is a specific or non-specific threat as well as whether a full or partial evacuation is required.
- d. If an evacuation is required, initiate evacuation using the public address system. Once evacuated, a re-entry can be staged. This can be done by sanitizing and clearing large assembly areas like the gym and cafeteria where students can then be sheltered while the search continues.

**\*\*NOTE: Do Not Activate Fire Alarm System. Do Not Use Cell Phones or Two-Way Radios.**

1. Determine that the building is “all clear” with the help of the State Police and the Response Team.
2. Instruct 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 Should Do the Following:**

- a. Verify that there is a disturbance in the building or on school grounds.
- b. Notify an Administrator and describe the incident and location.

#### **2. Administrator in charge Will Determine the Severity of the Disturbance and Decide Whether:**

- i. A LOCK DOWN should be implemented.
- ii. Inform the Superintendent of the action taken.
- iii. Notify appropriate law enforcement agencies.
- iv. Students and staff should be evacuated from uninvolved areas.
- v. Students and staff should be instructed to implement a STAY PUT procedures in areas where warranted.

#### **3. After the Administrator Decides an action is warranted he/she will:**

- a. Follow-up with the Superintendent.
- b. Decide when the incident is over and give an “all clear” (consult with law enforcement if necessary). All staff and students should return to classrooms, conduct an accountability check and resume normal operations.

## **Intruder – Hostage Taking Plan**

### **Sequential Response Actions**

1. Persons Witnessing the Situation Should Do the Following:
  - a. Identify the situation. Verify there is an intruder and his/her location. If possible try to remember physical description.
    - i. Gender
    - ii. Physical characteristics that include, but are not limited to:
      1. Ethnicity
      2. Hair Color
      3. Height
      4. Tattoos
    - iii. Clothing
  - b. Notify Administrator for instructions at the main office.
  - c. Administrator in charge will initiate the following:
    - i. Initiate appropriate RESPONSE PROCEDURE
      1. Stay Put
      2. Lock Down
  - d. Notify Superintendent
  - e. Upon arrival, police will assume command.
  - f. Staff and students remain in secured rooms until further instructions are given by police or administration.
  - g. Administrator or police will direct, if necessary, to evacuate students and staff to buses or secondary location.

# Kidnapping Response Plan

## Sequential Response Actions

### **1. Person witnessing the situation will do the following:**

- a. Identify the situation. Verify there is an intruder and his/her location. If possible, try to remember physical description
  - i. Gender
  - ii. Physical characteristics that include, but are not limited to:
    1. Ethnicity
    2. Hair Color
    3. Height
    4. Tattoos
  - iii. Clothing
  - iv. Vehicle/mode of transportation and direction of departure
- b. Identify the victim(s)
- c. Notify Administrator at the main office.

### **2. Administrator in charge should initiate the following responses:**

- a. Notify Superintendent/Administrator in charge
- b. Notify appropriate law enforcements officials
- c. Initiate a LOCK OUT/STAY PUT response for staff and students, if necessary.
- d. When law enforcement arrives they will take over the situation.
- e. Staff and students remain in a STAY PUT until “all clear” is announced.

## 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 designee in the main office.

**2. Administrator in charge should initiate the follow responses:**

a. The Administrator in charge will arrange to have the student immediately escorted to the main office. The student will be supervised by one or more adults at all times.

b. There will be **NO STOPS, NO EXCEPTIONS, and NO QUESTIONS.**

c. An assessment of the student, determination of any further risk as well as an investigation of the incident will take place.

d. The 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 Administration and/or designee will determine the best course of action.

**3. Based upon the assessment and investigation, the following actions MAY occur:**

**a. High Risk Determination: Administrator/Designee**

i. Inform the Superintendent/Designee immediately

1. Mike Williams

2. Robert Whitaker

ii. Inform the police immediately

1. NYC DEP Police

a.845-334-7878

2. Sullivan County Sheriff

a.845-794-7100

3. NYS Police

a.845-292-6200

- 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(s) and their parents.
- vi. Recommend other interventions and/or services if indicated.
- vii. Refer for discipline.

**b. Lower Risk Determination: Administrator/Designee**

- i. Inform the Superintendent/Designee

- 1. Mike Williams

- 2. Robert Whitaker

- 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(s) and parents.
- v. Refer for support services, peer mediation and/or outside services if indicated.
- vi. Refer for discipline, if indicated.

**c. At the conclusion of the Potential Incident of Violence**

- i. A written summary of the incident shall be prepared by a designated staff member using the Potential Violence Incident Summary Form.
- ii. Involved personnel will be debriefed.

## **Violent Incident Response Plan**

## **Sequential Response Actions**

- 1. Person who witnesses an act that results in physical harm will**
  - a. Immediately notify the Administrator in the main office.
  
- 2. Administrator in charge should initiate the following response (Not all of the following steps will be initiated in all cases. It will depend on the circumstance):**
  - a. Initiate appropriate RESPONSE PROCEDURE
    - i. Stay Put
    - ii. Lock Down
    - iii. Lock Out
  - b. Notify the Superintendent/Designee
  - c. Notify appropriate law enforcement personnel.
  - d. Administrator and school nurse will go to the scene to access the situation. They will clear and secure the area as well as do the following:
    - i. Isolate the area.
    - ii. Methodically evacuate the area and keep potential witnesses available for law enforcement personnel.
    - iii. Limit access to essential personnel only.
  
3. The Administrator in charge will designate an area for parents to assemble for the information.
  - a. Parents will be notified by School Messenger.
  - b. Parents will be notified via area radio stations, if possible.
  - c. Parents will be instructed that students will be kept at school until the crisis is determined to be over.
  - d. When students are released to his/her parents or their authorized designees. Sign out sheets and identification will be required.
  
4. As soon as deemed safe by police officials, DISTANCE EVACUATION will be initiated, if needed.
5. Information for the media will only be disseminated by the Administrator in charge and the Superintendent.

## **National-State-Local Disaster**

### **Sequential Response Actions**

**1. The person who hears of a disaster should do the following:**

- a. Notify the Administrator in charge.
- b. Administrator will notify the Superintendent.

**2. Administrator in charge should initiate for the following responses:**

- a. Assemble the Administrative Team.
- b. Prepare a brief, written statement about the disaster and have copies made.
- c. Appoint staff members to disseminate the information in each wing by going door-to-door, calling a staff member into the hallway and sharing the information. Advise staff about the use of radio and TV in the classrooms.
- d. Prepare a brief information statement to be shared with parents who call the school. Disseminate this statement to secretaries.
- e. Assign staff members to go to each wing, door-to-door, after disaster information has been shared, to determine if staff members need any assistance in dealing with the crisis.
- f. Re-assemble Administrative Team and selected staff members to debrief after they have talked to the staff.
- g. Conduct a brief staff meeting to be held after students leave to offer support and information to the staff.

## **Weather Emergencies**

**Administration receives weather alerts from the bus company.  
Cancellation of educational programs will be done if deemed necessary.**

**Watch: Conditions are favorable for a severe weather incident to occur.**

**Warning: Severe weather has been sighted in the area.**

**1. Administrator in charge should initiate the following response:**

- a. If a severe weather warning is issued or a tornado is sighted use the public address system to direct staff and students to enter hallways or rooms without windows and to sit on the floor away from skylights with their backs against the walls.
- b. If a severe weather watch is issued, make an announcement directing staff and students to remain in classrooms away from the window with the shades drawn.
- c. When a determination is made that the severe weather has passed announce “*all clear*” using the public address system.
- d. Initiate an evacuation if the building has sustained damage.

### **\*\*\*\*\*TORNADO SAFETY\*\*\*\*\***

**2. Administrator in charge should initiate the following response:**

- a. Move students into interior rooms or hallways on the lowest floors.
- b. Students should sit with backs against the walls and protect their faces with their hands.
- c. Alarm system has a battery back-up and PA announcements can still be made via the telephone system in the event of a power outage.
- d. Contact Building and Grounds to turn off the electricity and gas if the school sustains damage. (Gas is used in the kitchen only.)
- e. Keep children at school beyond the regular dismissal time if dangerous weather is approaching.
- f. Assembling students in large areas such as cafeterias, gymnasiums and auditoriums should be delayed if severe weather is expected as these areas offer no protection from tornado strength winds.

### **3. Flood**

The district maintains an active set of transportation plans to deal with locally flooded roads. Flood plans should be reviewed annually. Parents in these areas receive information about their particular situation directly by School Messenger.

PLAN A – Claryville Road

PLAN B – Meyer Road

PLAN C - Foxcroft

### **4. Snow/Ice Storm**

The guidelines and procedures presented in this notice will be followed except in very unique circumstances which would cause school officials to take alternate action.

- a. **SURFACES:** Road conditions, school driveways, and parking lots need to be declared unsafe for use by the responsible governmental school officials to take alternate action.
- b. **ICE:** Surfaces must be sanded. It is expected that buses will not end the routes with the sanded surface covered by new icing.
- c. **AFTER SCHOOL STARTS:** When a storm arrives after school starts the schools will remain open unless a heavy snowfall is predicted to continue into the afternoon hours. Schools may close earlier if this is the case. An all call to the parents/guardians in the district will be made in addition to local radio stations being notified of the early dismissal. Lunches will be served prior to dismissal whenever possible.

### **5.Thunder & Lightning Storm Watch/Warning:**

Students are trained annually in personal safety during weather emergencies. The establishment of sheltering locations in each building is ongoing. The sheltering locations should be on the building's lowest level and interior locations away from windows and doors (i.e., corridor, etc.) Areas with long-span roofs and skylights (i.e., gymnasiums, etc.) should be avoided.

## **Explosion/Fire Emergency Response Plan**

### **Sequential Response Plan**

- 1. Person witnessing the explosion should do the following:**
  - a. Sound the **Fire Alarm** immediately.
  - b. Call 911 and listen carefully for instructions.**
  - c. Notify the Administrator in charge.
  
- 2. Administrator in charge should initiate the following responses:**
  - a. Assure that emergency medical/first aid treatment is given as needed.
  - b. Notify Superintendent.
  - c. Notify the Director of Buildings and Grounds.
  - d. Determine if any students or staff are missing.
  - e. Provide fire departments with any lists of missing persons and their possible locations within the building.
  - f. Any building system not turned off by the alarm system should be turned off manually.
  - g. Resume, curtail or cease building operations as advised by officials.
  - h. Contact the bus contractor **if** it is necessary to send students home.

## **Downed Power Lines Response Plan**

### **Sequential Response Actions**

**1. Person discovering the downed power lines should do the following:**

a. Notify Administrator.

**2. Administrator in charge should initiate the following response:**

a. **DO NOT TOUCH OR DISTURB POWER LINE, SECURE AREA.**

b. **MOVE EVERYONE TO A MINIMUM SAFE DISTANCE.**

c. **Call 911.**

d. Call the Superintendent and Building and Grounds crew.

e. Call Central Hudson 452-2700.

f. Assign someone to meet Emergency Personnel and help direct the scene.

g. Report to Emergency Responders at Command Post.

# Gas Leak Response Plan

## Sequential Response Actions

1. **Person discovering the leak should do the following:**
  - a. Notify Administrator.
2. **Administrator in charge should initiate the following responses:**
3.
  - a. **Do NOT sound the Fire Alarm System.** Evacuate the building using the public awareness system. Alter the evacuation route for those classes that must pass through the leak or are downwind of the leak.
  - b. Notify the Director of Buildings and Grounds.
  - c. Evacuate to off-campus location, away from the building.
  - d. Resume, curtail or cease building operations as advised by officials.
  - e. Contact the bus contractor **if** it is necessary to send students home.

## **Hazardous Material on Site Response Plan**

### **Sequential Response Actions**

#### **1. Person discovering the spill should 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 Administrator and describe the incident and location.
- c. Administrator in charge will notify the Superintendent.

#### **2. Administrator in charge should do the following:**

- a. Call 911 and listen carefully for instructions.
- b. Notify Director of Buildings and Grounds.
- c. Based on the advice of the police, fire department or Director of Building and Grounds, determine if further action is required.
- d. If evacuation is required, notify staff and students to evacuate using the Fire Alarm Procedure. Ensure that the evacuation route does not go through the spill area.
- e. When the incident is over, instruct staff and students to return to their classrooms to conduct an accountability check and resume normal operations.

## **Hazardous Materials Off-Site**

### **Sequential Response Actions**

#### **1. Person receiving notifications should do the following:**

- a. Upon receiving information of a hazardous spill or release off-site, notify the Superintendent and describe the incident and location.

#### **2. Administrator in charge should initiate the following response:**

- a. Notify the Director of Building and Grounds.
- b. Consult with and follow directions of the County Emergency Management Office, Local Fire Chief and/or the State Police.
- c. In the event that Stay Put procedures are initiated, close off outside air intakes and curtail outside activities as directed by the officials noted in Item b.
- d. If evacuation is recommended, contact the bus contractor to send bus drivers immediately.
- e. Upon notification that the incident is over, instruct staff and students to return to their classrooms to conduct an accountability check and resume normal operations.

## Emergency Contacts - Outside Agencies

<b>Agency:</b>	<b>Phone #:</b>	<b>Name of Contact:</b>	<b>Address:</b>	<b>Website:</b>
County Emergency Mgmt	(845)807 -0508	Richard Martinkovic Comm- issioner of Public Safety	Sullivan County Govern- ment Center, 100 North Street, PO Box 5012, Monticello, NY 12701-5012	<a href="http://www.co.sullivan.ny.us/Departments/EmergencyManagementHomelandSecurity">http://www.co.sullivan.ny.us/Departments/EmergencyManagementHomelandSecurity</a>
Claryville Fire Dept.	(845)985 -7270	Glenn VanDenberg	1500 Denning Rd., Claryville, NY 12725	N/A
Local Fire Chief: Graham- sville Fire Dept.	(845)985 -2260	Chief Ed McCarthy	205 Main St., Graham- sville, NY 12740	N/A
Local Fire Chief: Neversink Fire Dept.	(845)985 -7198	Chief Ralph Hornbeck	7468 State Route 55, Neversink, NY 12765	<a href="http://www.neversinkfd.org">www.neversinkfd.org</a>
State Police – Liberty Barracks	(845)292 -6600		5754 State Route 55, Liberty, NY 12754	<a href="http://www.troopers.ny.gov/Contactus/TroopInformation/TroopF">http://www.troopers.ny.gov/Contactus/TroopInformation/TroopF</a>

## 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 notify an Administrator.

#### 2. Administrator in charge should initiate the following procedures:

- a. Notify the Superintendent.
- b. Notify the Director of Building & Grounds.
- c. Utilize all back-up services (generator, water tankers, portable heaters, etc.)
- d. Call local utilities (Central Hudson) for estimated time that services will be restored.

General Number: (845) 452-2700

Toll Free Number: (800) 527-2714

Contact: Cynthia Van Loan, Supervisor (845) 486-5467

Fax Number: (845) 486-5658

Email: [cvanloan@cenhud.com](mailto:cvanloan@cenhud.com)

#### Account Numbers:

Tri-Valley Secondary School	Route 55	3626-0180-00
Tri-Valley Elementary School	Moore Hill Rd.	3626-0170-00
Tri-Valley Storage Bldg.	Route 55	3626-0160-00
Tri-Valley Track	Route 55	3766-0370-00
Tri-Valley Admin. Bldg.	Route 55	3626-0161-00
Tri-Valley Main Bldg.	Route 55	3120-0250-00-4
Tri-Valley Outdoor Lighting	Moore Hill Rd.	3626-0171-00-7
Tri-Valley Garbage Compactor	Route 55	3626-0172-00-6

- e. If evacuation is recommended, institute early dismissal procedures and notifications.

- f. If necessary, relocate 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. Have students get coats, jackets and/or extra clothing when severely cold weather conditions are present and the heat is not working.
- i. Utilize emergency buckets for blankets, etc.
- j. Monitor the situation with the Director of Buildings and Grounds.
- k. If utilities are restored in a timely manner, staff and students should resume normal operations.

### **Structural Failure:**

Structural plans are available for all district building which indicate all egress points, classrooms and mechanical systems.

### **Water Emergency:**

Plans are in place for the provision of water in the event of a boil water alert. Other types of water emergencies are dealt with through the implementation of associated building structure emergency plans.

### **System Failure:**

All relevant personnel are familiar with the basic operation of the major systems in the building (i.e., electrical, etc.). Mechanical systems drawings are available if needed.

### **Fire/Fire Drills:**

Students and staff are provided instruction and training through fire drills in compliance with NYSED regulations. Training will be in procedures for leaving the building in the shortest possible time and without confusion or panic. Emergency escape plans are posted in all of the classrooms and other locations of occupancy as well. Fire drills shall be held at least 8 times in each school year; eight (8) of these shall be held between September 1<sup>st</sup> and December 1<sup>st</sup>. At least one of the 8 drills shall be held during the regular lunch period or shall include

special instruction on the procedures to be followed if a fire occurs during a student's lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted. One of these drills shall be held during the first week of summer school.

## **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 cell phone or other electronic devices.
- b. As discreetly 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 an Administrator.

#### **2. The Administrator in charge will initiate the following response:**

- a. Contact the Superintendent.
- b. Do not initiate an evacuation or make announcement of the emergency. However, a Stay Put should be called.
- 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.

## **Food Poisoning Response Plan**

### **Sequential Response Actions**

#### **1. Person suspecting food poisoning will do the following:**

- a. Notify the Administrator in charge.

#### **2. The Administrator in charge should initiate the following responses:**

- a. Notify Superintendent of all actions taken.
- b. Notify the school nurse who will take the following actions:
  - i. Provide medical attention to affected persons and contact the parents of the students needing emergency attention.
  - ii. Request emergency assistance; call 911 if necessary.
  - iii. Contact the Department of Health at (845)292-5910/Fax # (845) 513-2276
  - iv. Examine and review those who are ill, documenting signs as well as their symptoms.
  - v. Notify parents.
- c. Notify the head of food service who will take the following actions:
  - i. Close food service operations, if appropriate.
  - ii. Gather samples of the suspicious foods using the original container or a clean container.
  - iii. Label the suspicious food samples and refrigerate.
  - iv. Identify the individuals who consumed common foods if possible.
- d. Early dismissal of students if needed.
- e. Obtain Board of Health clearance to resume food service.
- f. Contact information for the Poison Control Center (800) 222-1222 (if needed)

## **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 calling the principal's office.
- c. Do not leave the victim alone unless it is necessary to summon help.

#### **2. Prior to nurse's arrival the person with the victim should:**

- 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. Administrator in charge will:**

- a. Call 911 if necessary.
- b. Initiate a **Stay Put** if necessary.

#### **4. Nurse in charge will:**

- a. Determine the severity of the medical emergency and implement necessary care.
- b. In the case of cardiac arrest, the nurse or trained personnel will follow the policy and procedures for the use of the Automatic External Defibrillator (AED).
- c. In a timely manner, the nurse will notify parents, guardians or next of kin (for staff).

## **Suicide Response Plan**

### **Sequential Response Actions**

**1. Person who discovers a suspected suicide victim will do the following:**

- a. Stay with the victim.
- b. Call an Administrator and school nurse by phone 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 nearest help.**

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

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

**3. Administrator in charge will initiate the following response:**

- a. Notify the Superintendent.
- b. Call 911 to request police/ambulance service.
- c. Initiate a Stay Put.
- d. Make notification to parent or guardian. Do not state that a suicide/suicide threat has occurred. This is a medical determination.
- e. When law enforcement officials arrive they will take over the situation.
- f. Notify the School Response Team/Crisis Team to determine the best course of action.
- g. Debrief.

## **School Vehicle Accident (Off-Site) Response Plan**

### **Sequential Response Actions:**

#### **1. Person Receiving notification should do the following:**

- a. Upon receipt of notification of an off-site motor vehicle accident, the following information should be gathered from the caller:
  - i. Location of the accident.
  - ii. Number of injured persons, number of vehicles involved as well as whether there is a fire or entrapment.
  - iii. Have emergency services been called? If no, call immediately!
  - iv. Has local police been notified?
  - v. Are victims being transported to a hospital? If yes, which hospital?
  - vi. Notify Administrator or follow chain of command.

#### **2. Administrator in charge will initiate the following response:**

- a. Notify the Superintendent.
- b. Two Administrators should go to the scene of the accident.
- c. School Nurse should be available to communicate with emergency personnel to provide pertinent student information.
- d. At the scene, determine the extent of the injuries and determine if it is safe to return students to campus to be examined by the school nurses. If so, have the students board another bus and return to school. Support staff should be available to contact parents and supervise parent pick-up.
- e. If injuries are determined to be too severe to return students to campus, students should be transported to local hospitals by ambulance. Staff must record which students are being transported as well as to which hospital they are being transported to. Principals on campus should be informed so that the parents can be notified.
- f. Initiate the media notification plan if deemed necessary by the Superintendent.
- g. Maintain communication with emergency services and hospital for current status of accident scene as well as patient condition.
- h. After consultation with the Superintendent, activate Critical Incident Stress Management team as needed.



## **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 flu. 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 the 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 buses.

State Education Department will determine when it is safe to reopen schools.

Prior to school reopening, custodial and maintenance staff shall clean and disinfect likely sources of residual contamination such as sinks, toilets, door knobs, keyboards, mice, etc. and ensure all trash has been removed and new liners are in all trash cans.

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)**

**NOTE:**

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

- 1. Administrator or Appropriate Personnel will initiate the following response:**
  - a. Initiate a LOCKDOWN.
  - b. Call 911 with the perpetrator's physical and clothing description as well as location. Description of weapon if possible.
  - c. Call Superintendent. He/She will notify school personnel.
  - d. Call BOCES, they will notify other school districts in the County.

**Sequential Response Actions:**

- 2. Person who discovers an armed student or intruder will do the following:**
  - a. Notify an Administrator and describe the incident and location.
  - 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.

## **To Go Bags (Main Offices) and To Go Buckets (Classrooms)**

To 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 building. The bags should be kept in different locations in the school in the event that one location is not accessible. These bags will be updated periodically, to make any necessary changes or replacements.

The following is a list of basic items that may be needed in the To Go Bags:

1. Flash drive or CD with demographics and custody reports.
2. Employee roster.
3. Teacher schedules.
4. School safety plan.
5. Building floor plans with room numbers (10 copies).
6. Exterior school ground maps (5 copies).
7. Map of local area.
8. Bull horn.
9. Pens and pencils.
10. Basic first aid supplies.
11. Index cards and notepads.
12. Flash drive or CD of students with pictures.

In addition each classroom should be equipped with a bucket with emergency items for staff and students. These include:

1. Toilet Paper
2. Space blankets
3. Ponchos
4. Medical gloves (non-latex)

## Suspect Information Report Form

### General

Sex  
Race  
Age

### Physique

Unknown  
Slight  
Average

### Face

Unknown  
Shape  
Bone

### Nose

Unknown  
Long  
Short

### Chin

Unknown  
Square  
Dimpled  
Pointed

### Ears

Unknown  
Shape  
Size  
Earrings

### Hair Length

Unknown  
Bald  
Collar  
Shoulder

### Hair Type

Unknown  
Coarse  
Fine  
Thick

### Hair Style

Unknown  
Afro  
Braided  
Bushy  
Greasy  
Crew cut  
Ponytail  
Wavy  
Wig  
Other

### Facial Hair

Unknown  
Clean Shaven  
Full Beard  
Fu Manchu  
Goatee  
Lower Lip  
Peach Fuzz  
Unshaven  
Sideburns  
Other

### Complexion

Unknown  
Acne  
Dark  
Freckled  
Light  
Medium  
Pale  
Pocked  
Ruddy  
Other

### Appearance

Unknown  
Conservative  
Dirty  
Disguise  
Flashy  
Good  
Military  
Unkempt  
Well Groomed  
Other

### Demeanor

Unknown  
Angry  
Apologetic  
Calm  
Disorganized  
Irrational  
Nervous  
Polite  
Professional  
Stupor/Stutter

### Speech

Unknown  
Accent  
Lisp  
Stutter  
Raspy  
Disguised  
Slow/Loud  
High/Low Pitch  
Monotone  
Talkative

### Clothing

Unknown  
Mask  
Cap/Hat  
Coat/Jacket  
Shirt/Blouse  
Pants/Dress  
Tie/Scarf  
Socks/Nylons  
Belt/Shoes  
Glasses

### Tattoo(s)

Unknown  
Face  
Chest  
Back  
Torso  
Arms  
Legs  
Pictures  
Names  
Initials

## Crime Prevention: Bomb Threat Reporting

Questions to ask:

When is the bomb going to explode?  
Where is it right now?  
What does it look like?  
What kind of bomb is it?  
What will cause it to explode?  
Why?  
What is your address?  
What is your name?

Document the exact wording of the threat:

Record the following call information:

Length of call:  
Telephone number call made from:  
Time:  
Date:  
Any additional remarks:

Date:  
Telephone Number:  
Name:  
Position:

Try to identify:

Sex of caller  
Race of caller  
Age of caller  
Callers Voice:  
    Loud/Soft/High/Deep  
Intoxicated/Disguised/Calm  
Angry/Fast/Slow/Stutter/Nasal/  
Distinct/Slurred/Accent

Background Sounds:

Sounds  
Voices  
Quiet  
Animals  
Street Traffic  
Office Machinery  
Airplanes  
Trains  
Music  
Factory Sounds  
Other

Threat Language:

Well spoken/educated  
Foul  
Irrational  
Incoherent  
Taped  
Message read by threat maker

# **Disaster Recovery Plan**

## **Technology Disaster Plan**

1. The servers on the school side provide failover to servers on the Administration side.
2. The servers on the Administration side provide failover to servers on the school side.
3. All servers are backed up regularly and backups are duplicated to offsite storage which is air-gapped.
4. Servers and network hardware (switches, routers, etc.) are replaced prior to end-of-support by manufacturer. This ensures that all key network components are under support.
5. Server and network component operating systems are kept up to date with current security patches after an appropriate testing period to ensure patch stability. High impact zero-day patches may be applied immediately after verifying all backups are current.
6. PCs are replaced on a 5-year replacement cycle and spare PCs are kept available as loaners while repairs are made to any PC.
7. Chromebooks are replaced by end-of-updates date by Google. This ensures that all Chromebooks support current security updates.
8. Student Information System is backed up and stored at the Mid-Hudson Regional Information Center. Mid-Hudson Regional Information Center backs up to an alternate location.
9. Most programs used by the District are web-based programs that are backed up at alternate locations or in a cloud.

10. A separate, more detailed Cybersecurity Incident Response Plan, Business Continuity Plan, and Disaster Recovery Plan are kept updated and located in the Safety Team Drive, Administration Drive, Tech Dept Drive and in hard-copy in the IT offices.

## **Facilities Disaster Plan**

### **Administration Building**

1. If Administration Building needs to be relocated
  - a. Move over to school side
  - b. Relocate to Town of Neversink Town Hall temporarily
  
2. Financial Information
  - a. All financial information is stored on servers at the Administration Building and backed up at the main campus.
  - b. Certain programs are also backed up at the Mid-Hudson Regional Information Center, Orange-Ulster BOCES and Sullivan County BOCES.

### **School Buildings**

1. If Elementary School needs to be evacuated, move students to High School.
2. If entire school needs to be relocated, contact SED for approval of alternate sites. Consult other school district within vicinity for assistance.