

**District-Wide Safety Plan
Pine Plains Central School District**

**2829 Church Street
Pine Plains, New York
12567**

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I. Introduction

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education of the Pine Plains Central School District recognizes its responsibility to adopt and amend a comprehensive district-wide safety plan and building-level emergency response plans to address crisis intervention, emergency response and management.

Taken together, the district and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and shall provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

A. District Plans and Teams

In accordance with New York State Education Law, Chapter 16, Title II, Article 55, Section 2801-a, the Pine Plains Central School District shall have the following district safety teams and plans to deal with crisis intervention, emergency response and management:

District-wide Comprehensive School Safety Plan
District-wide School Safety Team
District-wide Emergency Response Team

The Board will appoint a district-wide school safety team that includes, but is not limited to a representative from the following constituencies: the Board, faculty/staff, administrators, parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall address crisis intervention, emergency response, recovery and management at the district and building levels.

The District Safety Plan and all Building-level Emergency Response Plans, when combined, constitute the Pine Plains Central School District – District-wide Comprehensive School Safety Plan.

The District-wide Comprehensive School Safety Plan (excluding protected information) shall be available for public inspection and public comment, in the district offices for at least 30 days prior to adoption. The Board of Education adopted the District-wide Comprehensive School Safety Plan after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested party.

B. Building-level Plans and Teams

In accordance with New York State Education Law, Chapter 16, Title II, Article 55, Section 2801-a, the Pine Plains Central School District shall have the following building-level safety teams and plans to deal with crisis intervention, emergency response and management:

Building-level Emergency Response Plan
Building-level Emergency Response Team
Building-level Post Incident Recovery Team

Each Building Principal shall be responsible for appointing a Building-level Emergency Response Team. The team shall include representation from faculty/staff, administrators, parent organizations, individual parents or guardians, school safety personnel, other school personnel, law enforcement officials, fire department officials, ambulance and other emergency response agencies. Each building-level Emergency Response team shall be responsible for the development and review of their building-level emergency response plan. The plan shall address preparedness, prevention, emergency response, and recovery at the building level and shall include all procedures required by law and regulation.

The Building-level Emergency Response Team includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and a Building-level Post Incident Recovery Team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the school community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of all of the emergency response procedures outlined under their Building-level Emergency Response Plan including procedures for sheltering and early dismissal/evacuation.

C. Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board of Education and the Building Principals will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

D. Annual Review and Report

Each Building-level Emergency Response plan shall be reviewed by the appropriate Building-level Emergency Response team by April 1st every year and updated or amended as needed. The District-wide School Safety Team shall review the District-wide plan and the building-level plans by May 1st every year, and update or amend them as needed. The Board of Education shall adopt, by September 1st each succeeding year, the District-wide Comprehensive School Safety Plan.

The Superintendent, as the Chief Emergency Officer, shall have a review conducted each year, of each building-level emergency response plan. The review shall include monitoring that each building is in compliance with the New York State Education Law, Chapter 16, Title II, Section 2801-a - School Safety Plans and Department of Education Commissioner's Regulations § 155.17 - School Safety Plans. The yearly review shall be submitted to the Board of Education along with any amendments, additions or changes that may be recommended.

II. General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

The Pine Plains Central School District has created a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, faculty/staff, administrators, parent organizations, school safety personnel and other school personnel.

The members of the team and their affiliations are as follows:

- Superintendent of Schools
- Assistant Superintendent for Business
- Assistant Superintendent for Curriculum and Instruction
- Junior/Senior High School Principal
- Junior/Senior High School Assistant Principal
- Seymour Smith Principal
- Cold Spring Principal
- School Resource Officer
- Secretary to the Superintendent
- Supervisor of Transportation
- Director of Athletics
- Director and/or Head Custodian
- Mental Health Professional
- Faculty Representative
- Support Staff Representative
- Parent Representative
- Board Representative

C. Concepts of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.

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, communications protocols are established as follows:

The Building-level Emergency Response Team is activated to assess the emergency; plan and implement appropriate response strategies.

The Principal/Incident Commander will notify the Superintendent of the situation.

The Superintendent, as the district's Chief Emergency Officer will notify the members of the District-level Emergency Response Team, the Board of Education and other designated officials as deemed necessary.

In the Superintendent's absence, the Assistant Superintendent is designated as the Chief Emergency Officer.

Upon the activation of the Building-level Emergency Response Team, the Chief Emergency Officer or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

The Chief Emergency Officer will be responsible for coordinating communication between school staff, law enforcement and first responders.

The Principal/Incident Commander may request the assistance of the Superintendent and the District-level Emergency Response Team in notifying any outside agencies for additional assistance. These agencies include, but are not limited to, the local law enforcement, County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.

Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in this Plan and the pertinent Building-level Emergency Response Plan.

D. Plan Review and Public Comment

This plan shall be reviewed and maintained by the District-wide Safety Team and reviewed on an annual basis on or before the Annual Reorganization meeting of each year. A copy of this plan will be available at the District Office and in each school building.

Pursuant to Commissioner's Regulation 155.17 (e)(3), the District-Wide Safety Plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board following a public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The District-Wide Safety Plan must be formally adopted by the Board of Education.

While linked to the District-wide 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.

III. General Emergency Response Planning

A. Identification of Potentially Dangerous/Hazardous Sites

Each school will identify and locate areas of potential emergencies in and around their building. The Director of Facilities and Operations and building custodians will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Representatives of Dutchess County BOCES and local fire department personnel have assisted, and will continue to participate in these efforts.

These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to law enforcement, fire, emergency management services, and district personnel.

Potentially dangerous sites will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:

System Sites:

- Electrical panels/shut-offs
- Gas lines/shut-off
- Gas appliances
- Heating plant
- Sewage system
- Structural failure
- Ventilation/air conditioning
- Water supply/shut-off

Environment Problem Sites:

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

Site Considerations:

- Isolated areas near the school
- Nearby streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Dangerous and outdated playground equipment.

The list of sites will be added to or modified based on current conditions.

Building Emergency Response Plans will be modified by Building level Emergency Response Team members, based on updated conditions.

B. Specific Emergency Response Protocols

Protocols 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:

District or building cancellation of classes:

The Superintendent makes the determination after consultation with the Supervisor of Transportation, District Administrators, and/or the County Emergency Management Office.

The Superintendent or Designee contacts local radio and television stations, using the code system in place. If a non-routine building or district closing takes place, the district will employ the Blackboard Connect emergency notification system to inform parents and emergency contacts.

The Superintendent or Designee also initiates the telephone chain by calling the Assistant Superintendent and Principals. ***The Assistant Superintendent is authorized to follow this procedure if the Superintendent is unavailable.***

District or building early dismissal:

Superintendent or Designee decides on an early dismissal.

Supervisor of Transportation is notified to supply buses.

District Office and building administrators are informed.

Faculty/staff and students are informed of closing.

Parents are notified of early dismissal through media contacts (Blackboard Connect, radio stations, television, and web site). A message will also be sent to all parents/guardians who have signed up for their school's email listserv, if applicable.

Parents of elementary students will provide the school with alternative locations to bring their children in the case of an early dismissal if they are generally not home.

District or building late arrival (two-hour delay and three-hour delay)

Superintendent or Designee decides on a late arrival.

Supervisor of Transportation is notified to supply buses.

District Office and building administrators are informed.

Faculty/staff and students are informed of late arrival.

Parents are notified of late arrival through media contacts (Blackboard Connect, radio stations, television, e-news alert and web site.)

Procedures for Evacuations:

Procedures for evacuations will be developed by the Building-level Emergency Response Team in conjunction with the District's Supervisor of Transportation and are found in the Building-level Emergency Response Plans. The evacuation procedures are specific to each school. They include but are not limited to:

Evacuation before, during, and after school
Evacuation routes (internal and external)
Sheltering sites (internal and external)
Procedures for addressing medical needs
Transportation and pedestrian evacuation plans
Notification and communication procedures (Superintendent and parents)

Procedures for Shelter in Place:

Procedures for Sheltering in place are found in the Building-level Emergency Response Plans. The procedures are specific to each school and situation. Shelter-in-place procedures and weather safety zones are designated in each building.

Procedures for Off-Site Sheltering:

Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available. These are included in each of the Building-level Emergency Response Plans.

C. Obtaining Information from Outside the School

The State of New York has developed a web-based system designed to enhance the state's ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state and local authorities. This feature will utilize e-mail, facsimile transmissions, cell bursting, short messages service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages.

For information on NY-ALERT, visit <http://www.nyalert.gov>.

D. Communicating Information to Parents, Guardians and the Public

In a non-routine weather related emergency or other emergency, the District has the option of employing the Blackboard Emergency Rapid Communications System, which sends a telephone/email message to all parents, guardians and emergency phone contacts/email addresses as provided by families. As soon as possible after an emergency begins, the District will inform the public of the emergency via the district website, www.ppcsd.org, and other media (with the option of using the Blackboard Emergency System) for emergencies including, but not limited to:

Biological / Chemical Contamination Incident

Radiological

Intrusions

Bomb Threat

Kidnapping

Explosion

Fire

Civil Disturbance

Hazardous Materials

Natural/Weather Related

Hostage Taking

School Bus Accidents

Suicide

Suspicious Packages

Threats of Violence

Epidemic

Others as determined by the Building-level Emergency Response Team

Other emergencies may be caused by national or regional events, including acts of terrorism. District schools will follow the Department of Homeland Security Advisory System.

E. Mandatory Reporting

The Superintendent shall notify the Commissioner of Education, as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district and shall provide such information as the Commissioner may require. Such information need not be provided for routine weather emergency days.*

{*New York State Department of Education, Commissioner's Regulations, 155.17 school safety plans, paragraph (h), {Reporting}}

F. Available District Resources

The list of school personnel who would be available in emergency situations will be developed by each Building-level Emergency Response Team, with a copy of all building lists maintained at the District Office. The list may include, but is not limited to, the names of all faculty/staff members with the school/office and home telephone numbers and the following:

Medical

School Physician
School Nurses
Director of Health and Physical Education
Emergency Medical Technicians – trained
First Aid trained faculty/staff
CPR/AED trained faculty/staff

Security

Principals
Director of School Facilities and Operations
Head Custodian
Custodians
Hall Monitors

Emergency Response

Principals
Members of fire companies
School Nurses
Faculty/staff with EMT training

Post-Critical Incident Response Personnel

Principals
School Psychologists
Guidance Counselors
School Nurses
Astor Staff/Social Workers
CISM Trained faculty/staff

Department of Buildings and Grounds

Director of School Facilities and Operations
Head Custodian
Custodians
Maintenance Staff

Department of Transportation

Supervisor of Transportation
Head Bus Driver
Bus Monitors
Drivers

G. Emergency Equipment

Each Building-level Emergency Response Plan will include a list with the location of emergency equipment available in each school:

- Medical supplies
- Medical equipment
- Lock-down buckets
- ERP (Emergency Response Protocol) flip books

H. Emergency Communication Equipment

Each Building-level Emergency Response Plan will include a list, including the location in the building, of all communication devices available:

- Weather scanners
- Walkie-talkies
- Bullhorns
- Cellular phones
- Faxes
- Networked computers
- Dedicated phone lines
- Other

I. Chain of Command

Identification of the officials authorized to make decisions regarding the use of school district resources and manpower during emergencies and their succession.

Position
Superintendent
Assistant Superintendent for Curriculum and Instruction
Assistant Superintendent for Business
Director of Pupil Personnel Services
Jr./Sr. High School Principal
Seymour Smith Principal
Cold Spring Principal
Director of School Facilities and Operations
Supervisor of Transportation

The above officials, along with other members of the District-level Emergency Response Team, will coordinate district resources and manpower in the event of an emergency.

The members of each Building-level Emergency Response Team (identified in the Building-level Safety Plans) are also assigned and authorized to provide assistance during emergencies.

J. Multi-Hazard Training

The district will provide annual multi-hazard school training for faculty/staff and students annually. This training and information will be provided to faculty/staff through a variety of resources at the beginning of each school year. Any required student safety training will be completed by or under the supervision of appropriate district faculty/staff.

The procedures for the review and conduct of drills and other exercises to test components of the emergency response plan will be developed according to law and regulations and reviewed annually by the District-wide Safety Team. Drills will be coordinated with local and county emergency responders and preparedness officials.

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

Actual Drills:

- Fire
- Emergency dismissal/evacuation
- Hold-in-place
- Shelter-in-place (weather related)
- Bus emergency evacuation
- Lockdown
- Lockout
- Medical/AED emergency
- Intruder in the building

Potential Building-level Emergency Response Team Table-Top Drills:

- Intruder in the building
- Weapon in the building
- Serious violent incident
- Gas leak
- Shelter (off-site)
- Power failure
- Bomb threat

K. Communication System Checks

Appropriate faculty/staff training will be provided to ensure effectiveness.

The Superintendent, as the Chief Emergency Officer will ensure that all district faculty/staff understand the District-Wide Safety Plan.

All Administrators shall complete the “ICS for Schools” training.
(See: <http://training.fema.gov/EMIWeb/is/is100sc.asp>).

Schools will keep a record of all building drills, exercises and training. Copies of all training records will be maintained in the District Office.

All members of the District Safety Team and more than one person in each building shall complete ICS Training 100 and 700.

IV. Responding to Threats and Acts of Violence

A. Safety and Security Procedures - Threats of Violence

The District has developed the following safety and security procedures to protect students, faculty/staff and visitors from implied and direct threats of violence:

1. Reporting of implied or direct threats of violence to school authorities

Students are required to inform school faculty/staff about any implied or direct threat of violence to themselves, others or property by students, faculty/staff, other school personnel, visitors to the school, as well as threats made by students against themselves, including suicide.

Faculty/staff are required to inform building administration of any implied or direct threat of violence directed at students, themselves, others, property, as well as threats made by students against themselves, including suicide.

Parents and visitors are encouraged to tell school faculty/staff about any implied or direct threats of violence towards students, themselves, others, property, as well as threats made by students against themselves, including suicide.

The appropriate Building Principal or the Superintendent will notify parents/guardians when students make threats of violence against themselves.

Students, faculty/staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.

2. Investigating implied or direct threats of violence

The building administrator will investigate, or cause an investigation to be conducted, all reported implied or direct threats of violence and will make the determination for disciplinary measures consistent with the District Code of Conduct.

Serious threats, including implied or direct threats of violent offenses, will require the involvement of law enforcement officers.

Chronic offenders may require a functional behavioral assessment and a behavior intervention plan, close monitoring, and law enforcement involvement.

Threats (implied or direct) placing students, faculty/staff and others in imminent danger require an immediate call to law enforcement. (Call 911)

3. Reporting implied or direct threats of violence

School administrators must keep a record of implied or direct threats of violence and report them to the Superintendent or designee, as well as annually to the State.

(New York State Department of Education, Violent and Disruptive Incident Reports, incident categories (10) intimidation, harassment, menacing, or bullying behavior and no physical contact; Dignity for All Students Act, bullying and harassment quarterly reporting).

Incidents of implied or direct serious threats of violence, intimidation, etc., require involvement of law enforcement.

District and building administrators or their designee are authorized to call law enforcement to respond to the implied or direct threats of violence.

All incidents that have law enforcement involvement shall be reported to the Superintendent.

B. Safety and Security Procedures - Acts of Violence

The District has developed the following safety and security procedures to protect students, faculty/staff and visitors from acts of violence:

1. Reporting acts of violence to school authorities.

Students are required to inform school faculty/staff about acts of violence towards themselves, others or property by students, faculty/staff, other school personnel as well as visitors to the school.

Faculty/staff are required to inform administration of any act of violence to students, themselves, others or property.

Parents and visitors are encouraged to tell faculty/staff about any acts of violence toward students, themselves, others or property.

Students, faculty/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

The building administrator will investigate, or cause an investigation to be conducted, on any reported acts of violence, and will make the determination of disciplinary measures consistent with the Code of Conduct. Deans of Students and/or the School Resource Officer, where deployed, will assist in the investigation.

Investigation of serious violent incidents (acts), including violent offenses listed in the table below, will require the involvement of law enforcement.

Acts of violence placing students and faculty/staff in imminent danger require an immediate call to the law enforcement.

Chronic offenders may require a functional behavioral assessment and a behavior intervention plan, close monitoring, and law enforcement involvement.

The following table lists incidents that require the involvement of the law enforcement. The School Resource Officer shall coordinate such intervention.

- Possession of alcohol by a minor age 16-20 years of age;
- Possession of illegal drugs to include inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, methamphetamines and amphetamines, all steroids and designer drugs;

If a student, school faculty/staff member (employee), parent or visitor on school grounds:

- Possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous weapon;
- Threatens to use, or uses, any instrument that appears capable of causing physical injury, serious physical injury or death to another person while on school property;
- Knowingly and intentionally damages or destroys the personal property of school faculty/staff, administrator, other school district employee or any person lawfully upon school district property;
- Commits an act of violence upon a teacher, administrator or other school employee;
- Commits an act of violence to another student while on school district property;
- Commits an act of violence to any person lawfully upon school district property;
- Knowingly and intentionally damages or destroys school district property.

Law enforcement may be called during an incident, or after an incident has occurred, in connection with the filing of a law enforcement report to begin a criminal investigation. The District cooperates with local, county and state law enforcement authorities. Law enforcement investigations on school grounds will be permitted under the guidelines established by the New York State Commissioner of Education. Law enforcement interrogation of students will not occur on school grounds without parental/guardian consent.

C. Proactive Measures to Prevent Acts of Violence

The Pine Plains Central School District will educate students, faculty/staff and parents about the importance of school safety. Appropriate information will be communicated to students, parents/guardians, and school district faculty/staff.

Pine Plains Schools will hold drills that help promote school safety.

The Pine Plains School District has developed reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.

The District will continue to investigate security devices and strategies to make schools as safe as possible.

The District participates in the programs of the Dutchess County Sheriff's Office and the New York State Law enforcement.

At present, the District does employ a School Resource Officer.

D. Removing Violent Individuals

Law enforcement/School Resource Officer will be called to remove aggressively dangerous and violent students or individuals at the discretion of the building principal or designee.

District and building administrators, or their designees, are authorized to call law enforcement to respond to the act of violence.

Violent adults are to be reported to the authorities immediately and should only be removed from the school building/location/event by the law enforcement.

If the school is in session, students, faculty/staff should be in lockdown when violent individuals are in or around the school. If classes are not in session, employees and students in the building or on the grounds should also be placed in a secure location until the situation is deemed "all clear" by the district, in consultation with law enforcement.

E. Reporting Incidents

Incidents of serious violence require involvement of the law enforcement/School Resource Officer.

District and building administrators or their designee are authorized to call the law enforcement to respond to an act of violence.

School administrators must keep a record of implied and direct threats and acts of violence and report them to the Superintendent or designee as well as annually to the State.*

(* New York State Department of Education, Violent and Disruptive Incident Reports, Incident categories (4) Assault with Serious Physical Injury and (7) Assault with Physical Injury)

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

IN AN EMERGENCY, LAW ENFORCEMENT SHOULD BE CONTACTED BY DIALING 911 THE SCHOOL RESOURCE OFFICER SHOULD THEN BE CONTACTED.

District policy is to respond to each incident individually. Please refer to building emergency response plans for specific procedures. If building administrators and faculty/staff are unable to de-escalate a violent incident or if laws are violated, they are to contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.

Incidents of serious violence will be reported to the law enforcement by the building principal or designee. The building principal or designee will call the law enforcement agency assigned to the school. The administrator shall request a copy of any report prepared by the law enforcement agency and shall forward a copy to the Superintendent.

The law enforcement agencies that serve the District are as follows:

New York State Police: 845-677-7300

Dutchess County Sheriff's Office: 845-486-3800, 518-398-5234

Town of Pine Plains Police: 518-398-8601

F. Quick Reference Guide for Emergencies

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

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

When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.

We have internal communications capability via e-mail, intercom, and walkie-talkie devices for faculty/staff. We have cell phones available for administrative personnel and athletic coaches.

The Emergency Alert System is monitored in the Main Offices of school buildings and other sites on district property.

G. Procedures for Contacting Parents, Guardians and Family Emergency Contacts

In matters involving individual students, parents of elementary students will receive a phone call to regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary student will remain under the supervision of school personnel until parents are notified and pick up the student or the regular end of the school day, whichever comes first.

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. The district may use the Blackboard Connect emergency contact system for school-wide or district-wide emergencies.

Every September, parents of elementary students will provide the school with alternative plans for emergency/early dismissal. Parents should notify the school if the information changes.

V. PROTOCOLS FOR A PUBLIC HEALTH EMERGENCY

A. BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-c, and will serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the spring of 2020. In addition to 27-C, the following section was added to 2801-a of the Education Law that required additions to the District Plan.

Education Law - 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.

B. PROTOCOLS

In the event of a state-ordered reduction of the District’s in-person workforce, the following is a list of essential employees.

Superintendent of Schools	The Superintendent of Schools is the district’s Chief Executive Officer.
Assistant Superintendent for Curriculum and Instruction	The Asst. Superintendent for Curriculum and Instruction is responsible for all educational programs in the district including staff education.
Assistant Superintendent for Business	The Asst. Superintendent for Business is responsible for all financial management, maintenance of liability insurance, compliance with State reporting requirements, payroll, accounting tasks, and purchasing.
Director of Pupil Personnel Services	Provide onsite support for continued student programs.
Building Administration: Principals, Assistant Principal	Provide onsite support for continued building operations, safety and supervision
Secretaries	Provide onsite support for continued building operations.
Teachers and Support Services Providers (e.g. Psychologist, Guidance Counselor, Social Worker, Related Service Provider)	To the extent that students are in person, the essential functions of educators require their in-person presence; provided, however, when students access instruction and services remotely, instructional staff may be permitted to do the same so long as they are able to carry out their essential functions remotely.

Director of School Facilities	Director is responsible for the maintenance of infrastructure of the District’s buildings and grounds. Supervises maintenance staff and oversees and coordinates with outside contractors.
Director of Technology	Director of Technology is responsible for instructional technology, network security, hardware procurement and distribution.
Custodian/Maintenance	Maintains building essential systems and functions.
Food Service Staff	All applicable staff for food distribution, as needed.
School Nurses	As deemed essential by the Superintendent.
Other Employees	As deemed essential by the Superintendent and the needs of students, program, and physical plant.
Transportation Dept: Supervisor, Head Bus Driver, Drivers, Monitors, Mechanics	As deemed essential by the Superintendent.

To enable all non-essential employees and contractors to telecommute, District staff will be guided by the District Re-entry Plan.

In an effort to reduce overcrowding on public transportation:

- School start times will be staggered.
- Grades Pre-K - 12 will be set into two cohorts.
- Staff and students may walk or drive a personal vehicle to campus.
- Employees and students may be required to work remotely, as per guidance of the Department of Health and / or the New York State Department of Education.
- Contractors may be permitted in District buildings after they have been preapproved for essential work, only after health screenings as per the District Re-entry plan.
- Visitors may be permitted on campus during school hours after they have been preapproved and only after health screenings as per the District Re-entry plan.

Personal protective equipment (PPE) will be procured and stored:

- The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock and maintain a six month supply. The District maintains a minimum of four PPE vendors to ensure a steady path of supplies.
- The District maintains secure bulk storage locations that comply with the manufacturer's storage recommendations for each item.
- PPE equipment will be readily available, if needed.

The Pine Plains Central School District is committed to creating a learning environment that protects student and staff health, safety and privacy. The District will operate under a standard procedure for addressing situations in the event an employee, student or contractor is exposed to a known communicable disease that is subject to a public health emergency, exhibits symptoms of such disease or tests positive for such disease. The Pine Plains Central School District staff will respond as per the Health and Safety section of the District Re-entry Plan.

All essential employees and contractors will have their hours and work locations documented, including off-site visits, by:

- All entrances will be locked and monitored by security greeters.
- All employees will use their access cards and sign in/sign out for entrance which documents their arrival on premises.
- All employees must complete the Covid screening as per District policy.
- Contractors may be permitted in District buildings after they have been preapproved for essential work, only after health screenings as per the District policy. Contractors will sign in with the security guards/greeters, and their presence registered in the visitor log book or visitor management system.
- Non-essential visitors may be permitted on campus during school hours after they have been preapproved and only after health screenings as per the District policy.

Preapproved visitors will sign in with the security guards/greeters, and their presence registered in the visitor logbook or visitor management system.

If emergency housing is needed the District will lodge an essential employee on a district property or at a local hotel.

If there is a declared public health emergency that involves the Pine Plains Central School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

VI. Communication with Others

A. Arrangements for Obtaining Assistance During Emergencies from Local Emergency Organizations, Agencies and Local Government Agencies.

The Pine Plains Central School District works closely with law enforcement, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives are included on each school's Building-level Emergency Response Team, and have provided technical assistance for the development of the Building-level Emergency Response Plans.

Emergency mental health services can be accessed from county and regional mental health agencies. District buildings are designated as American Red Cross Emergency Shelters in case of an area disaster or emergency.

List of Assisting Agencies:

Law Enforcement Agencies: (Emergencies - dial 911)

New York State Police: 845-677-7300

Dutchess County Sheriff's Office: 845-486-3800

Town of Pine Plains Police: 518-398-8601

Dutchess County Sheriff's Office: 518-398-5234

FBI: 845-615-1700

Fire Departments: (Emergencies - dial 911)

Pine Plains Fire District: 518-398-1311

Stanford Fire District: 845-868-1313

Amenia Fire Department: 845-373-8467

Red Hook Fire Department: 845-758-8706

Rhinebeck Fire Department: 845-876-3133 or 4315

Emergency Medical Services: (Emergencies - dial 911)

Pine Plains Fire District: 518-398-1311

Stanford Fire District: 845-868-1313

Amenia Fire Department: 845-373-8467

Red Hook Fire Department: 845-758-8706

Rhinebeck Fire Department: 845-876-3133 or /4315

Alamo Ambulance Service: 845-471-3700

Northern Dutchess Paramedics: 845-876-0338

Additional contacts: (Emergencies – dial 911)

American Red Cross: 845-471-0200

Astor Crisis Services: 845-452-2372

Centers for Disease Control (CDC): 770-488-7100

Central Hudson: 800-527-2714

Civil Defense: 845-486-2080

Dutchess County Emergency Management: 845-486-2020
Dutchess County Mental Hygiene Dept.
(including Mobile Crisis Unit): 845-485-9700
NYS Homeland Security: 518-402-2227 or 212-867-7060
Poison Control Center: 800-366-6997 or 800-222-1222
Medical Director (The Work Place): 845-431-8740
Northern Dutchess Hospital: 845-876-3001
Sharon Hospital: 860-364-4000
Mid-Hudson Regional Hospital: 845-431-8733
Vassar Brothers Medical Center Emergency: 845-431-5680

B. Obtaining Assistance from Government Officials

The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and local government agencies are in Building-level Emergency Response Plans and the District-wide School Safety Plan.

Key officials in local government that can help to develop plans and assist in emergency situations are listed in APPENDIX.

C. Informing All Educational Agencies within the District of a Disaster or Emergency

The Superintendent or Designee shall inform all educational agencies within Pine Plains Central School District boundaries of an emergency or disaster that impacts or potentially impacts them.

The list of educational institutions located within the District, their school population and faculty/staff numbers; their transportation needs; the name, title, business telephone number, home telephone number, FAX number of key officials of said educational institutions will be listed in an appendix of this District-wide Comprehensive School Safety Plan and updated annually by the first day of each new school year. Copies of the information will be maintained in the Offices of the Superintendent, Assistant Superintendent, Supervisor of Transportation, and Director of Facilities & Operations.

VII. Recovery

A. Building-level Post Incident Recovery Team – Purpose

Each building's Post Incident Recovery Team has the goal of assisting the building's students, faculty/staff and parents in "moving past the emergency" by monitoring the physical, social and psychological after-effects of a safety-related incident. The Building-Level Post Incident Recovery Team works with the Superintendent and the District-wide School Safety Team to provide support and assistance where needed.

B. Physical Recovery

Physical recovery includes, but is not limited to: contacting insurance companies regarding damage to school buildings or injuries suffered by school personnel or others; assistance to school personnel and families through Social Services, Red Cross assistance; identifying areas of the building that may be temporarily unavailable pending repair or reconstruction and working with the Board of Education and administration to identify alternative locations for classes or other school business; communication with the Director of Technology regarding the status of the District's Technology Disaster Recovery Plan.

C. Psychological Recovery

The Recovery Team will assess on a regular basis the psychological response of the relevant segment of the school community and recommended recovery efforts including, but not limited to:

- Presence of grief counselors and social work services to assist students, faculty/staff and parents;
- Assemblies or other community events, sponsored either by the District or for the District by mental health agencies or the Red Cross, to receive information and assistance with questions related to the event;
- Assistance from BOCES or neighboring districts if key personnel are unable to perform their duties;
- Referrals of employees to mental health professionals on an as-needed basis.

D. Social Recovery

The Recovery Team will work with the Superintendent and the Board of Education to recommend any actions needed to restore communication among the school community following an incident, including, but not limited to: special board meetings, assemblies, media contacts, training, mediation, anger management assistance and/or group meetings of relevant stakeholders. The team will verify that expressions of appreciation are conveyed to first responders and all those who assisted with the incident, either in person or in writing.

E. Critical Incident Stress Management (CISM)

The CISM team is comprised of individuals trained in intervention protocol developed specifically for dealing with traumatic events. This team focuses on helping those involved in a critical incident to share their experiences, vent emotions, learn about stress reactions and symptoms and give referral for further help if required.

VIII. Prevention and Intervention Strategies

A. Policies and Procedures Related To School Building Security

Schools will use a single point of entry system.

All doors are locked from the inside to prevent entrance.

No door shall be locked to prevent emergency exit.

The front door of all school buildings will be locked and monitored by a school employee during the regular school hours by means of an intercom system. All persons entering will be required to show picture identification. All visitors must sign-in, sign-out and wear identifying badge while in the building. Visitor access is restricted to specific locations.

Faculty/staff members will wear visible identification badges on their outer-most garment.

Any individual not wearing identification is to be directed to the main entrance sign-in and sign-out area by all faculty/staff.

Should any individual refuse to show, or not possess proper identification, or refuse to wear the required identification, they shall be refused admittance to the school building and the law enforcement/School Resource Officer contacted if necessary.

Individuals picking up a student must have prior parent/guardian authorization and must show picture identification if not known by the faculty/staff monitoring student pick-up.

The school buildings have faculty/staff whose duties include, but are not limited to: monitor entrances, move students between classrooms, patrol hallways, supervise parking lots, supervise cafeterias, direct visitors to the appropriate office and check restrooms.

The District may use local law enforcement agencies in addition to school faculty/staff to chaperone events.

B. Policies and Procedures for the Dissemination of Informative Materials Regarding the Early Detection of Potentially Violent Behaviors.

It is the district's responsibility to provide information about student and school safety to all students, faculty/staff, parents and community members.

Informative materials about early detection of potentially violent behaviors, including suicide and dangerous situations will be disseminated to students, faculty/staff, parents, and community through a variety of methods. These may include student curricula and workshops, faculty/staff training seminars, pamphlets, newsletters and other publications, public seminars, faculty/staff and parent school safety handbook, on-line safety guide and school safety web bibliography, and other media

C. Dignity for All Students Act

The District Code of Conduct and school policies incorporate requirements of the Dignity for All Students Act (“the Act”). The Act’s provisions are consistent with school policies against bullying, harassment and other discrimination and in support of proactive efforts to prevent such behavior on school grounds and at school activities.

District strategies include, but are not limited to:

- Specific procedures and reporting requirements whenever bullying and harassment are reported to any school employee;
- Cooperation with law enforcement to report any alleged “cyberbullying” that disrupts the educational program or of which the district has notice;
- Board appointment of a DASA Coordinator in each school building who shall be trained in human relations;
- Annual training for students and all personnel;
- Peer mediation and other mediation services offered by state, county and local agencies.
- Daily monitoring by faculty/staff, Dean of Students and Principal of the culture and climate of each school building to address questions of interpersonal relations;
- Referral to District Complaint Officers or law enforcement for investigation, where warranted or required by law.

D. Appropriate Prevention and Intervention Strategies

The district collaborates with state and local law enforcement officials for a variety of school safety programs.

Non-violent conflict resolution training programs are available, and mediation can be used in appropriate cases.

Astor Services for Children and Families and the Pine Plains Central School District sponsor a satellite mental health clinic in each district school building where individual and family therapy is offered on a voluntary basis. Participation requires parental or guardian approval.

School psychologists and other related student services personnel are available for all students.

Regular faculty/staff meetings are held and may include updates on safety policy and procedures.

E. Strategies for Promoting Conflict Resolution, Anger Management, Character Education, Empathy Education, Harassment Prevention, and Social Skill Development.

Stissing Mountain Jr./Sr. High School

- GSA and SADD Clubs
- Bullying Assembly
- Bullying Parent Info Night
- Increased events to promote school tone, climate and culture (i.e.: faculty follies)
- Awareness Fair and other parent information nights regarding teen issues
- Curriculum units at each grade level that address bullying and positive character education
- Guidance newsletters that provide suggestions on how parents can help their child

Cold Spring and Seymour Smith

Cold Spring Early Learning Center and Seymour Smith Intermediate Learning Center develop and/or provide access to a variety of programs and services that impact school safety prevention and intervention. Activities and presentations include, but are not limited to: student and staff safety/evacuation drills and training, fire prevention and response, child abuse and abduction prevention, drug and alcohol prevention, and Internet Safety, anti-bullying, harassment and conflict resolution programs or training. Faculty/staff have been trained in respectful discipline and other positive behavioral intervention techniques, such as the Responsive Classroom® and Respectful Discipline social/academic approach. Cold Spring School has held an annual ‘safety day’ during which community and other law enforcement/emergency response personnel have provided information on water safety, stranger awareness, ATV safety, animal safety, and child find/identification to students, faculty, staff and, in some instances, parents and guardians. High school students provide elementary children at both schools with ‘safe/responsible choices programs,” such as Students Against Destructive Decisions activities.

The district has implemented procedures for reporting of threats and acts of violence, as described elsewhere in this Plan and the District Code of Conduct.

The Board of Education annually appoints four Title VII/Title IX Officers to confidentially investigate claims of harassment and discrimination and to recommend counseling, disciplinary or law enforcement involvement to the Superintendent of Schools and Board of Education.

All school employees and volunteer coaches are subject to fingerprinting and criminal background checks conducted by Federal and state authorities as required by state law.

The District provides annual training to faculty/staff in violence prevention and intervention, and mental health, including but not limited to in-service programs, conference days, and workshops.

This training is also provided to new employees within 30 days of hire.

This training may include, but is not limited to:

De-escalation training	Social skill development
Warning signals for violence	Character education
Non-violent conflict resolution	Harassment prevention and investigation
Emergency Response Team training	Anti-discrimination training
Mediation	
Mentoring	

IX. Transportation Department: Accident Protocol

(Revised May 2018)

Remain Calm *Reassure Students* *Report Details*

- ❖ Do not evacuate your bus unless staying there is more dangerous or there is danger of fire.
 - If you need to evacuate, follow safe evacuation procedures. Use the “buddy system” and place students together far enough away from danger.
- ❖ Stay with students until help arrives.
- ❖ Make no statements regarding the accident to anyone other than the police and school officials.
- ❖ DO NOT release students to any parent unless instructed to by police or school official.
- ❖ Keep track of students and protect accident scene.
- ❖ Upon arrival back at the transportation office, you may be required to report for a post-accident drug and alcohol test. You will be driven to the test site and driven back to base. You will not be permitted to drive yourself to and/or from the test site.
- ❖ You will required to complete a DMV 104F and bus incident report.

Minor Accident (no injuries and no major property or vehicular damage)

- Pull over immediately in a safe location
- Turn on hazard lights
- Call base on radio with exact location and accident description. If radio is not available, call transportation office on telephone.
- If students are on board, complete bus accident passenger position chart. Include student names, phone number, and date of birth.
- Secure vehicle and place emergency triangles appropriately
- Wait for further instruction from base and police personnel upon their arrival
- Students must be checked by a school nurse or district official prior to being released

Major Accident (incidents that do not fit qualifications of a minor accident)

- If possible do not move vehicle unless instructed to by police, district official, district mechanic or vehicle is in imminent risk
- Turn on hazard lights
- Determine if you need to evacuate your bus. If yes, do so and continue following protocol. If no, continue following protocol.
- Call base on radio with exact location and accident description. If radio is not available, call transportation office on telephone. A call to “911” may be required from the scene by a driver, monitor or responsible student.
- Secure vehicle and place reflective triangles appropriately.
- Provide care needed to stabilize injured students within the limits of your ability
- If students are on board, complete bus accident passenger position chart. Include student names, phone number, and date of birth. Assess injuries and document them on reverse side of that chart.
- Wait for further instruction from base and police personnel upon their arrival
- All students must be checked by a school nurse or district official prior to their release unless transported or treated by Emergency Medical

*If you are injured and unable to carry out these procedures, designate a monitor or older student to complete the steps within their ability.

Supervisor/Head Bus Driver

After receiving a report of an accident:

- ❖ Assess type of accident, location, severity and if injuries are present.
- ❖ Contact emergency services to respond and provide as much information as possible.
- ❖ Contact Superintendent of Schools, or designee if not available, and inform them of the situation and request an administrator to respond to the scene if needed.
- ❖ Inform mechanic of accident information so they can respond to scene with an alternate vehicle
- ❖ If there are any stops left to be picked up during the AM route, send an additional driver and vehicle to continue picking up remaining stops. Assistance may also be requested from other drivers in neighboring areas.
- ❖ Upon arrival to accident scene, point person(s) who are in charge (police, fire chief, or school administrator) will assess injuries and determine if further medical examination is necessary (outside of school nurse review).
- ❖ Take photographs/notes as needed
- ❖ Review and collect Bus Accident Position Chart
- ❖ Call tow service if required
- ❖ Remain on accident scene until all students and district vehicles are cleared from the scene.
- ❖ Upon return to office, complete DMV 104F, if required.
- ❖ Follow up with state police/county sheriff if paperwork is required from them.
- ❖ Schedule driver for post-accident drug/alcohol testing, if required

Pine Plains Central School District

School Bus Emergency Plan

Fire

- If there is smoke or any portion of the bus is on fire, pull over.
Stop the bus in the safest possible place and evacuate immediately.
- A very small fire may be attempted to be extinguished by the use of the onboard fire extinguisher. However, remember that your primary responsibility during a fire is to evacuate your passengers safely.
- Call base or 911.
- If the engine is on fire, do not open hood.
- If someone's clothing is on fire instruct them to STOP, DROP and ROLL.
Running will fan the flames.

Bus to Bus Transfer

Certain situations will require the transfer of students from your bus to another. Follow these procedures:

- Stop the bus in a safe location. If possible, attempt to leave sufficient room for the transfer bus to park.
- Secure the bus: shut off the engine, set the brake and remove the keys. Activate the 4-way flasher if required.
- If you are unable to get the bus off the road, the transfer bus should pull into a location to block traffic. Both buses should activate red warning lights until the transfer is complete.
- If able, both drivers are to stand by their doors to maintain visual contact until transfer is complete.

Student Accountability & Release

In an emergency situation that prevents a normal bus drop off procedure, such as an evacuation, medical emergency, crash or mechanical failure it, is essential to: 1) account for all students 2) supervise all students 3) follow procedures for the appropriate release of students.

Do not release students at the scene and do not allow any students, regardless of their age, to leave.

- Call base to inform them of the situation.
- Keep students on the bus unless they are at risk by staying onboard.
- If you evacuate, keep students together, supervised and calm.
- Account for all students. Use the seating chart in your bus folder to list students.
- Prepare students for possible transfer to another bus.

Evacuation

Certain emergency situations will require you to evacuate your bus. Follow these procedures:

- If time permits, call base to inform them of the situation.
- Secure the bus: shut off the engine, set the brake and remove the keys. Activate the 4-way flashers if necessary.
- Determine the proper emergency exit to use.
- Choose an assembly area at least 100-200 feet from danger, upwind if possible and away from other vehicle traffic.
- Assign student helpers to stand by the emergency exits and help other students get off safely. Assign other students to lead the group to the assembly area.
- Check each seat and floor area to be sure everyone is off the bus.
- Leave the bus last, with the first aid kit and a cell phone if possible.
- Gather your students and keep them together at the assembly area.
- Do not release students unless instructed to do so by base or first responders.

Medical Issue

Minor Medical Situations:

If there appears to be a minor medical issue such as vomiting, feeling faint, a bloody nose, a cut or scratch, etc., take it seriously. We don't know the medical history of each student. Therefore, we must treat all of these medical situations seriously regardless of how they appear. Doing nothing is not an option.

If there is a medical emergency:

- Stop the bus in a safe location. Secure the bus and activate the 4-way flashers if necessary.
- Assess the situation and call 911 for potential serious medical concerns (i.e. breathing difficulties, choking, unresponsive student, severe bleeding, anaphylaxis, seizures, diabetic emergencies, and any other concerns deemed serious). Report 911 emergency call to the base.
- Evaluate the first aid needs. Treat the most critical conditions first within your level of training and ability.
- You may need to assign students to help organize and supervise the remaining students.
- If a student is sent to a hospital, give any identifying information you have to first responders. Keep a record of the student(s) name(s) and to which hospital they were transported.

Mechanical Trouble

There are many types and degrees of mechanical troubles that can impact decisions about the safest course of action for you and your passengers. As you assess the situation, determine your location, the condition of the bus, and if students are safer on or off the bus.

If your bus has mechanical troubles, follow these procedures:

- Stop the bus in a safe location.
- Secure the bus: shut off the motor, set the brake and remove the keys. Activate the 4-way flashers.
- Call base or 911.
- Make the decision to evacuate or keep the students on the bus. If it appears safe to do so, always try to keep students on the bus. They are safest there.
- If you need to evacuate for safety reasons, implement the evacuation protocol.
- Do not release students. Follow student accountability & release procedures.
- Put out warning triangles. This is especially important if you are on a blind corner. If you are the only adult on the bus, depending on the age and disciplinary needs of students onboard.
- Prepare to follow bus to bus transfer procedures if necessary.

Weather Related Hazards

Torrential Rain, Hail or High Winds: If severe weather such as dangerous winds, torrential rain or hail occurs and it is not safe to continue your route, follow these procedures:

- Park the bus in a safe location away from falling objects and call base. Remain until the storm subsides and call base again when you are ready proceed.
- Keep students on the bus and in their seats.
- If additional protective actions are needed, direct students to crouch down with their chest on their thighs. Body parts should be below window height.

Water on Road or Flooding: Do not drive through water on the road if:

- The water is moving or has a current.
- There is debris in the water.
- You cannot see how deep the water is or if there is a dip in the road that could increase the water's depth.
- Any other condition you deem unsafe.

Snow or Icy Conditions:

- Decrease your speed and leave yourself 3 times the normal room to stop.
- Brake gently to avoid skidding. If your wheels start to lock up ease off the brake.
- Be especially careful on bridges, overpasses and infrequently traveled roads, which will freeze first.
- If it is not safe to continue, stop the bus in a safe location and call base.

Power Lines

Power Lines Down or Low-Hanging Lines:

- Identify a safe place to stop, as far away as possible from the power lines.
- Call base or 911.
- Keep everyone inside the bus. The ground around the bus may be energized.
- Do not drive over a fallen power line or under a low hanging power line.
- Do not touch anything or anyone in contact with a power line.

Bus in Contact With Power Line:

- Stop the bus. Secure the bus: shut off the motor, set brake and remove keys.
- Call base or 911.
- Keep everyone inside the bus, the ground around the bus may be energized.
- Keep students in the center of the bus, away from and not touching metal surfaces.
- First responders will tell you when it is safe to exit the bus or to move the bus.
- If you have to evacuate the bus, follow evacuation procedures and include:
 - Keep hands at their sides and jump clear of the bus so they are not touching the bus when their feet hit the ground.
 - Keep both feet together and hop or shuffle away from the bus without picking up your feet, do not run.
- While on the ground, do not touch the bus or assist other students still on the bus.

Aggressive Person

If the person is a parent or other adult:

- If they are outside, keep the door closed and ask them to come to the driver's window.
- If they are already on the bus, ask them to exit the bus. A school bus is school property and no one is allowed on without permission.
- Stay calm, be polite and professional. Try not to become emotional, defensive or angry. Lowering your voice may calm the situation.
- If you are unable to solve the issue, direct them to call the Transportation Dept.
- If the situation becomes unmanageable or if you feel threatened, discreetly key the mic of your radio so the conversation will be heard by base.
- If necessary, instruct a passenger to call 911.

Aggressive students on the bus:

- Use the lowest level of response that will safely neutralize the crisis.
- If two students are fighting, you are not required to put yourself at risk. However, you should behave in a reasonably prudent manner to try to reduce the danger.
- The best way to handle a student fight is to avoid it. Separate any students who are becoming confrontational with each other.
- If students do engage in a fight, take charge of the situation. Use a calm, firm, authoritative voice. Use specific verbal commands such as “*Stop fighting! Sit down, now!*” include names whenever possible.
- Call base or have a passenger call 911 if necessary.

Threat – Suspicious Object

Threat - If you see, have knowledge of, hear or receive a threat of any kind:

- Stay calm. Avoid creating a more dangerous situation.
- Assess the situation. Is the threat credible? Try to determine if the threat is inside the bus or coming from the outside. Is the threat against a student, driver or the entire bus?
- Discretely gather information from a person reporting the threat, if feasible.
- If possible, call base to report.
- Make a plan, based on the known information. Decide to continue the route, modify the route or stop the bus.
- If you decide to stop the bus, you may want to mimic a mechanical problem rather than draw attention to the threat.
- If the threat is weapon involved, call base with the message “I’m having a problem, my purple button isn’t working”.

Suspicious Object – If you notice or learn of a suspicious object, package or device:

- Do not touch, move or pick up any suspicious object or device.
- If moving, stop the bus in an open, safe area, keeping in mind evacuation will be necessary.
- Secure the bus.
- Quickly and authoritatively instruct everyone to immediately turn off cell phones and do not use the radio.
- Carefully evacuate everyone off the bus making the assembly area as far away as possible.
- After everyone has reached the assembly area, find a way to contact base or 911 possibly by a passing motorist or neighbor.
- Make any preparations necessary for a bus transfer.

Building Security Checklist

Check List Item	BY Whom	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Contacts up to date with law enforcement/fire/ems	School Resource Officer (SRO)												
Check access control panel	Custodian/Maintenance												
Review/Revise safety and security plans	District Safety Team/ Building safety team												
Cameras in working order with correct date/time	Custodian/Maintenance												
Check that all doors Latch/Lock properly (interior and exterior)	Custodian/Maintenance												
Check that restricted access areas are secure	Custodian/Maintenance												
Staff is issued ID badges (including substitutes and contractors)	Administrative Assistant / Personnel Assistant												
Emergency Contacts Current for staff and students	Building safety team												
Evacuation sites still accessible	Custodian/ Maintenance SRO												
Staff Radios are in working order	Custodian/Maintenance												
All Windows are free from damage and latch/lock properly	Custodian/Maintenance												
Lights in parking lot/exterior of building are in working order	Custodian/Maintenance												
Interior lights are in working order	Custodian/Maintenance												

