

**GREENBURGH NORTH CASTLE UNION
FREE SCHOOL DISTRICT**

NOVEMBER 2010

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***School Crisis Response
Handbook***

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FIRE ALARM/EMERGENCY

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
TEACHERS SHOULD SECURE ROOM, CLOSE WINDOWS, CLOSE DOORS BUT DO NOT LOCK, TAKE ROLL BOOK AND TAKE ROLL ONCE OUTSIDE. REPORT ANY MISSING STUDENT TO PRINCIPAL/DESIGNEE IMMEDIATELY.
3. Call 911 as evacuations taking place.
4. Principal/designee will check area of alarm to assess situation.
5. Principal/designee should have available for the fire department upon their arrival:
 - a. Head Custodian.
 - b. Location and type of fire, if known.
 - c. Knowledge and location of anyone remaining in the building.
 - d. Floor plan and internal systems information.
6. Principal designee and Head Custodian briefs fire department.
7. Principal will notify district administration, update and advise if any assistance is needed.
8. Principal/designee will notify if alarm was pulled falsely.
9. Principal/designee shall refer to *Dealing with the Media* in this handbook if necessary.
10. Complete a detailed critical incident report at the earliest opportunity.

BOMB THREAT – THE CALL

DON'T HANG UP.

KEEP THE CONVERSATION GOING.

ATTEMPT TO GET THE FOLLOWING INFORMATION:

Ask:

Where is the bomb?

What time will it go off?

What kind of bomb is it?

Who are you?

Why is this going to happen?

Check:

Male_____ Female

Speech Impediment?

Accent?

Background Noise

Note:

Time:_____ Date:

**REMEMBER: KEEP THE CONVERSATION GOING. THE LONGER THE
CONVERSATION THE MORE THE CALLER MIGHT DISCLOSE.**

BOMB THREAT – ACTION AFTER THE CALL

1. Notify Principal/designee.

DO THIS IN PERSON. AVOID ELECTRONIC COMMUNICATIONS.

2. Notify Police & Fire Departments immediately. Call 911.
3. Principal/designee will notify Head Custodian and Supervisor of School Monitors to respond to specified location to establish a command center.
4. Floor plans of the building are to be ready for inspection by Police and Fire Personnel.
5. Confer with fire department and police to hold classes or begin evacuation.

DO NOT USE ELECTRONIC DEVICES FOR NOTIFICATION

6. Lock down access to outsiders.
7. Notify District Administration.
8. Refer to *Dealing with the Media* guide in this handbook, if necessary.
9. Complete a detailed critical incident report at the earliest opportunity.

ASSAULT ON STUDENT OR STAFF

1. Notify Principal/designee/school offices.
2. Notify School Monitor Staff.
3. Contact school Nurse if any medical treatment is needed.
REMEMBER IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING LATEX GLOVES.
4. Principal/designee will assign a staff member/School monitor to get the names of students involved and any witnesses.
5. Principal/designee will assign staff member to locate persons involved and isolate, if it can be done in a non-confrontational manner.
6. Victim(s) and suspect statements should be taken. Critical incident report should be filed.
7. Principal/designee will decide if the police should be contacted.
REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT IS A CRIMINAL OFFENSE AND SHOULD BE DEALT WITH ACCORDINGLY.
8. Principal/designee is to make sure a written account, including the critical incident report is completed.

FIELD TRIP INCIDENT

Be prepared: Make sure the trip coordinator and the home school has the following information:

1. Student list by assigned vehicle.
2. Supervision list by assigned vehicle.
3. Chaperon list by assigned vehicle.
4. Map of intended route.
5. List of medical needs and conditions.
6. Name of contact person and phone number.
7. List of any important phone numbers significant to the trip including principal/designee home phone, student's home phone numbers (trip coordinator should carry or have access to a cellular phone if possible).

IN THE EVENT OF AN INCIDENT

1. Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate.
2. Contact principal/designee with update and actions being taken.
3. Principal/designee will contact Superintendent or Assistant Superintendent and provide update and actions being taken.

CONSIDER DEPLOYING PERSONNEL TO THE SCENE, HOSPITAL, POLICE STATION OR TO APPROPRIATE LOCATION TO RETURN OTHER STUDENTS AND STAFF TO SCHOOL.

4. Principal/designee contacts parent/guardian with update and actions being taken. Also indicate any meetings or pick-up times at the school or designated area.
5. Principal/designee makes sure a detailed critical incident report is completed within 24 hours.

MISSING/A.W.O.L. STUDENT

1. Notify Principal/Designee immediately.
2. Principal/designee will notify School Monitor Staff.
3. School Monitor Staff will complete missing persons report. Communicate to police the following information:
 - a. Students' name.
 - b. Address
 - c. Physical and clothing description.
 - d. Medical status, if appropriate.
 - e. Time last seen/emotions state/pertinent information.
4. Principal/designee will notify parent/guardian of missing student to inform parent of situation and steps being taken.
5. Notify District Administration.
6. Complete critical incident report.

CHILD ABUSE

1. Report abuse or suspected abuse to building principals/designee.
2. Notify nurse (if in-house) to document appearance of victim.
**FOR PHYSICAL ABUSE ONLY
DO NOT INTERVIEW VICTIM,
WRITE DOWN ANY STATEMENTS MADE BY VICTIM.**
3. Principal/designee/nursing staff will notify the Children's Hotline before any action is taken. Phone # 1-800-635-1522.
4. Principal/designee will notify Program Director of ChildCare Services at 914-693-3030.
5. Principal will notify appropriate District Administration.
6. Principal will fill out a critical incident report as soon as possible.

STUDENT ABUSE

WHEN SCHOOL EMPLOYEE IS SUSPECTED OF ABUSE:

1. Report abuse or suspected abuse to principal/designee. If the suspect is the building administrator, notify the next highest superior.
2. Principal/designee will notify the Children's Hotline if warranted. Phone#

1-800-635-1522.

IF NECESSARY, IN A PHYSICAL ABUSE, NOTIFY SCHOOL NURSE TO DOCUMENT APPEARANCE OF VICTIM. DO NOT INTERVIEW VICTIM OR SUSPECT. WRITE DOWN ANY STATEMENT MADE BY VICTIM OR SUSPECT.

3. Principal will notify appropriate District Administration.
4. Principal/designee will fill out critical incident report.
5. Principal/designee will make parental/guardian contact at appropriate time.

DRUG OVERDOSE/POISON/ALLERGIC REACTION

1. Notify school nurse (if on site).
2. Designate person to check school medical file.
3. Contact **911** (if appropriate).
4. Call poison control if substance is known or potentially poisonous at
1-800-342-3720.
5. Notify Principal/designee.
6. Principal/designee will contact parent/guardian to:
 - a. Advise of the situation.

- b. Advise of steps being taken.
 - c. Obtain any pertinent information.
7. Principal/designee will notify District Administration and advise of the situation and steps being taken.
 8. Principal/designee will complete a critical incident report.
 9. Refer to *Dealing with the Media* guide in this handbook if necessary.

NOTE: IF ILLEGAL DRUGS ARE SUSPECT, CONTACT POLICE TO SEE IF INVESTIGATION IS WARRANTED.

THREATENED SUICIDE

If person is in immediate danger:

1. Notify principal/designee.
2. Principal/designee should assign someone to call **911** to apprise of the situation.

ASK THAT POLICE OR EMERGENCY VEHICLE RESPONSE BE MADE WITHOUT SIRENS.

3. Talk calmly with the person until appropriate personnel arrive. Remember:
 - a. Be positive.

- b. Engage the person in conversation.
 - c. Do not become confrontational.
 - d. Do not make fast movements towards the individual.
4. When trained personnel arrive; defer to their judgment on the course of action to be taken.
5. Advise District Administration of the situation and actions being taken.
6. Principal/designee will be responsible for a critical incident report.

If the person is not in immediate danger but has expressed the thought of suicide:

1. Escort person to trained school counselor/psychologist/social worker or have trained personnel come to escort person.
2. Notify Principal/designee of the situation and actions take.
3. Principal/designee will assure that critical incident report be filed.

REMEMBER: NEVER LEAVE THE PERSON ALONE.

RAPE/SUSPECTED RAPE

1. Get the victim to a private office free from any disruption.
- 2. Do not leave the victim alone.**
3. Notify the principal/designee.
4. Do not attempt to interview the victim; however, make note of any statements made by the victim.

5. Do not allow the victim to wash or remove any items of clothing.
REMEMBER: IF VICTIM HAS REMOVED CLOTHING, BAG EACH PIECE IN ITS OWN PAPER BAG USING LATEX GLOVES.
6. Principal/designee will contact the police department to respond.
7. Get permission from police if the school is to contact parent/guardian.
8. Refer to *Dealing with the Media* guide in this handbook if necessary.
9. Principal/designee will assure a written account of the school's actions in conjunction with a critical incident report.

CONFRONTATIONAL PERSON

1. **Do not argue.** Use non-aggressive body language.
2. Remain on a professional level.
3. Offer to help the situation.
4. Request to continue conversation in an appropriate location away from students.

5. Show interest. Be a good listener.
6. Attempt to defuse the situation.

IF THE SITUATION DOES NOT CALM DOWN:

1. Notify the principal/designee.
2. Principal/designee will notify the School Monitor Staff.
3. Principal/designee will determine if police should be notified. Call **911**.
4. Principal/designee will contact District Administration (if necessary).
5. Principal/designee will complete critical incident report.

GROUP DISTURBANCE/ALTERCATION

Your goal is to contain escalation to the extent possible until police arrive.

1. Principal/designee evaluates situation and determines if police, **911**, should be contacted.
2. Principal/designee dispatches School Monitor Staff to location of disturbance.
3. Principal/designee assigns staff member to meet police, if called, and escort them to

location of disturbance.

4. Hold classes until the situation is under control.

School Personnel, under direction of Principal/designee will:

1. Clear bystanders and encourage students to go to class and not get involved.
2. Intervene to defuse the situation to the extent possible with out threatening the safety of the staff.
3. Inform District Administration of the situation, Inform of steps being taken and any assistance needed.
4. Principal/designee will complete a critical incident report.

KIDNAPPING (WITNESSED OR CONFIRMED)

1. Notify building Principal/designee **IMMEDIATELY**.

2. Principal/designee to notify School Monitor Staff **IMMEDIATELY**.
3. Principal/designee will notify police, **911, IMMEDIATELY**.
Give Police:
 - a. Student information: Name, sex, age, address, general, physical description.
 - b. Any suspect information: description, vehicle information, direction of travel, etc.
4. Principal/designee will notify parents/guardian:
 - a. Inform them of incident.
 - b. Inform them of steps being taken.
5. Principal/designee will notify District Administration.
6. Have student information, including picture if possible, available at earliest opportunity.
7. Principal/designee will complete critical incident report at earliest opportunity.
8. Refer to *Dealing with the Media* guide in this handbook if necessary.

HOSTAGE SITUATION

REMEMBER: TIME IS YOUR ALLY.

1. Inform Principal/designee **IMMEDIATELY**.
2. Don't attempt to defuse. Principal/designee call police, **911**.
INFORM 911 THAT THIS IS A HOSTAGE SITUATION AND REQUEST THAT POLICE RESPOND WITHOUT SIRENS.
3. Principal send designee to evaluate situation (not to negotiate) until police arrive.
4. Hold classes if they are in session. Follow police directives for holding or dismissing students.
5. Principal/designee will have Head Custodian, Head of School Monitor Staff and building floor plans available upon police arrival.
6. Principal will designate someone to meet police and medical personnel to direct them to appropriate location.
7. Principal/designee will inform District Administration of situation and steps being taken.
8. Refer to *Dealing with the Media* guide in this handbook if necessary.

IF SITUATION IS NOT QUICKLY RESOMVED, DISCUSS OPTIONS WITH POLICE AND DISTRICT ADMINISTRATION ABOUT SUPPLYING INFORMATION TO THE MEDIA.

WEAPONS FOUND ON PROPERTY

**A WEAPON ON SCHOOL PROPERTY IS A CRIME.
A WEAPON FOUND ON SCHOOL PROPERTY IS EVIDENCE.**

IF A WEAPON IS FOUND ON SCHOOL PROPERTY TAKE THE FOLLOWING

ACTION:

1. Don't handle unless necessary.
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify Principal/designee.
5. Principal/designee should call the police – 914-377-7900
6. Cover the weapon from view of the public (cloth, waste paper basket).
7. Close off all student traffic from area of the weapon.
8. Principal/designee should assign someone to meet police and escort to weapon.
9. Principal/designee should contact District Administration and inform of the situation.
10. Refer to *Dealing with the Media* guide in this handbook if necessary.
11. Principal/designee to complete critical incident report.

**WEAPON SUSPECTED ON STUDENT
POSSESSION OF A WEAPON ON SCHOOL PROPERTY IS A CRIME AND IS
BEST HANDLED BY LAW ENFORCEMENT PERSONNEL.**

**THE SAFETY OF THE STUDENTS AND STAFF IS ALWAYS FIRST.
APPREHENSION OF THE VIOLATORS AND WEAPON RETREIVAL IS
SECOND. ALL ACTIONS SHOULD BE PLANNED WITH THIS IN MIND.**

1. Treat all weapons related information to be accurate and plan appropriately.

DO NOT PUT ANYONE IN HARMS WAY.

2. When faced with a suspected weapon a person, school personnel should consider the following circumstances:
 - a. Type of weapon.
 - b. Age of suspect.
 - c. Mental state of suspect.
 - d. Victim risk factor.
 - e. Past history of suspect, if known.
 - f. Suspected location of weapon, on person or elsewhere.

ACTION:

1. Notify Principal/designee/Special Service Staff.
2. Principal/designee determines if police are needed.

**DO NOT ATTEMPT TO STOP SUSPECT IF FLIGHT FROM BUILDING IS
ATTEMPTED. CONTACT POLICE IMMEDIATELY.**

3. Attempt, in a non-confrontational manner, to get suspect to a private office.
4. Attempt to talk suspect into handing over weapon. Keep isolated and monitored by staff.
5. Do not allow student access to book bags, backpacks, jackets, etc., without first checking contents.
6. Avoid confrontation.
7. Call police, **911**, if suspect is not cooperating.

FOLLOW UP:

1. Notify District Administration and advise of situation and steps being taken.
2. Principal/designee will complete a critical incident report.
3. Refer to *Dealing with the Media* guide in this handbook.

DEATH ON CAMPUS

1. Secure area. Disturb as little as possible. Limit access until police arrive.
2. Contact school nurse/trained first aid personnel.
3. Contact Principal/designee.
4. Call **911**, request ambulance and police.
5. Lock down building, hold classes until further notice.
6. Separate all witnesses until police arrive. Have each person supervised by a staff member (to the extent possible, witnesses should not speak with each other nor anyone else).
**DOCUMENT ANY STATEMENTS MADE BY WITNESS.
DO NOT CONDUCT INTERVIEWS WITH WITNESSES.**
7. Contact District Administration, inform of situation and steps taken.
8. Principal/designee to contact parents/guardian once given permission by law enforcement or district administration.

9. Refer to *Dealing with the Media* in this handbook.

AFTERWARDS:

1. Complete critical incident report.
2. Send letter home with students briefly explaining what happened and what support is available at school.
3. Have appropriate District personnel available for debriefing and planning for the next school day.
4. Meet with faculty and students for support. Encourage a return to normalcy.

SEVERE WEATHER

Earthquakes

1. If inside building, stay there.
2. Get as low to the ground as possible and cover your head with a book or your hands.
3. If possible, shelter under desks.
4. Stay clear of windows, cabinets and electrical equipment.
5. If outside building, stay there.
6. Get as low to the ground as possible and cover your head with a book or your hands.
7. Stay clear of the buildings, trees and power lines.

Tornadoes

If a tornado **WARNING** is issued for your area:

1. Do **NOT** dismiss students until warning has been lifted and has been confirmed by the police department and the school District Administration.
2. Take students to an area of greatest safety – lowest level of the building or interior area clear of windows and other glass.
3. In both cases, Principal/designee will inform District Administration of actions. Principal will document actions.

ELECTRICAL MALFUNCTION

1. Principal/designee will contact building custodian.
2. Principal/designee will notify teachers to hold classes until further notice.
3. Principal/designee will accompany custodian to locate the problem and evaluate the situation.
4. Call **911** if concerned about a fire or safety hazard.
5. Principal/custodian to call local electrical company with concerns/inquiries (see EMERGENCY TELEPHONE LIST)

6. Principal/designee will contact District Administration. Advise of situation and request any assistance needed.
 - (Possible Considerations)
 1. Open/close school.
 2. Cafeteria food preparation capabilities.
 3. Move students to alternate site.
 4. Transportation adjustments.
 5. Parent/guardian notification.
 6. Media notification (Follow media guidelines).

7. Complete detailed incident report at earliest opportunity.

GAS LEAK (KNOWN OR SUSPECTED)

- 1. DO NOT ACTIVATE THE FIRE ALARM SYSTEM** or any other electrical equipment.

2. Notify Principal/designee and Head Custodian immediately.
3. Principal/designee will notify each class to evacuate the building by sending personnel to each room.

4. Evacuate the building using the standard fire evacuation procedure.
5. Call **911** as evacuation is taking place.
6. Principal/designee should have available for the fire department upon their arrival:
 - a. Head Custodian.
 - b. Location of leak, if known.
 - c. Knowledge of anyone still remaining in building.
 - d. Floor plans and internal systems information.
7. Principal/designee will notify District Administration, advise of situation and any assistance needed.
8. Complete detailed incident report at the earliest opportunity. Refer to *Dealing with the Media* guide in this handbook.

OIL SPILLS

SPILLS FROM OTHER THAN CONSUMER PRODUCT CONTAINERS (Spills from tanks, pipes, etc.)

1. Notify Principal/designee immediately.

2. Notify Fire Department immediately. Call **911**.
3. If vapor or fire is present, evacuate buildings – use standard fire emergency evacuation procedures.

4. Evacuate immediate area.

5. If possible, have appropriate personnel shut off supply line to tank or system.

6. Close off or dike all floor drains.

7. Confine area by closing doors.

8. Have building maintenance personnel available for fire department.

9. Contact District Administration to contact appropriate agencies to aid in clean up.

10. Complete any incident report.

**SHOOTING INCIDENT
(SHOTS HAVE BEEN FIRED)**

SHOOTING INSIDE SCHOOL BUILDING

(Perpetrator is believed to be in the building)

PRE-PLANNING IS CRITICAL. HAVE A SYSTEM FOR COMMUNICATING INFORMATION. HAVE A PRESCRIBED PLAN OF ACTION IF A SITUATION OCCURS.

DEVELOP A CODE WORD SO THAT ALL CLASSROOMS UNDERSTAND THE SITUATION.

DEVELOP A COURSE OF ACTION THAT ALL CLASSROOMS FOLLOW.

1. Notify all classrooms to implement school action plan.

SCHOOL ACTION PLAN:

- a. Teachers quickly scan for any students in the hall and get them into classrooms.
 - b. Lock down classrooms and main office.
 - c. Move students towards the wall by classroom doors (cover door window if possible) so that perpetrator can not see students in room.
 - d. Turn off classroom lights.
 - e. Remain in classroom until police or Principal/designee gives clearance signal (code word).
2. Principal/designee call **911 IMMEDIATELY**.
 3. Designate person in main office to monitor classroom intercom system.
 4. Do not attempt to go through the building to assess situation. Wait for police.
 5. Allow police to handle the situation upon their arrival.
 6. When safe, contact District Administration and advise of situation and steps taken.
 7. Refer to *Dealing with the Media* guide in this handbook.
 8. Complete critical incident report at earliest opportunity.

SHOOTING OUTSIDE SCHOOL BUILDING

(Perpetrator is believed to be outside building)

PRE-PLANNING IS CRITICAL. HAVE A PRESCRIBED PLAN OF ACTION IF A SITUATION OCCURS.

DEVELOP A CODE WORD SO THAT ALL STUDENTS UNDERSTAND THE TYPE OF SITUATION.

DEVELOP A COURSE OF ACTION SO THAT ALL STUDENTS UNDERSTAND THEIR RESPONSE.

1. Notify all students to implement school action plan.

SCHOOL ACTION PLAN:

- a. If students are outside, get them to nearest cover or retreat inside building, whichever is closest.
- b. If students are in classrooms, get down low, move to side where windows are located and stay below windowsill, out of sight of perpetrator.
- c. Lock down classrooms and main office. Lock exit doors if possible.
- d. Turn off lights, remain in room until police or Principal/designee gives clearance signal (code word).

2. Principal/designee to call **911**.

3. Do not attempt to assess the situation until police arrive.

4. When safe, contact District Administration and advise of situation and steps taken. Complete critical incident report at earliest opportunity.

5. Refer to *Dealing with the Media* guide in this handbook.

INTRUDER

BE PREPARED: COMMUNICATE THAT INTRUDER IS IN THE BUILDING. THIS COULD BE DONE BY ANNOUNCING A CODE WORD OR NAME OVER THE INTERCOM SYSTEM, BY RINGING A SERIES OF BELLS, OR BY ANY OTHER MEANS APPROPRIATE FOR THAT SCHOOL.

1. Notify Principal/designee immediately.
2. Principal/designee to implement communication procedure.
3. Close and secure all classroom doors. Keep all students in classrooms until Principal/designee gives “all is clear” signal.
4. Allow routes to exit: you want the intruder to leave.
5. Principal/designee to notify Special Service Staff.
6. Principal/designee to notify police, **911**, even if intruder has left building.
7. Principal/designee to notify District Administration and report situation, steps being taken, any assistance needed.
8. Refer to *Dealing with the Media* guide in this handbook, if necessary.
9. Principal/designee to complete detailed incident report at earliest opportunity.

HAZARDOUS MATERIAL ACCIDENT

1. Notify Principal/designee.
2. Principal/designee will evacuate building using standard fire emergency procedure.
AVOID AFFECTED AREA
3. Call **911** as evacuation is taking place. Describe condition and type of hazardous material if known.
4. Principal/designee should have the following available to the fire department upon their arrival:
 - a. Person(s) knowing the location and type of hazardous material
 - b. Knowledge and location of anyone remaining in the building.
 - c. Head Custodian.
 - d. Floor plans and internal systems information.
5. Principal/designee will notify District Administration and report status and steps being taken. Indicate any assistance needed.
6. Complete a detailed incident report at the earliest opportunity.

IN EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS POSTED ON SITE OR LISTED ON CONTAINER AND CALL THE HOSPITAL EMERGENCY ROOM FOR ASSISTANCE.

ST. John's Hospital – 914-964-4444

DEALING WITH THE MEDIA

SCHOOL BOARD POLICY

The School Boards Policy pertaining to media issues is to follow the critical incident notification process used by the school district when reporting crisis related issues. All media related issues are to be handled by the Superintendent at phone number 914-693-3030 extension 2248 or (914) 357-1334 (Mobile).

GUIDELINES IF CONTACTED BY MEDIA:

1. Make sure you are authorized to speak to the media.
2. Don't release names of victims or persons involved.
3. Inform the media when you are not authorized to comment and direct them to the schools public relations department.
4. Be of assistance, but remain in control.
5. Don't delay sharing information but be sure you have the facts.

IF CONTACTED BY THE MEDIA BY TELEPHONE, EXPLAIN THAT ONCE INFORMATION CAN BE RELEASED THE SUPERINTENDENT WILL RETURN THEIR CALL. ASK FOR THEIR NAME, PHONE NUMBER, COMPANY NAME, AND PRESS DEADLINE. PASS THIS INFORMATION TO THE SUPERINTENDENT.

BE AWARE THAT STUDENTS MAY BE APPROACHED BY THE MEDIA. SUGGEST TO STUDENTS THEY NOT COMMENT AND TO REFER THE MEDIA TO SUPERINTENDENT.

LOCK-DOWN PROCEDURES

A LOCKDOWN is implemented when there is a possible threat within the school building.

After threat has been identified:

1. LOCKDOWN signal is given.
2. Call 911.
3. Contact Superintendent.
4. All students and staff move into the closest available room.
5. Teacher and Staff secure doors, turn off lights, cover windows, pull shades, and move students out of the line of sight of doors and windows.
6. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
7. Teachers are not allowed to open the door for ANYONE under ANY circumstance.
8. All activities cease.
9. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.
10. Principal signals the "ALL CLEAR".

LOCK-OUT PROCEDURES

A LOCKOUT will be implemented when there is a threat on campus or in the community that necessitates that all students and school personnel remain in the school building while preventing any entry by unauthorized person(s).

STEPS TO IMPLEMENT LOCKOUT:

After a possible threat has been identified:

1. Announce LOCKOUT.
2. Call 911.
3. Students who are outside immediately return to the school building.
4. Contact Superintendent.
5. Activate building emergency plan.
6. Principal meets with ERT (Emergency Response Team).
7. Administrators/Custodians/Security Personnel– lock and secure all exterior doors and entrances.
8. Teachers close all blinds/curtains and keep their students away from the windows.
9. Monitor main entrance and allow only **AUTHORIZED** personnel into the building.
10. Consider using “barricades” to close off school driveways and parking lots.
11. Consider modifications to the procedures for release of students at the end of the school day.
12. Only School Principal, in communication with District Superintendent, may call an

end to the LOCKOUT.

LOSS OF HEAT

1. If loss of the heating system is suspected, inform your supervisor (or designee) or the maintenance person on duty of your concern.
2. The supervisor or designee will verify the temperature loss and notify the maintenance personnel immediately (whether on duty or at home) and correct the loss.
3. Staff are to keep the students comfortable with extra clothing, blankets or coats. If the loss is in a confined area, students will be relocated to warmer areas on campus as directed.
4. Certain areas of the facility can remain habitable for a period of approximately 24 hours depending upon outdoor weather conditions. If repairs can be made with that time, the superintendent will determine if students will remain in their classrooms or residential areas continuing normal programming or if alternate arrangements need to be made.
5. If the repairs are extensive, the Director of Operations will be contacted to begin procedures for alternate lodging or alternate transportation as outlined in this plan.

LOSS OF TELEPHONE

OVERALL FAILURE MANAGEMENT STRATEGY FOR PROCESS
(if problem can not be identified or resolved)

- a. In the event of a medical emergency with no phone services available, staff will use cell phones or transport anyone in need of medical services directly to the hospital.
- b. Staff will ensure that radios and cellular phones are fully charged and in working order. In addition, school vehicles will be serviced and have full gas tanks with keys available.
- c. Parent will be provided with a number in case of a family emergency.

LOSS OF SEWAGE

Toilet Back-Up:

1. Remove all students from contained areas.
2. Notify nearby residential units or classrooms to discontinue use of toilets or water sources, which may further aggravate the situation.
3. Notify the maintenance department, if on duty, or a supervisor for assistance.
4. If maintenance staff is on duty, they are responsible for clearing the sewage plug. If no maintenance staff is available, a supervisor or nurse will supply plunger and any willing staff member will attempt to clear the toilet. If the back up can not be cleared and the area can be closed off safely, place an “Out of Order” sign nearby and notify the maintenance supervisor for repair on the next available shift.
5. Once the toilet is clear, the area must be disinfected using MSDS approved chemicals. A cleaner, if on duty will complete this process or a staff member in the area will be assigned the duty. Once clean up is completed, notify nearby units that the system is again operable.
6. If the plug can not be cleared and programming in the area will be affected, the Superintendent will be contacted to arrange alternate placement of students and staff with the assistance of the principal.

General Sewage Back-Up:

1. Remove all students from the contained area.
2. Notify nearby residential units or classrooms to discontinue use of water and toilets,

which may further aggravate the situation.

3. Notify the maintenance department, if on duty, or call the Director of Operations for assistance.
4. Once the area is clear and sewage drainage resumed, the area must be disinfected. A cleaner on duty will be called for assistance or a staff member on duty may assist in the clean up.
5. Once the clean up and disinfection is completed, notify nearby units that the system is again operable.
6. If the sewage problem can not be cleared and programming in the area will be affected, the Director of Operations will be contacted to arrange alternate placement of students and staff with the assistance of the department supervisors.

LOSS OF WATER

1. If contamination of water is suspected (change in color, unusual smell, medical conditions, health advisory, etc.) inform your supervisor or designee of your concern and discontinue use of the water.
2. The supervisor or designee will notify maintenance personnel immediately, if on duty, and notify all other occupied areas of the facility by public address or portable radio announcement.
3. If the contamination is restricted to one area and use can be discontinued, place an “Out of Order” sign in the area and discontinue use. Notify the Director of Operations by voice mail to report the problem for repair on the next available shift. If the contamination is widespread, the maintenance supervisor must be contacted at home.
4. The superintendent will be notified of the condition.
5. The maintenance personnel with the assistance of the Director of Operations will assess the situation.
6. The Westchester County Health Department (914-995-5800) will be notified to conduct appropriate tests of the water. If the results are positive, all staff will be informed to discontinue use of the water.
7. Depending on the water contamination and the anticipated length of time the water will be unavailable, a decision will be made to obtain bottled water or plan for

alternative living arrangements.

8. A supply of emergency water will be obtained by purchase.
9. Alternate lodging will be provided following the Evacuation Site procedure in this handbook.

LOSS OF STRUCTURAL FAILURE

1. Should our facility be damaged by a fire, flood, explosion, ceiling collapse or other disaster that renders our facility temporarily or permanently structurally unsafe or inoperable, the person in charge will immediately implement our disaster operational plan as follows:
 - a. Upon discovery of an imminent structural failure or actual collapse, remove all students and staff from the area immediately if safe to do so. Notify “911” from a safe area. Notify the Director of Operations and the principal as soon as possible. Notify the Superintendent as well.
 - b. The Director of Operations will evaluate the problem. Operations will be curtailed or ceased depending on the damage. Any change in operations must be reported to the superintendent.
 - c. Depending on the extent of damage, the following plans may be put into effect:
 - i. Evacuation
 - ii. Transportation In An Emergency
 - iii. Call-In of Off-Duty Personnel
 - iv. Notification of Families
2. The Director of Operations or authorized contractor will complete any corrective

action to make the structure safe to resume operations.

MAJOR SCHOOL EVENTS

1. Prior to any major school event including events in which two or more District schools participate there will be a meeting of the Administrative Team (including School Monitor Supervisors) to discuss relevant issues regarding safety and security.
2. Staff meetings will be held to inform staff of their general responsibilities and those in emergencies.
3. Staff arm bands, hats or vests will be provided so that all staff and students recognize those with authority including school monitors.
4. All School Monitors will be supplied with radios.
5. Student meetings should be held prior to events to explain expectations, responsibilities and emergency plans.

6. Screening process should take place before students are allowed to go off campus to an event and behavioral criteria established.
7. An administrator, athletic director or supervisor should attend events. Someone must attend who can be in command.
8. A sufficient number of School Monitors should attend all events (on and off campus).
9. Emergency breakout areas must be established prior to events and staff must be made familiar with the locations.
10. Staff must be diligent and active not observers.
11. Any crisis which occurs at an event must be immediately reviewed. All staff will be interviewed and a report submitted to the principal who in turn will submit to the Superintendent.

HELPFUL EMERGENCY PHONE NUMBERS

Kenneth Clark Academy.

**St. John's Riverside Hospital
128 Ashford Ave
Dobbs Ferry, NY 10522
(914) 964-4444**

**Police – 112 Main St
Dobbs Ferry, NY 10522
(914) 693-5807**

**Fire – 112 Main St
Dobbs Ferry, NY 10522
(914) 693-5807)**

Greenburgh Academy

**St. John's Riverside Hospital
967 North Broadway
Yonkers, NY 10701
(914) 964-4444**

**Police – 104 S Broadway
Yonkers, NY 10701
(914) 377-7252**

**Fire – 104 S Broadway
Yonkers, NY 10701
(914) 377-7555**

REACH Academy

**Westchester Medical Center –914-493-7000
100 Woods Road
Valhalla, NY 10595**

**Police – 1 Town Hall Plz
Valhalla, NY 10595
(914) 769-1998**

**Fire – 14 Columbus Ave
Valhalla, NY 10595
(914) 948-6482**

SCHOOL DISTRICT TELEPHONE CONTACT SHEET

Superintendent's Office: Edward Placke Ed.D – Office: (914) 693-3030 ext. 2248
Mobile: (914) 357-1334 Email: eplacke@sc1881.org

Assistant Superintendent's Office: Bill Federice – Office: (914 693-3030) ext. 2360
Mobile: (914) 960-1207 Email: bfederice@sc1881.org

District Clerk: Jennifer Herrera – Office: (914) 693-3030 ext. 2244
Mobile: (914) 618-0298 Email: jherrera@sc1881.org

Operations: Russell Gillmore – Office: (914) 693-3030 ext. 2313
Email: rgillmore@sc1881.org

Human Resources Office: Bernhard Meyer – Office: (914) 693-3030 ext. 2347
Email: bmeyer@sc1881.org

Business Office: Marshall Asche – Office: (914) 693-3030 ext. 2260
Email: masche@sc1881.org

Other: Robert Maher, St. Christopher’s CEO – Office: (914) 693-3030 ext. 2230
Email: rmaher@sc1881.org

SCHOOL BOARD MEMBERS

Name

Betsy Biddle Anne Crudge Anona Joseph
Robert Maher William Pratella

Telephone

(914) 478-3700 (646)-942-6924
(917) 553-9483 (914) 693-3030
(914) 674-7555

EVACUATION SITES

Greenburgh-Graham Union Free School District
1 South Broadway
Hastings-On-Hudson, NY 10709
914-478-1106