District-Level Safety Plan
Education Law §2801-a & Commissioner’s regulation §155.17

Public Comment Period: October 10, 2019 – November 9, 2019
Public Hearing: October 22, 2019
Board Approval: Scheduled for approval on November 18, 2019
INTRODUCTION
Emergencies and violent incidents in school Districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. School districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Millbrook Central School District supports the SAVE legislation and intends to engage in the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS & PLANNING GUIDELINES

PURPOSE
The Millbrook Central School District-wide School Safety Plan was developed pursuant to Education Law §2801-a and Commissioner’s regulation §155.17. At the direction of the Millbrook Central School District Board of Education, the Superintendent of the Millbrook 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.

IDENTIFICATION OF DISTRICT TEAM
The Millbrook Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

Team members include (listed alphabetically):
- Alden Place (Grades 3-5) Teacher
- All Principals
- Assistant Superintendent for Business, Finance & Operations
- Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services
- Board of Education Member
- CSEA Union President
- Director of Facilities
- Director of Technology
- Elm Drive (Kindergarten-Grade 2) Teacher
- High School (Grades 9-12) Teacher
- Middle School (Grades 6-8) Teacher
- Millbrook Fire Chief
- Millbrook Police Officer
• New York State Police Officer
• PTO Member
• School Counselor
• School Lunch Manager
• School Nurse
• School Psychologist
• School Resource Officer (SRO)
• Student
• Superintendent of Schools
• Teachers’ Union President
• Transportation Director

CONCEPT OF OPERATIONS
The District-wide School Safety Plan is 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.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools, or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

The Superintendent, or his or her designee, will determine if county and state resources might supplement district efforts, if deemed necessary by the nature of the emergency.

PLAN REVIEW AND PUBLIC COMMENT
This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at each of the school buildings and at the office of the Superintendent of Schools.

Pursuant to Commissioner’s Regulation 155.17, this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the district-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention strategies are those practices and programs designed to prevent violence or disaster, as well as the activities conducted to reduce the impact of any emergency should it occur.

PREVENTION & INTERVENTION STRATEGIES

PROGRAM INITIATIVES
It is the mission of the Millbrook Central School District to prepare students to deal effectively with the challenge of an ever-changing society by helping them to become humane critical thinkers, decision makers and problem solvers.

A. Appropriate Prevention and Intervention Strategies

1. Training for teachers and monitors working in the school district should include:
   a. Individual and group de-escalation techniques
   b. Non-violent conflict resolution skills
   c. Understanding youth culture by examining:
      (1) Individual factors
      (2) Family factors
      (3) School factors
      (4) Peer-related factors
      (5) Community and neighborhood factors

2. The District has provided some training to staff in de-escalation techniques and non-violent conflict resolution training through the Troop K State Police and through contractual arrangements with the Dutchess County Council on Alcoholism and Chemical Dependency, Inc. and the Hudson Valley Center for Coordinated School Health. It is recommended that each building have some staff trained in non-violent crisis intervention.

3. Training is provided during conference days, in-service programs, and after school seminars.

4. Procedures relating to building security including utilization of staff and security equipment:
   a. All schools, and the District Office, have buzzer systems/cameras for controlling access to the buildings.
   b. All district schools have night alarm system.
   c. Selected areas in some schools, including computer rooms, have specialized alarm systems.
   d. All staff are required to wear an ID badge and affix a District Parking Tag in their vehicle.
   e. All visitors to school buildings will be required to wear visitor badges.
   f. The District utilizes surveillance cameras.
5. Strategies to improve communication among students and between students and staff; to promote conflict resolution, anger management, character education, and social skill development; and process for reporting potentially violent incidents.

a. The Millbrook Central School District has peer mediation, conflict resolution, and diversity programs available to students on a co-curricular, extra-curricular, and counseling basis. The health curriculum and family & consumer science courses provide for some safety components, including anger management and social skills development. The school also includes character education in a number of curricular programs and emphasizes character education in school-wide theme promotions. We also employ counselors who provide school support services.

b. The Elementary Schools have a variety of school safety related programs. These programs include Kindness is Contagious Program, counseling involving anger management, coping strategies and conflict resolution. The Lifeskills Program through Dutchess County Council on Alcoholism and Chemical Dependency, Inc is used in grades 5 and 6.

c. Building level Safety Teams will develop programs and strategies that encourage student to staff communication.

d. The District will implement the following procedure for anonymous reporting of threats and acts of violence:

   (1) Designate the Principal as the reporting officer for each school.
   (2) Educate students to inform staff or the reporting officer about threats and acts of violence.
   (3) Instruct students about how to contact a reporting officer.
   (4) Establish the means for students and parents to inform authorities about dangerous behaviors anonymously.
   (5) Require staff to report all student referrals to the administration for investigation.

6. Staff training programs needed to meet SAVE requirements.

a. Two hours of instruction on issues of school safety needs to be provided to all employees in 2001 and beyond.

b. These can/should include but are not limited to:
   - De-escalation training
   - Warning signals for violence
   - Non-violent conflict resolution
   - Emergency response team training
   - Mediation
   - Mentoring
   - Social skill development
   - Character education
   - Others

c. The District will provide annual training to staff in violence prevention and intervention, including but not limited to in-service programs, conference days, and workshops.
The mission statement challenges the district to establish effective means to recognize those students whose behavior is inappropriate and to make necessary referrals to support these students. Whether the referral means a special placement, a particular district intervention, an outside agency referral, or the development of particular skills, the district is prepared to establish working relationships with parents, students, community members and agencies to ensure support for children.

The district has provided support to children with a variety of skills training programs. Teachers, Psychologists, Counselors, Administrators and sometimes student peers have provided some of the following programs: Student Assistance Counselor, peer mediation, anger management, coping strategies, conflict resolution, study skills, small group counseling for children experiencing divorce in their household, individual counseling, and training to reduce and eliminate bullying or violence.

By responding to the variety of emotional needs of our youth, we hope to provide alternatives and coping methods that reduce the potential for violence.

A. The following are the procedures related to school building security:

1. Schools use a single point of entry system.
   a. Buzzer systems/cameras are used to control access to all schools, and visitors must sign in and out.
   b. All doors are locked.
   c. Visitors are required to wear identification while in buildings during the school day.
   d. Visitor access is limited to specific locations.
   e. Any visitors without identification will be directed to the sign-in area/main office by all staff.

2. The high school and middle school buildings have trained teachers and monitors whose duties may include, but are not limited to: monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, supervise parking lots, direct visitors to the appropriate office, and check restrooms. The monitors are under the supervision of the building principals. Any school monitors are background checked and fingerprinted.

3. Elementary buildings do not have building monitors dedicated solely to student supervision and security. Main entrances and visitor sign-in stations in elementary buildings are generally monitored by office staff.

4. The District hires policemen for school events when needed.

TRAINING, DRILLS, AND EXERCISES
The Millbrook Central School District shall arrange to provide multi-hazard training for staff and students throughout the district. Such training shall include: fire drills, early go-home drills, shelter-in-place drills, lockdown drills, emergency evacuation drills and School Violence Prevention and Intervention Training.

Working relationships with the local and State Police have led to the implementation of appropriate school safety and security measures. These relationships have provided and will continue to provide opportunities for workshops that provide additional
instruction in relevant disciplines such as proper restraint techniques and the de-
escalation of violent incidents.

Each individual school building shall hold fire drills, tornado drills, intruder drills and other drills as required, and as deemed necessary, to maintain a safe environment. The maintenance of a safe environment shall mean that students, teachers, and other staff members are familiar with all drills, such that they can be activated and accomplished quickly and efficiently. Teachers shall take roll at the occasion of each drill upon arrival at the prescribed point. A report of any students absent shall be made immediately to the building principal or his/her designee.

A. Specific Procedures for annual multi-hazard school safety training for staff and students:

1. Safety Committee will complete inspections and review of all buildings and plans in compliance with RESCUE regulations – Part 155.4d.
2. All required staff training provided by Dutchess County BOCES will be completed annually (blood-borne pathogens, hazmats, and other right to know).
3. Any required student safety training will be completed by or under the direction of appropriate staff.

B. Specific Procedure to conduct drills and other exercises to test components of the Emergency Response Plan:

1. The District will conduct periodic drills and other exercises, including tabletop exercises, to test components of the emergency response plan in coordination with local emergency responders and preparedness officials.
2. Types of drills to be tested include:
   - Fire
   - Evacuation
   - Lock down
   - Dismissal
   - Sheltering (off site)
   - Sheltering (on site)
   - Duck and cover
   - Weather related
   - District emergency preparedness
   - Communications systems checks
   - School emergency response
   - Team table top practices

3. Appropriate staff training will be provided to ensure effectiveness
4. Schools will keep a record of building drills and report this information annually to the District for review.

In order to increase the efficiency of drills, an evaluation shall be made after each and every drill. Building evacuation times shall be taken by staff to determine if the drill happened in a timely manner. The timeliness of a drill shall cause administrators to evaluate and make recommendations for improvements to the process.

During the conduct of a drill, everyone in the facility, including visitors, other employees and faculty members not in their regular classrooms, must obey the instructions in the room or area they occupy when the alarm or verbal notice is announced.

The Emergency Response Team can simulate emergencies or disasters via tabletop
exercises. It is also recommended that the district investigate training opportunities in the Incident Critical Command Management Program that is offered through the State Emergency Management Office.

IMPLEMENTATION OF SCHOOL SECURITY
All exterior doors not routinely used for student or staff entrance have been secured so as to limit entrance to a single point of entry for all personnel and visitors.

All visitors to the Millbrook Central School District Schools will be required to sign in at the Main office and to obtain a visitors pass. Visitors will not be allowed to wander through the facilities. Any violators of the provisions of the Millbrook Central School District Code of Conduct are subject to appropriate penalty, including reprimand, ejection, arrest, and/or criminal prosecution.

VITAL EDUCATIONAL AGENCY INFORMATION
The Millbrook Central School District Office and each of the individual schools in the district collect and maintain vital educational information such as student enrollment, staff counts, and the number of teaching stations. District officials work with our transportation provider to assess and compile information regarding transportation needs. A variety of up-to-date listings of home and business telephone numbers are maintained for key personnel throughout the agency by various internal divisions (i.e. buildings, central office).

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS
The primary emphasis on the early detection of potentially violent students will be accomplished through professional development activities for Millbrook Central School District Staff. This professional development will take the form of an annual two hour training and will include materials and techniques developed by the New York State Center for School Safety. The Superintendent shall be responsible for determining the procedure for the dissemination of information regarding the early detection of potentially violent behavior.

Our district will also have teachers familiarize themselves with all available information and records about the program placement of every student in their class in the early weeks of each school year. Teachers who are concerned about the classroom behavior of any student should communicate with their building administrator, if the situation warrants. Teachers will work with those students on the basis of these consultations.

HAZARD IDENTIFICATION
The Millbrook Central School District educational sites have been evaluated for the location of potential hazards, both grounds and facilities. In addition to our internal screening, we are assisted by the Safety and Risk Management Department of the Dutchess County BOCES. This hazard identification shall be updated at least once per year.

The district has below ground fuel oil tanks at each of the school buildings in the district. There is a gas tank and an above ground propane tank, servicing the science areas, at the high school site. The high school science areas have classrooms that include a variety of chemicals and solvents that are used for science instruction and lab
experiments. Material Safety Data Sheets are located with and maintained by the Director of Facilities and Operations for the district.

Each of the elementary schools has above ground propane tanks for use in the boilers. Additionally, the high school site has a below ground propane tank which services the boilers.

Our Emergency Preparedness Plan contains a listing of hazardous roadways and hazardous intersections in proximity to the district buildings. Adjacent to the main campus, the Highway Department Garage has a repair and Storage unit that contains gas and diesel pumps as well as assorted chemicals used to service the highway fleets. There are also fuel oil storage tanks located at On-the-Green in Verbank and at the Sky Acres Airport in the Town of Unionvale. Diesel and gasoline tanks are at both the First Student garaging facility as well as the gasoline station in the Village. Propane is stored at both Reardon Briggs Hardware store and Miller Farm and Garden Supply in the Village.

SECTION III: RESPONSE

NOTIFICATION & ACTIVATION (INTERNAL & EXTERNAL COMMUNICATIONS)
In the event of an actual emergency, or information suggesting an emergency, the Lead Building Administrator will be the individual to be notified. The Lead Building Administrator/designee will then notify the Superintendent and the law enforcement officials, if the situation warrants.

The Emergency Response team will also be notified at the beginning of the incident. The Lead Building Administrator can refer to the Emergency Preparedness Plan for the proper protocols to follow.

The typical chain of command for a majority of incidences is as follows:
- Lead Building Administrator/designee
- Superintendent of Schools
- Director of Transportation/ Emergency Coordinator
- Director of Facilities
- Appropriate Emergency Services
- All other educational agencies within the district, when appropriate

This District Plan has been prepared with the cooperation and advice of the New York State Police. When investigating threats of violence:
- The Building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
- Serious acts, including violent offenses in accordance with SAVE requirements will require the involvement of police personnel.
- Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
- Threats placing students, staff, and others in imminent danger require an immediate call to the police.
- All incidents that require police involvement shall be reported to the Superintendent.
Information regarding severe weather such as storms, blizzards, national and other emergencies will be monitored in the office of the Superintendent of Schools. The Fleet Weather Advisory and the NOAA Weather service will be used to monitor severe weather advisories.

Lead Building Administrators/designees shall notify faculty, students, staff and others when it is necessary to respond to either internal or external situations. Telephones, intercoms, or confidential memos can be used to notify staff of any procedures to be followed.

Notification of incidences can be made to the Superintendent’s office via telephone, fax or e-mail messages. Parents will be notified after an incident is stable and under control. Small group notification may be done via telephone.

When school is to be closed or delayed due to inclement weather, road conditions or other emergencies, announcements will be made from the following media and systems:

**MEDIA:**
- WHUD/WLNA
- WBNR/WSPK
- MIX 97.7
- MRRV
- WPHD
- WRNQ
- WRWD
- WPKF
- WGHQ
- WKIP

**SYSTEMS:**
- District Web-Site
- School Messenger (automated phone calling system)
- Cancellations.com

The District procedure for early dismissal is as follows:
- Superintendent or his/her designee decides on an early dismissal.
- Bus contractor is notified to supply buses.
- Central and building level administrators are informed of closing.
- Parents are notified of early dismissal through media contacts and the web page cancellations listing.
- Parents of elementary students will provide the schools with alternate locations for their children if they are generally not home.
- Staff and students are informed of closing.
- 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 practicable. This information will be limited to information that the district is legally permitted to disclose.
SITUATIONAL RESPONSES
District Response to Emergency Situations
1. The District procedures for cancellation is for the Superintendent to make a
determination after consulting with the transportation provider, district administrators
and county emergency management personnel. The Superintendent contacts the
media contacts, outlined above, using the code system in place. He also initiates a
phone tree system by calling building and district personnel. The authorized
designee of the Superintendent follows this procedure if the Superintendent is
 unavailable.
2. The procedures for evacuation are found on pages 17 and 18, they include:
   a. Interior and exterior sheltering sites
   b. Primary and secondary evacuation sites
   c. Evacuation before, during and after school
   d. Transportation evacuation plans
   e. Notification procedures
3. District resources which may be available for use during an emergency
   The following district personnel will be available to assist in emergency situations:
   A. Medical
      1. Nurses in each building
      2. Any EMT trained personnel
      3. School Physician
      4. Any first aid trained personnel
   B. Security
      1. Business Administrator
      2. Building Principals
      3. Custodians
      4. Trained Teachers and Monitors
      5. Superintendent
   C. Emergency Response
      1. Nurses
      2. School Physician
      3. Staff with EMT or First Aid Training
      4. District and Building Administrators
   D. Post-critical Incident Response
      1. Psychologists
      2. Guidance Counselors
      3. Student Assistance Counselors

MULTI-HAZARD RESPONSE
The guiding principles for emergency planning are: a holding action designed to contain
the situation; keeping children and staff isolated from the situation; communication with
the proper authorities; and finally, restoring normal activities.

Our Emergency Plans are broken down into five separate categories: Civil
Disturbances, Environmental Problems, Fire and Explosion, Systems Failures and
Medical Emergencies.

CIVIL DISTURBANCES
An emergency, caused by an action which requires an appropriate response by school
officials. The following are covered in this section:
- Bomb Threat
- Hostage
- Intruder
- Kidnapped Person

The guiding principles for emergency planning are: holding action to contain the situation; keeping children away from the situation; communicating with proper authorities; and finally, restoring normal activities. If it becomes necessary to respond to civil disturbances, the school administrators may rely on one of the following responses:
- Stand By
- Shelter- in- Place
- Evacuation
- Go Home

ENVIRONMENTAL PROBLEMS
An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. Management guidelines included in this section are:
- Air Pollution
- Drought
- Earthquake
- Flood
- Oil/Gasoline Spill
- Radiological Incident
- Storm – Snow/Ice/Wind/Hurricane
- Thunderstorm/Lightening Storm
- Tornado
- Toxic Material Spill
- Water Contamination

The guiding principles are protection of life first, and then the preservation of property, including restoration to normal activities. Local fire departments, the police, State Emergency Management officials, the Federal Emergency management office and /or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Superintendent of Schools/designee for control, clean-up, remediation and disposal of any materials, if needed.

The appropriate response for this section could include the use of the go-home plan.

FIRE & EXPLOSION
A fire or explosion in a building, or even a false fire alarm, will interrupt and disrupt school-building activities. The effects may be minor, as in the case of a false alarm, but could be substantial in the case of a fire or explosion. Emergency guidelines, which track the extremes from minor to major occurrences, are included in this section:
- Explosion
- False Fire Alarm
- Fire
In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration to normal activities.

**SYSTEMS FAILURE**
Failure of a building’s structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature and readily or easily corrected, or may be major, create emergency conditions and involve extensive or extended corrective work. Emergency guidelines, which track the extremes of a minor to a major occurrence, are included in this section for the following facility failures:
- Electrical Failure
- Energy Loss or Governmentally Imposed Fuel Shortage
- Gas Leak
- Heating System Failure (Loss of Heat)
- Roofing System Failure (Leak)
- Sewage System Failure
- Structural Failure
- Water System Failure

In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration to normal activities.

**MEDICAL EMERGENCY**
A medical emergency is the result of a minor or major illness or injury to an individual and can be of such severity as to be life threatening or merely cause the victim discomfort or pain. Emergency guidelines are included in this section for the following:
- Allergic Reaction
- Animal Bite
- Bleeding
- Blow to the Head
- Broken Bones
- Burns
- Choking
- Diabetic Shock
- Drowning
- Electric Shock
- Epidemic
- Epileptic Convulsions
- Food Poisoning
- Head Lice
- Heart Attack
- Respiratory Arrest
- School Bus Accident and/or Fire
- Chemical/Toxic Exposure

In each case, the guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond proper first aid. First aid is the treatment that will protect the life and comfort of
the victim until authorized medical treatment is available, or in the case of a student, until the child is placed under the care of a parent or legal guardian. An effective medical emergency program should be based on medically and educationally sound procedures. Some of the components of such a program are:

Signed instructions for emergencies from parents, guardians, and from school personnel should include:
- the name and age of the person (pupil or employee);
- name, address and telephone where one or both parents may be reached at home and at work;
- name, address and telephone number of another person who has agreed to care for the child if the parent cannot be reached;
- name, address, and telephone number of the family physician (or Christian Science Practitioner), family dentist, and preferred hospital;
- religion of the victim;
- any special condition which should require special handling.

Written instructions in first aid procedures should be available to all school personnel. Copies should be posted in the health office, food service area, maintenance department and administrative offices.

All school personnel and student should know the location of the school health nurse. The nurse will maintain a list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS
The Millbrook Central School District expects a high behavioral standard from its students, faculty, administration, and staff as well as visitors to the school facilities and grounds. The school district will enforce a Code of Conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administration, cultural, recreational, athletic, and/or other programs and activities.

Any emergency caused by the action of a person which requires intervention by the district, demands an appropriate response by school officials. Protocols for responses may be found in the Building Level Emergency Response Plan or the District Emergency Preparedness Plan. The communications chain of command should include the notification of the Lead Building Administrator, the Superintendent of Schools, police, local fire and emergency services.

RESPONSE PROTOCOLS
In the event of an emergency telephone call such as:
- Bomb Threat
- Fire Emergency
- Hostage Situation
- Intruder

or
Other emergency received in any Millbrook Central School District facility, the individual providing the coverage at the desk or receiving the telephone call, is to immediately contact the building administrator in charge. Calls to the remainder of the chain of command should then commence:

- Superintendent of Schools
- Transportation Director
- Director of Facilities
- All other educational agencies within the district, when appropriate

**EMERGENCY AGENCIES & SERVICES AVAILABLE IN DUTCHESS COUNTY**

For **ALL EMERGENCIES** in Dutchess County dial **911**. This includes police, fire and ambulance.

**OTHER EMERGENCY NUMBERS (listed alphabetically)**

- American Red Cross 845 471-0200
- Central Hudson 800 527-2714
- Child Protective Services 845 364-3512
- County Emergency Response Business Office 845 486-2080
- County Executive 845 486-2000
- Department of Environmental Conservation 800 457-7362
- Federal Bureau of Investigation 845 615-1700
- National Response Center – Oil and Toxic Chemical Spill 800 424-8802
- Poison Control Center 800 955-9119
- Suicide Hotline 800 273-8255
- Town of Washington 845 677-3419
- Village of Millbrook 845 677-3939

**PROCEDURES TO COORDINATE THE USE OF SCHOOL DISTRICT RESOURCES & MANPOWER DURING EMERGENCIES**

In the event of an emergency, the Superintendent of Schools has been authorized to afford maximum protection that is reasonably attainable for all students, staff, and facilities. This includes the development and implementation of an emergency plan for the protection of all students, faculty and all buildings and grounds and the physical assets of the Millbrook Central School District.

The Millbrook Central School District bus fleet/First Student Transportation have the capability to transport all students.

Secondary school cafeterias have kitchens that can serve meals. Food would have to be brought in from other sources for a prolonged period of time. The Elementary Schools have multi-purpose rooms that can be used in the event of an emergency.

There are telephone communications throughout the district facilities. There are also intercom communications in each of the buildings. All of the District facilities are serviced by Village water and sewer.

Notification to the Transportation Director and the Director of Facilities will allow all
resources, facilities and fleet to be allocated and used in the event of an emergency.

**PROTECTION ACTION OPTIONS**

During certain conditions, the nature of the emergency may demand that classes be dismissed or cancelled. The nature of some events may include that students and staff be evacuated from the building. They will be transported and housed temporarily in another district school building. The following is the procedure to be followed:

1. The Superintendent of Schools, in consultation with the Lead Building Administrator, will make the decision to evacuate.
2. The Superintendent of Schools/designee will notify the local police, security system, Fire Department, and the media.
3. The Lead Building Administrator of the evacuating facility will notify the Lead Building Administrator at the alternative site.
4. Teachers will assemble students at the assembly site.
5. Teachers/staff will be dispatched to the alternative site to prepare receiving areas.
6. The Superintendent of Schools will notify the media which will inform the parents of the evacuation and the site location for student pick-up.

**CANCELLATION, EARLY DISMISSAL, NOTIFICATION & SHELTERING**

**CANCELLATIONS OF CLASSES/NOTIFICATION OF “NO SCHOOL”**

If severe blizzard, heavy snow storm, or ice occur during the night which make driving hazardous, and such conditions are known by 5:30 AM, a “No School” announcement will be made via the district’s School Messenger system, as well as a posting on the District’s web-site, Cancellations.com and via the media listed in this document. Responsibility for this decision and notification shall be the Superintendent of Schools and/or his designee.

**EARLY DISMISSAL DURING SCHOOL DAY**

If during the school day, there is a situation which would jeopardize the health and safety of the school children, the school would then close. The radio stations would be notified and the buses would transport the children to their home destinations.

**NOTIFICATION OF PARENTS & GUARDIANS**

If it becomes necessary to close school before the regular closing time, such information will be announced via the School Messenger system, designated radio stations, Cancellations.com and posted on the District Website. Parents may then expect their children to arrive home before the regular time.

**SHELTERING SITES (INTERNAL & EXTERNAL)**

In the case of tornado or national emergency, or other type of emergency requiring persons to stay in the building, the school principal shall initiate the necessary actions upon notification that his/her school is threatened. Students, faculty and other employees at the school will go immediately to their designated stations previously assigned.

During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. They will then be transported and housed in another district building.
In certain circumstances, evacuation may mean only going outside, away from the building and waiting for danger to pass. The following is the procedure that will be followed:

1. The Superintendent of Schools/designee, in consultation with Lead Building Administrator will make the decision to evacuate.
2. The Superintendent of Schools/designee will notify the local police, security system, fire department, the Emergency Response Team and the media.
3. If students are to be transported any distances, the Superintendent of Schools will notify the Transportation Director for buses to transport children to the new destination.
4. The Lead Building Administrator of the evacuating facility will notify the Lead Building Administrator at the alternate site.
5. The Lead Building Administrator will then evacuate the building.
6. Teachers will walk all students to the assembly area (ball field or playground away from the building).
7. Each member of the faculty shall take their attendance register.
8. Students will line up in an orderly fashion and attendance will be taken.
9. School personnel will be dispatched to the alternate site to prepare receiving areas.

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<th>SCHOOL</th>
<th>EVACUATION SITES</th>
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<td>High School</td>
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<tr>
<td>Alden Place Elementary School</td>
<td>Middle School</td>
</tr>
<tr>
<td>Elm Drive Elementary School</td>
<td>Village Hall</td>
</tr>
<tr>
<td>Entire District</td>
<td>Use Go Home Plan or alt. off-campus sites</td>
</tr>
</tbody>
</table>

If more than one school is to be evacuated, the Superintendent of Schools/designee and the Lead Building Administrators will then determine the site locations. The district office will notify the media hotline which will inform the parents of the evacuation and the site location for student pick up. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the room monitor. When parents arrive to pick up their children, they will give the name and grade of their child to the room monitor and then be directed to the correct area. The building will be inspected by the Lead Building Administrator/designee and staff to ensure that all children have been evacuated.

**DISMISSAL FROM THE ALTERNATE SITE**

If the crisis persists past 2 P.M., children will have to wait until after the buses complete their usual runs to other district schools before they are picked up from the alternate site. Prior to 2 P.M., the buses that have been assigned to the schools for the original evacuation will be used to assist in a “Go-Home” Plan. If conditions permit, the children will be returned to the school for normal dismissal.

Upon final building inspection, the school personnel will be released by the Superintendent of Schools/designee on a need basis. The Lead Building Administrator/designee will provide a status report to the Superintendent of Schools/designee.
SECTION IV: RECOVERY

Responses for different types of crises should be planned in advance and reviewed, updated, and practiced periodically. The chaos and panic created by certain situations cannot be effectively handled without a pre-established specific plan of action.

The extent of, and need for, disaster and emergency recovery depends in large part upon the nature of the incident. Millbrook Central School District Administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

The Millbrook Central School District will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing financial and logistical support. The agency will also assist these teams by interfacing with relevant regulatory agencies and the media.

Following a serious act of violence in the schools, employees, counselors, students, police and other emergency responders, witnesses, and the family of each often suffer from stress-related ailments such as insomnia, depressions, anger, headaches and ulcers. These conditions translate into higher rates of absenteeism and turnover, as well as lower school and job performance. Much of this suffering and loss can be reduced if the affected individuals receive debriefings from experienced counselors 24 to 72 hours after the traumatic incident.

The Millbrook Central School District district office, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

At all times the Millbrook Central School District must maintain close cooperation with investigating authorities to facilitate completing investigations and minimizing complications.