

Greenburgh Eleven UFSD District Emergency Management Plan

**P.O. Box 501
Dobbs Ferry, New York 10522**

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INTRODUCTION

In accordance with Chapter 181 of the Laws of New York 2000 (referred to as Project SAVE, Safe Schools Against Violence in Education Act) and the Commissioner of Education Regulation 155-17, the following is the Greenburgh Eleven UFSD District-wide Emergency Management Plan. The purpose of this Plan is to provide all Greenburgh Eleven UFSD staff members with information regarding assigned responsibilities and duties, and to outline plans and procedures which will be put into place immediately in the event of emergencies and major disasters.

In order to safeguard the health and safety of all students and staff, emergency planning and training is essential, and can save lives as well as reduce personal injury and property damage. In case of any emergency, Greenburgh Eleven UFSD will mobilize all staff, supplies, equipment, and other resources in a cooperative venture with Children's Village on behalf of the safety and welfare of everyone on campus.

The District will also work in a spirit of cooperation with local public safety officials to protect students and staff. In an emergency, the building level Emergency Management Team will respond first. The Principal or his/her designee will immediately notify the Superintendent regarding the problem and the Superintendent will notify The Children's Village.

The Emergency Response Plan for the District has been developed with the advice and assistance of local government officials, including the Dobbs Ferry Police Department, Fire Department and Volunteer Ambulance Corps. Copies of this Plan and copies of the school floor plans will be provided within thirty days of adoption to the Dobbs Ferry Police, the Dobbs Ferry Fire Department and the State Police.

SECTION I: General Considerations and Planning Guidelines

A. Purpose

The Greenburgh Eleven District-wide Emergency Management Team has been developed at the direction of the District Board of Education, and the Superintendent of Schools of the Greenburgh Eleven School District.

B. District Emergency Management Team:

The Greenburgh Eleven School District has a District Emergency Management Team consisting of:

- Superintendent
- Deputy Superintendent
- Supervisor of Pupil Personnel Services
- Principals
- Security Personnel

The duties of the Team include continually reviewing and, where necessary, modifying and updating a District-Wide Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17. During an emergency, the Planning Team shall function as an operations group under the command of the District's Emergency Coordinator who is the Deputy Superintendent.

Name	Business Telephone
Emergency Coordinator <i>Elton Thompson</i>	693-8500 Xt-244
Superintendent of Schools <i>Anthony Gyetua-Danquah</i>	693-8500 Xt-223
Principal of Junior/Senior High School/Special Areas <i>Elton Thompson</i>	693-8500 Xt-244
Security Supervisor <i>Timothy Carver</i>	693-8500 Xt-205
Children's Village Special Services	693-0600 Xt-1307 or 1308
Medical District-Wide School Safety Plan (Dr. Gardner)	693-0600 Xt-1403
Buildings & Grounds <i>Kevin Bradley</i>	693-0600 Xt-1200
Board of Education President <i>Lisa Tane</i>	693-8500 Xt-222

C. Concept of Operations

1. The Superintendent or the District Emergency Coordinator **or their designee** makes the decision to activate the District-Wide Emergency Response Plan.
2. The District-wide Emergency Management Plan shall be directly linked to the individual Building-level Emergency Management Plans. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of the individual Building-level Emergency Management Plan to insure continuity of response throughout the district. The Principals from the building team serve on the District team to further enhance communications among all teams.

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

D. Plan Review and Public Comment

1. This plan shall be reviewed and maintained by the District Emergency Management Team and reviewed on an annual basis on or before July 1 of each year. A copy of this plan will be available at the District Office and in each school building.
2. The plan must be reviewed and approved by the Board of Education.
3. While linked to the District-wide Emergency Management Plan, the Building Emergency Management Plan 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.

District Emergency Management Plan Overview



E. District Emergency Management Plan Overview

Greenburgh Eleven UFSD has reviewed the District's Emergency Management Plan in cooperation with administrators, teachers, non-certified staff members, parents and security and revised and updated the information contained therein after having an outside consultant conduct a School Safety Assessment. This District Plan addresses the five phases of Emergency Management as shown in the diagram on the previous page.

I. General Emergency Management Planning and Preparedness

- A District Emergency Management Team has been established.
- A Building Emergency Management Team has been established.
- The District has developed policies and protocols as well as exercises for dealing with potential emergencies.

II. Response to Threats and Acts of Violence

- The District Response Plan includes
 - ✓ Carrying out the communications aspect of the plan;
 - ✓ Assembling the Crisis Response Team to implement the plan;
 - ✓ Convening an emergency or special Board meeting;
 - ✓ Initiating the investigation section of the plan; implementing the plan to re-open school; and
 - ✓ Monitoring the plan for inspections and access to the school.

III. Communication with Others

- The District has in place procedures for communicating internally and externally.
- The District has established procedures for obtaining assistance from emergency responders and government agencies.

IV. Prevention and Intervention Strategies

- A Safety Audit was conducted to identify critical issues and to improve safety. Steps have been taken to follow up and implement the findings of this audit.
- The building team has met to assess the current status of the building level plan and is continuously working to update and maintain their plan.
- The District Insurer has been consulted regarding ideas for loss control and accident prevention.
- The Fire and Police Chiefs have been asked for ideas regarding safety.
- The District Anti-bullying program is being reviewed.

V. Recovery

- The District is developing a plan for grief counseling.
- The Emergency management Plan will be reviewed and updated annually.
- All staff will be retrained annually in Emergency Management procedures.

The District's Emergency Management Plan also includes procedures for continually reviewing and updating this document. One school lock-down /lock-out drill and fourteen fire drills are included within this Plan.

Section II: General Emergency Management Planning and Preparedness

While an emergency situation may require on-the-spot decisions, there are three procedures that are to be followed as standard responses to any emergency situation:

1. Administer First Aid: First Aid is treatment that will protect the life of the victim until appropriate medical help is secured.
2. Call Expert Help: In most emergency situations, the need for expert help is evident. Fires are fought by fire fighters, bomb scares require police assistance, power failures require electrical expertise, etc.
3. Follow Instructions: Once expert help has been contacted, follow their emergency instructions.

A. Identification of Sites of Potential Emergency

1. The Building Emergency Management Team will identify and locate areas of potential emergencies in and around their building. Sites that have been specifically identified as potential areas of emergency are the Bethune School lunch rooms, boys' rooms, stairwells, the dumpster area and the ball field. In addition, the building team will identify electrical, heating, ventilation, water supply and sewage systems locations and shut-offs as other areas of potential emergencies. These locations are listed in the Building Emergency Management Plan and are identified on building maps supplied to police, fire, EMS, and District personnel.
2. 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	Heating plant/Shut off
Sewage system	Structural failure
Ventilation/Air conditioning	Water Supply/shut off
Communication-voice and data panels	Fuel Storage

Environmental Potential Problem Sites

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

Other Site Considerations

Nearby streams, ponds, etc.	Steep areas near school
Isolated areas	Equipment
Unprotected electric	

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

3. In addition to sites of potential emergency in the school building, there are four additional sites in our surrounding community:
 - a. New York State Thruway (I 87) - This north/south highway runs through the Village of Ardsley approximately ½ mile from our school district.
 - b. Saw Mill River Parkway - This north/south parkway forms the border between the Village of Dobbs Ferry and Ardsley and is located approximately 1/4 mile from our school district.
 - c. Hudson Rail Line
 - d. Ardsley Rail Line

In the event of an emergency occurring on either roadway which would threaten the health and welfare of students and staff in our school district, the following actions would be taken:

- a. Follow instructions of local authorities.
 - b. Implement the District Emergency Response Plan for Chemical, Radiological or Biological incidents.
 - c. Consult with the School District Administrators of Dobbs Ferry and Ardsley.
 - d. Maintain ongoing Communication with Children's Village.
4. The Building Emergency Management Plan will be modified by the Building Emergency Management Team based on updated conditions.

B. Plans for Different Types of Emergencies

Specific plans for the following types of emergency response are included in the Building Emergency Management Team Plan:

1. School Cancellation/ Delayed Openings
2. Early Dismissal
3. Evacuation
4. Lockdown/Lockout

1. School Cancellation/Delayed Opening

School Cancellation/Delayed Opening means a determination by the Superintendent of Schools or a designee that the school should open later than scheduled or should not be in session for one or more days due to an emergency.

Procedure for School Cancellation/Delayed Opening: The Superintendent of Schools will notify the Children's Village administrators, the Deputy Superintendent, the Supervisor of Pupil Personnel Services, the Principals, Building Security and the local television and radio stations. The Supervisor of Pupil

Personnel Services will notify the bus companies. The closing of schools will also be posted on the District's Website www.greenburgheleven.org. In addition, the Superintendent or a designee will activate the emergency notification system that will provide essential information to all staff and students.

2. Early Dismissal

Early Dismissal means returning students to their homes (day students) or cottages (resident students) before the end of the school day.

Procedure for Early Dismissal: The Superintendent or a designee, in consultation with the Deputy Superintendent, will make the decision to close school early and dismiss students. The Superintendent/designee notifies The Children's Village administrators, the Supervisor of Pupil Personnel Services and the Principals of the early dismissal. (If the Superintendent and the Deputy Superintendent are away from the District and an early dismissal decision needs to be made, the School Administrator in Charge will make this decision). The Superintendent or designee will activate the emergency notification system that will provide essential information to all staff.

The Secretary of Personnel Services calls: 1) the bus companies to pick up the day students and 2) The New York City Department of Education Office of Pupil Transportation. The School Administrators or their designee(s) will call the parents of their respective day students. Parents will be notified of Early Dismissal procedures early in the school year and a telephone chain established for actual emergencies.

Residential students will be escorted to their cottages by Teacher Associates and day students will remain in the building with designated staff who will stay with the students until everyone has been dismissed. As the number of students declines, school staff will be dismissed by the School Administrators in keeping with school practice to ensure safety at all times.

3. Evacuation

Evacuation means moving students for their protection from a school building to a pre-determined location in the event of a serious violent incident or other emergency such as a weather emergency or other hazardous condition. "Serious violent incident" means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and staff. The specific evacuation plan will depend on the exact nature of the threat.

Procedure for Evacuation to Another Building on Campus: The Superintendent of Schools/designee or the Deputy Superintendent/designee will make the decision that the emergency situation warrants evacuation to other facilities on the campus (or to an off-site location). Students will be moved from buildings that are affected or may be threatened at any time by emergency conditions. Otherwise, students will remain in unaffected buildings. The Superintendent or a designee will notify the administrators at The Children's Village regarding the need to evacuate on campus and will also notify the Supervisor of Pupil Personnel Services, the Principals and Building Security. Specific procedures are included in the Building Emergency Management Plan. The School Administrators will work with the Children's Village administrators to arrange for housing for the day students.

Procedure for Evacuation Off the Campus: Should it be necessary for the students to be moved to an off-site location, this move will be coordinated by The Children's Village administrators in conjunction with the Greenburgh Eleven Superintendent/designee. The Superintendent of Schools/designee will notify

the Principals of the details of the emergency and the point of relocation. In inclement weather, whenever possible, students and staff will be transported to the relocation site using agency and school district vehicles. Day students will be evacuated with the residential students. The individual Principals or their designee(s) will notify parents of the day students as to where their student(s) are being taken.

After consultation between the Deputy Superintendent and the Vice-President for Quality Improvement, Program and Policy at The Children's Village, the Dobbs Ferry Police and Fire Departments will be notified of the details of the evacuation and their assistance requested in traffic control. Other state, county and local emergency agencies will be contacted, as necessary, to ensure coordination of emergency evacuation activities.

The Principals will direct their staff to begin to evacuate the students from the building and to remain with the students until further directions are given. All attempts will be made to maintain the S.E.D. Regulations of ratio of students to staff at all times.

4. Lockdown/Lockout

Procedures for Lockdown/Lockout: The Superintendent of Schools/designee or the Deputy Superintendent/designee will make the decision that the emergency situation warrants a Lockdown/Lockout. The Principals, The Children's Village administrators, the Supervisor of Pupil Personnel and Building Security will be notified of the situation. The Superintendent or designee will activate the emergency notification system that will provide essential information to all staff.

Lockdown will be used when being inside the building is safer than being outside. The description of this procedure can be found in Building Emergency Management Plan. A lockdown drill with staff and students will be held at least once annually. This drill may utilize the services of local law enforcement agencies, at the Principal's discretion. Parents should be notified in advance of the drill.

In case of any emergency, Greenburgh Eleven will mobilize all staff, supplies, equipment and other resources in a cooperative venture with The Children's Village on behalf of the safety and welfare of everyone on campus.

5. Sheltering

Sheltering means keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside rather than to return to cottages or home or be evacuated. Generally, sheltering is for a short time, but conditions could warrant extended sheltering for at least 24 hours.

Procedures for Sheltering: The chain of command will be utilized to decide that an emergency warrants the sheltering of students in the school facilities.

The Superintendent of Schools or his designee will notify the Deputy Superintendent, the Principals, The Children's Village administrators, the Supervisor of Pupil Personnel Services and Building Security of the need for Sheltering. Proposed sheltering actions include:

- A. Short-term sheltering.
- B. Long-term sheltering.
- C. Long-term sheltering involving chemical, biological or radiological incidents.

A. Short -Term Sheltering:

1. Students will remain in the building until the emergency passes and normal building operation can be resumed.
2. The chain of command will be utilized to determine when the emergency has passed and it is safe for students to move freely.

B. Long-Term Sheltering:

1. If all students require long-term sheltering, a decision will be made utilizing the chain of command as to where long-term sheltering will take place. A request will be made for Food Services to provide whatever provisions are possible. Blankets and emergency lighting may also be requested.
2. Special accommodations are in place if only day students require long-term sheltering.

C. Long-Term Sheltering (Chemical, Biological or Radiological Incidents):

As a school district, we acknowledge that the need for the District to respond to an emergency involving a chemical, biological or radiological incident that impacts the District would be a rare event. Nevertheless, should such an emergency occur, we must be prepared for prompt action. The following is a set of procedures designed to respond to such emergencies effectively.

If local officials advise to “shelter in place” they mean that everyone is to remain inside the school building and protect themselves there. All windows and exterior doors should be closed and locked. Staff are to take their disaster supplies bag, and listen for instructions. Local officials may call for evacuation in specific areas at greatest risk in your community.

Special sirens have been installed throughout Westchester County which will be activated by the county Department of Emergency Services. The sirens will sound for three to five minutes without interruption. Additionally, the town of Dobbs Ferry will sound sirens in the event of a localized emergency. Dobbs’ emergency notification system, a “9-9-9” signal, will sound from the village’s air horn and siren. Each blast lasts two to three seconds and is repeated in sets of nine, three times. This is a standard civil defense signal.

C. Resources and Personnel Available in an Emergency

The following resources and personnel may be available for use during an emergency situation.

Security

- Security Personnel
- School Monitors
- School Resource Officers from The Children’s Village

Emergency Response

- Local Police
- Fire Responders
- EMT Responders
- The Children’s Village Medical

Post-Critical Incident Response Personnel

- Psychologists
- Guidance counselors
- Social workers

Available emergency equipment

- Medical Supplies – Bags, First Aid Kits, Defibrillators, etc.
- Communication devices available in each building:

Two-way radios	Cellular and landline phones
Bullhorns/public address system	Faxes
Networked computers	Dedicated phone lines

D. Coordination of School District and Agency Resources

1. Internal and External Communication Systems in Emergencies

a. Internal Communication System

The District’s internal communications system includes land line and cellular telephones, two-way radios, the public address system, bullhorns and email as well as person-to-person communications to contact staff or administrators within the school building.

b. External Communication System

The District’s external communication system includes the communication devices listed above (including land line and cellular telephones, two-way radios, and email) as well as faxes to communicate with outside agencies such as The Children’s Village, Dobbs Ferry Police and Fire Departments, area Emergency Services, The Hudson Valley Poison Control Center, local hospitals, utilities, local governments and the media, as needed.

In the event of a bomb threat or suspicious package, cellular telephones and two-way radios should not be used. Land lines and PA system should be used in this type of emergency.

2. Command posts

The Primary Command Post will be the Superintendent’s Office. Emergency officials will be provided with a map of the campus and building floor plans.

3. Chain of Command

Within the chain of command there are two options:

Option 1

Occurs when a campus-wide or county-wide emergency is called in to the Superintendent’s office by outside sources such as Civil Defense Units. The Superintendent is first person notified of the emergency and contacts the following personnel:

Option 2

Occurs when any staff member is the first person on the scene and must take immediate action. The staff person notifies the following:

- ✓ Superintendent
- ✓ Agency Vice President for Residential Programs
- ✓ Building Security
- ✓ Special Children’s Services
- ✓ Supervisor of Pupil Personnel Services
- ✓ Principals
- ✓ Principals
- ✓ Superintendent of Schools/Designee
- ✓ Agency Vice President for Residential Programs
- ✓ Building Security
- ✓ Building Security
- ✓ Supervisor of Pupil Personnel Services

E. Review and Conduct of Drills

The following procedure for the review and conduct of drills and other exercises to test components of the Emergency Management Plan will be developed by the District Emergency Management Team annually. It will be done in coordination with local and country emergency responders and preparedness officials.

Type	Frequency	Agency Involved	Effective Measure
Fire	12	Fire	Take Attendance
Lockout	2	Police	Response Time, # unsafe
Lockdown	2	Police	Response Time, # unsafe
Evacuation	1	Police/Transportation	Response Time
Sheltering	1	Student/Staff	Response Time
Parent Notification	1	School, Parents Media	Response Time Feedback

Section III: Response to Threats and Acts of Violence

Consistent with the Code of Conduct, the District has developed policies and procedures for addressing threats and acts of violence by students, staff and visitors.

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

A. Policies and Procedures for Responding to Threats of Violence

Policies and procedures are in place for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. In addition, the District has developed the following procedures regarding direct and indirect threats of violence by students:

1. Assessment
 - All threats of violence are taken seriously.
 - Threats of violence made by an emotionally disabled student during an episode of extreme agitation are assessed in that context.
2. Monitoring
 - All threats of violence are monitored closely while waiting for the proper authorities to arrive.
 - Essential to this monitoring process is the safe removal of students from the potentially violent situation.
3. Adjustment
 - The District will draw upon all its resources to appropriately respond to threats of violence.
 - Routines, schedules, and assignments will be adjusted to respond to the threat of violence and maintain the health and welfare of the students.
 - If flaws in the response to the threat of violence become evident, the plans will be adjusted immediately to address any issues.
4. Reporting
 - Threats of violence which are not only the result of an emotionally disabled student's momentary agitation will be reported in accordance with the district's Code of Conduct and all applicable State Regulations.

B. Policies and Procedures for Responding to Acts of Violence

Policies and procedures have been developed 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.

C. Policies and Procedures for Contacting Law Enforcement

1. The District policy is to analyze each incident individually. If District personnel are unable to de-escalate a violent incident or if laws are violated, local agencies are contacted for support. The Administrator in charge or their designee may contact the law enforcement agencies via 911.
2. The District procedure for reporting violent incidents to the police is to have the building Principal or his/her designee evaluate each incident, consult with the superintendent and SRO when possible, and report the incident to the state police or local police.
3. The police agencies serving our area are as follows:

Agency	Contact	Phone
Village of Dobbs Ferry	Chief	911 or (914) 693-5500
Westchester County Police	Emergency	(914) 864-7791
N.Y. State Police, Hawthorne	Emergency	(914) 769-2600
Town of Greenburgh Police	Chief	(914)682-5340 EMS (914)-682-5345

D. Identification and Responses to Emergencies

1. The Greenburgh Eleven Building Level Emergency Management plan includes appropriate responses specific to the emergencies listed below.

INTERNAL EMERGENCIES include but not limited to:

Fire-False Fire Alarm

- Fire Alarm Pull Station Locations
- Fire Extinguishers

Explosion

Bomb Threat

Intruder

Hostage

Kidnapped Person

Armed Student

School Bus Accident On/Off Campus

Attempted Suicide

Suspicious Package/Bombs

Crime Scenes

Systems Failures include but not limited to:

- Electrical System Failure
- Water System Failure
- Heating System Failure
- Roofing Failure (Leak)
- Structural Failure
- Loss of Building

EXTERNAL EMERGENCIES include but not limited to:

Weather Related Emergencies

- Hurricane/High Winds/Storms
- Storm-Snow/Ice
- Thunderstorm/Lightning
- Tornado
- Flood

2. Steps for responding to an Emergency include the following:
 - Activate the Emergency Management Plan
 - Determine the Response Strategy
 - Initiate Communication Procedures
 - Deploy Resources
 - Account for Students, Faculty and Staff
 - Activate Community Partnership Agreements
 - Write Up the Response to the Emergency and Debrief
3. The Superintendent /designee will authorize emergency calls to each educational agency. When appropriate, the District will contact other agencies regarding potential disasters or tragedies.
4. The District has internal communications capability via e-mail, intercom, bullhorns, cell phones, and two-way radios devices for staff.
5. The Emergency Alert System (NOAA) is monitored in the Central Office. Principals will be contacted immediately in the event of a weather-related emergency.

E. Procedures for Contacting Parents and Guardians and Persons in Parental Relation to the Student in the Event of a Violent Incident

1. The District procedure for early dismissal and parent notification is as follows:
 - The Superintendent or his/her designee decides on an early dismissal.
 - The bus companies are notified to supply buses.
 - Central and building administrators are informed.
 - Staff and students are informed of the closing.
 - Parents are notified of early dismissal through media contacts (rapid call system / media contacts).
2. Parents will receive information about the threat or act of violence that causes an early dismissal as soon as practicable. This information is limited to information the school is legally permitted to disclose.

Section IV: Communication with Others

A. Obtaining Assistance from Emergency Service Organizations and Local Government Agencies

1. The District is in contact with local emergency services agencies for support and assistance. These agencies have representatives on the District safety planning teams. These agencies have been provided with pertinent information, such as building maps, and local agency personnel have been included in planning and implementing safety-related drills.
2. Local agencies have given approval to the District to provide local personnel, resources and facilities in emergency situations. The District' plan provides for accessing emergency mental health services in the event of an emergency or violent incident from county and regional mental health agencies.
3. The District uses 911 for fire and medical emergencies. For violent acts, the District protocol is to notify the State police immediately. The Building Principal or his designee has primary responsibility for these calls. A call is then made to the Superintendent who has the responsibility to notify other key officials.
4. Appendix 2 provides a directory of emergency telephone numbers.

B. Obtaining Advice and Assistance from Government Officials under Executive Law.

1. The 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.

Local Government	Name	Phone
Town of Greenburgh	Supervisor	(914) 993-1540
Village of Dobbs Ferry	Mayor	(914) 231-8501
Village Administrator	Village Clerk	(914) 231-8504
Westchester County	Chief Executive	(914) 995-2900

C. A System for Informing Near-by School Districts of a Disaster

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

1. The Superintendent or his designee shall inform all near-by educational agencies of potential, impending or existing disasters.
2. A list of the school population and staff members, their transportation needs and phone numbers of key officials of each school will be kept updated annually.
3. A procedure to inform each school in the event of an emergency situation is in place.

Section V. Prevention and Intervention Strategies

Greenburgh Eleven is a public Special Act School District located on the grounds of Children's Village in Dobbs Ferry, New York. All students in our district are classified as students with disabilities in accordance with Commissioner's Regulations and are provided appropriate special education services. Each child's Individual Education Plan (IEP-mandated by Commissioner's Regulations) describes the student's social emotional functioning based on assessment, observation, social history information, and review of previous school or individual placement information. Any potential for or history of violent behavior is indicated in the IEP. The IEP, by regulation, is provided to all staff who work with the student, i.e. teachers, counselors, speech/language teachers, school psychologists, school social workers, parents, Children's Village staff and school administrators. Also in accordance with most students' IEP, each student receives at least one counseling session weekly. Particularly, troubled students' are counseled more frequently. All floors of the school building have two School Monitors. The explicit duties of these School Monitors are to provide assistance to students who exhibit self-control issues, and to carefully monitor students who have a history of violent behaviors. All staff participates in 12 hour Therapeutic Crisis Intervention refresher classes annually. These techniques are used to prevent and de-escalate crisis situations and can be used as a last resort to restrain physically out-of-control students.

All incidents of violence are investigated and recorded and as appropriate, the local police are notified in accordance with the state mandated Code-of Conduct. Student behavior is reviewed annually, during the Annual IEP Review process, during which new behavioral goals and objectives are generated in addition to academic goals. Any levels of potential violent behavior are reviewed and strategies for intervention are formulated. Finally, adult behavior on campus is also detailed in the District's Code of Conduct.

A. Policies and Procedures Related to School Building Security

1. Building Safety/Security – The District will provide a safe physical environment, security equipment and procedures/policies that school officials judge appropriate to safeguard the safety of all students, staff and visitors who lawfully enter school property.
2. The District has School Monitors at entrance doors. There is a single point of entry system and visitors and vendors are required to sign-in. Additionally, there are appropriate security and surveillance devices.
3. The District has building School Monitors who are used to monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, and check restrooms. The monitors are under the supervision of the Principals.

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

1. It is the District's responsibility to provide information about student and school safety to all students, staff, parents and The Children's Village staff.
2. The District-Wide Safety Committee will help Administrators assess needs and develop responses.

3. Staff will be trained in compliance with Project SAVE Legislation. The Student Code of Conduct will be an integral component of training staff.
4. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and The Children's Village through a variety of methods. These may include staff training seminars and workshops, pamphlets, newsletters and other publications, public seminars and a staff and parent school safety handbook.
5. Parents will be directed to review the Code of Conduct on the Greenburgh Eleven website (www.greenburgheleven.org) regarding the early detection of potentially destructive or violent behavior.

C. Appropriate Prevention and Intervention Strategies

1. Collaborative agreements with state and local law enforcement officials are designed to ensure that security personnel are adequately trained including being trained to de-escalate violent situations.
2. Mediation services are available at all buildings.
3. Social workers are employed to assist at-risk students and conduct home visits.
4. Non-violent conflict resolution training programs are part of annual staff development.
5. At monthly staff meetings safety policy and procedures are updated.
6. Procedures relating to building security including utilization of staff and security equipment include the following:
 - The District school building has a night alarm system.
 - All staff have picture IDs.
 - The District has surveillance cameras and a keypad entry system.

D. Strategies for Improving Communication Among Students and Between Students and Staff

The District has the following methods for improving communication between students and staff and among students:

- Peer mediation
- Positive Behavior Supports
- Mentoring of at-risk students.
- Anonymous reporting mechanisms for school threats and violence.
- Conflict resolution

The District also has a behavior reporting system and a written code of conduct.

E. Description of Duties, Hiring and Screening Procedures, and Required Training of School Monitors and Other School Safety Personnel

All school employees must clear the Staff Exclusion List of the New York State Justice Center and are subject to fingerprinting and security screening by state law. Descriptions of job requirements and duties are available from the Superintendent's office.

VI. Recovery

Recovery is a long-term process of assisting people with the psychological, physical and emotional trauma associated with experiencing tragic events. During the initial stage, individuals may be in shock and need basic, physical and social support needs. In the months and years to follow, individuals may enter a grief phase and need continued support. Therefore, both short term and long term recovery strategies need to be in place. In addition to the District's Critical Incident Stress Management Team, it is important to develop a network and establish agreements with local and regional mental health providers before a crisis occurs.

There are different types of Recovery: Physical Recovery, Academic Recovery, Social/Emotional Recovery and Business/Fiscal Recovery.

The purposes of Recovery are to return the school to normal operations as quickly as possible and to reduce social/emotional strain.

The objectives of Recovery are to:

- Re-establish a safe physical environment
- Return to the regular academic schedule in a supportive environment
- Attend to the social and emotional needs of students, faculty, staff and parents/guardians
- Re-establish usual business and fiscal operations

Included in the Recovery plan are follow-up strategies and tools to address effectively the aftermath of an emergency situation which are designed to assist teachers and other professionals as they help students and families begin the recovery and healing process.

The following procedures are being developed for dealing with post-incident response:

A. Short Term Response

1. The main goal of the Emergency Management Plan is to restore the facility to normalcy as soon as possible.
2. Building security will be provided by designated personnel in locking down the building and securing the site whenever necessary.
3. Mental health counseling will be provided by the District and the Agency's mental health professionals. The Supervisor of Pupil Personnel Services will activate the Post Incident Management Team if necessary and the District Employee Assistance Program (Educators' EAP, a Division of ESI) can provide a listing of mental health professional.
4. There will be a post-incident response analysis conducted by a District staff member to review the event and the response. In addition, there will be a post-traumatic incident debriefing with the District Emergency Management Team as necessary.

B. Long Term Response

1. The incident will be reviewed by the District Emergency Management Team to assess whether or not a similar incident might ever occur again and, if so, what additional procedures need to be developed.
2. Building security measures will be analyzed following any critical incident.
3. On-going counseling for students and staff will be available from mental health professionals following traumatic incidents. Post-traumatic stress symptoms will be monitored and information will be provided to staff and parents on post-traumatic stress.
4. If students exhibit post-traumatic stress symptoms, their parents will be notified and information provided regarding mental health agencies and providers.
5. Information and assistance will be available to any staff member exhibiting post-traumatic stress symptoms, including the District's Employee Assistance Program.

APPENDICES:

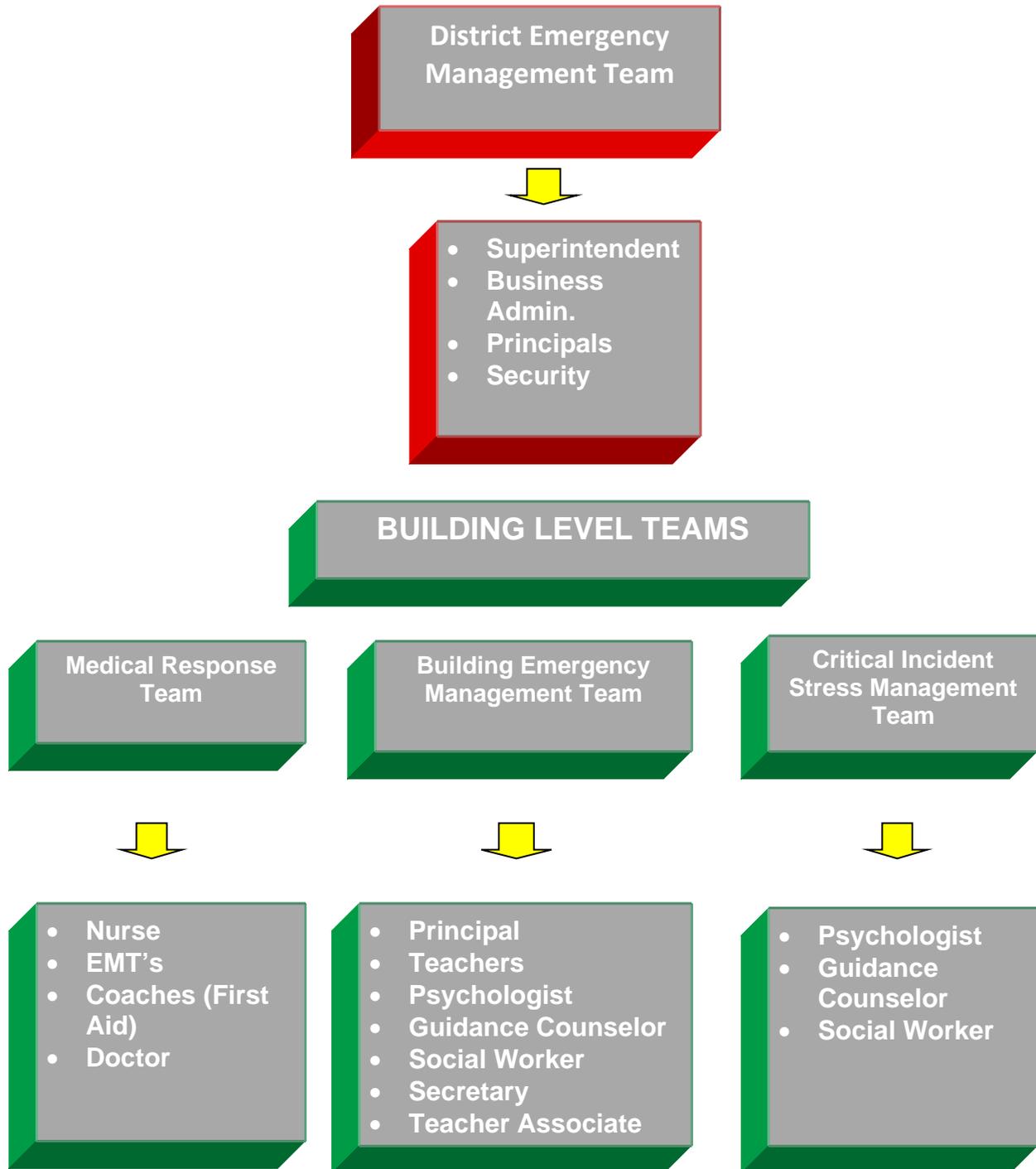
- Appendix 1 - District Emergency Management Team Organizational Chart
- Appendix 2 - List of Community Emergency Providers and Governmental Officials
- Appendix 3 - List of Emergency Supplies, Equipment, and Materials

The appendices listed below are specifically described in the Building Level Emergency Management Plan

- Appendix 4 - List of Building Emergency Management Team
- Appendix 5 - List of Post Critical Incident Response Team
- Appendix 6 - List of Medical Response Team
- Appendix 7 - School Maps and Site Maps

Appendix 1. District Emergency Management Team

DISTRICT ORGANIZATIONAL CHART



Appendix 2: Emergency Telephone Numbers

Arrangements have been completed with local government agencies for obtaining assistance during emergencies. The list below has been completed after consultation with all parties involved. Staff assigned to contact the various agencies are aware of the contact people, and this list is always kept up to date.

Police:

Village of Dobbs Ferry	Chief	911 or 693-5500
Greenburgh Police	Chief	914-682-5340
Westchester County Police	Emergency	914-864-7791
N.Y. State Police, Hawthorne	Emergency	914-769-2600

Fire:

Village of Dobbs Ferry Fire Department	Chief	914-693-0300
Westchester County Fire Control Center	Fire Coordinator	914-231-1850

Poison:

Downstate Poison Control		1-800-222-1222
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Ambulance:

Dobbs Ferry Volunteer Ambulance Corps		914-693-3619
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Hospitals:

Dobbs Ferry Community Hospital Pavilion (SJRH)		914-693-0700
Phelps Memorial Hospital, Sleepy Hollow, NY		914-366-3000
Westchester County Medical Center, Valhalla, NY		914-493-7000

School Physicians:

Dr. Traci Gardner		693-0600 x 1445
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Area Emergency Service:

Westchester County Dept of Emergency Serv.		914-231-1851, 914-231-1688
Westchester County Health Dept.		914-813-5525
American Red Cross, Bronx		718- 823-1418
American Red Cross, Greenwich		203- 869-8444
American Red Cross	Emergency	877-733-2767
Environmental Protection Agency	Emergency	877-251-4575

Local Governments and Schools:

Westchester County	Chief Executive	914-995-2900
Town of Greenburgh	Supervisor	914-993-1540
Village of Dobbs Ferry	Mayor	914-231-8501
Village Administrator	Village Clerk	914-231-8504
Mercy College,	Facilities Director	914-674-7540

Utilities:

Westchester Joint Water Works	Manager	914-698-3500 X 612
Con Edison: Gas Leak Electric Company		1-800-752-6633

Media Emergency List

Radio:

WFAS, White Plains, NY	1230 AM and 103.9 FM	914-693-2400 and 914-285-9327
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Press:

Associated Press, NY		212- 621-1670
The Enterprise		914-946-8841
Gannett Press	Main Number	914-694-5000
The Journal News		914-694-9300

Appendix 3: List of Emergency Supplies, Equipment and Materials

- Copies of the District and Building Level Emergency Management Plans
- Medical Supplies – Bags, First Aid Kits, Defibrillators, etc.
- A list of emergency telephone numbers
- Building maps indicating locations of hazards, utility shut off systems and emergency exits
- Cellular and landline phones
- A battery-operated AM/FM radio
- Two-way radios
- Bullhorns/public address system
- Networked computers
- A fax machine
- A copy machine
- Flashlights
- Student rosters
- A list of students with special needs
- Telephone numbers for parents/guardians
- Staff directory of addresses and telephone numbers