

# **PUTNAM VALLEY**

## **CENTRAL SCHOOL DISTRICT**

### **DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN**

Adopted: BOE 08/11/22

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## PURPOSE

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management is the discipline of dealing with and avoiding risks. It is a discipline that involves preparing for an emergency situation or disaster before it occurs as well as supporting and rebuilding from the emergency after natural or human-made disasters have occurred.

Emergency management in our schools is the continuous process by which our staff, students, administrators, parents, school groups, emergency responders and our community manages hazards in an effort to avoid or mitigate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed building-level emergency plans. Districts are vulnerable to a wide variety of acts of violence; and natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Putnam Valley Central School District supports the S.A.V.E. legislation. As such, the Superintendent of Schools, Board of Education, and the entire District staff encourages and advocates on-going district-wide cooperation in support of Project S.A.V.E.

The Superintendent, Dr. Jeremy Luft will serve as the District's Chief Emergency Officer (CEO)<sup>1</sup> whose duties shall include, but not be limited to:

1. Coordination of the communication between school staff, law enforcement, and other first responders;<sup>2</sup>
2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;<sup>3</sup>
3. Ensuring staff understanding of the district-wide school safety plan;<sup>4</sup>
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building<sup>5</sup> The CEO will require each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17(2). Each plan should be updated annually with the assistance of the Building Emergency Response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These plans shall be submitted to the District's Safety Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.
5. Assisting in the selection of security related technology and development of procedures for the use of such technology;<sup>6</sup>
6. Coordination of appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;<sup>7</sup>
7. Ensuring the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807;<sup>8</sup> and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
9. Ensures protocols for responding to a declared state disaster emergency involving a communicable disease are substantially consistent with the provisions of Section 27-C of the Labor Law.

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<sup>1</sup> 155.17(1)(c)(xix) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:

<sup>2</sup> 155.17(c)(1)(xix)(a) coordination of the communication between school staff, law enforcement, and other first responders;

<sup>3</sup> 155.17(c)(1)(xix)(b) lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans

<sup>4</sup> 155.17(c)(1)(xix)(c) ensure staff understanding of the district-wide school safety plan

<sup>5</sup> 155.17(c)(1)(xix)(d) ensure the completion and yearly update of building-level emergency response plans for each school building

<sup>6</sup> 155.17(c)(1)(xix)(e) assist in the selection of security related technology and development of procedures for the use of such technology

<sup>7</sup> 155.17(c)(1)(xix)(f) coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan

<sup>8</sup> 155.17(c)(1)(xix)(g) ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807

#### IDENTIFICATION OF SCHOOL TEAMS

The District-wide Safety and Emergency Management Plan was developed pursuant to Commissioner's Regulation 155.17(b)(14). At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District<sup>9</sup>. The Safety Team shall include, but is not limited to, representatives of the school board, teacher, administrator, parent organizations, school safety personnel, bus drivers, monitors, and other school personnel as deemed necessary. At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the District-wide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Assess and review the District-wide Safety and Emergency Management Plan annually.
2. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
3. Conduct training sessions as necessary.
4. Meet with, oversee, and help guide the Building-level Emergency Response Teams at each school as necessary.
5. Meet as needed with the District's Emergency Management Consultant to review protocols and procedures as well as receive training and instruction.
6. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
7. Conduct all other business as deemed necessary.

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<sup>9</sup> 155.17(c)(14) District-wide school safety team means a district-wide team appointed by the board of education, the chancellor in the case of New York City, or other governing board. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, parent organizations, bus drivers, monitors, school safety personnel, and other school personnel.

**DISTRICT SAFETY TEAM:**

*Members listed here may be removed from the “additional emergency numbers” table*

TITLE	NAME	OFFICE PHONE	Email
Superintendent	Dr. Jeremy Luft	845-528-8143	jluft@pvcasd.org
Asst. Supt., PPS & HR	Dr. Natalie Doherty	845-528-8130	ndoherty@pvcasd.org
Director of Business Administration	Jill Figarella	845-528-8125	<a href="mailto:jfigarella@pvcasd.org">jfigarella@pvcasd.org</a>
Director of Curriculum and Instruction	Jacqueline Levine	845-528-8143	jlevine@pvcasd.org
Director of Oper. & Facilities	David Spittal	845-526-7854	dspittal@pvcasd.org
Director of Technology/CIO	Michael Lee	845-528-8143	mlee@pvcasd.org
Director of Athletics, P.E., and Health	David Kantrowitz	845-528-7412	dkantrowitz@pvcasd.org
Public Relations	Jeannie Denike	845-528-8143	jdenike@pvcasd.org
Interim HS Principal	Matthew Mello	845-526-7847	mmello@pvcasd.org
Interim HS Asst. Principal	Dr. Letitia Payne	845-526-7847	lpayne@pvcasd.org
MS Principal	Travis McCarty	845-528-8101	tmccarty@pvcasd.org
MS Asst. Principal	Jaime Zecca	845-528-8101	jzecca@pvcasd.org
ES Principal	Dr. Margaret Podesta	845-528-8092	mpodesta@pvcasd.org
ES Asst. Principal	Jennifer Picco	845-528-8092	jpikko@pvcasd.org
BOE Representative	Barbara Parmly	845 528-8143	bparmly@pvcasd.org
Teacher Representative	Lauren Soprano	845-528-8101	lsoprano@pvcasd.org
Parent Representative	Jeannie Denike Adrienne Lytton	845-528-8143	jdenike@pvcasd.org adriennelytton@yahoo.com
Bus Driver/Monitor	Michael Koenig	845-528-8900	mkoenig@pvcasd.org

## CONCEPTS OF OPERATION

1. The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

## PLAN REVIEW & PUBLIC COMMENT

1. The District-wide Safety and Emergency Management Plan shall be monitored and maintained by the District Safety Team and reviewed annually on or before September 1 of each year. A copy of the plan will be available at the District office and on the District website.
2. Building-level Emergency Response Plans shall be confidential and not 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.
3. Full copies of the District-wide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department on or before September 1 of each year or within 30 days of adoption.
4. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17(c)(xiii). This plan will be made available for public comment at least 30 days prior to its adoption.
5. Building-level Emergency Response Plans will be supplied to the New York State Police, County Police and all local police departments covering the District, by October 15 of each year or within 30 days of adoption.



## SECTION II RISK REDUCTION/PREVENTION AND INTERVENTION

### PREVENTION AND INTERVENTION STRATEGIES

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. Any utilized school safety officers and other security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
  - Emergency Responders
  - Regional BOCES
  - District Consultants
2. Training for school staff working in an incident control capacity may include:
  - Individual and group de-escalation techniques
  - Non-violent conflict resolution skills and
  - Peer mediation
3. The District may provide de-escalation techniques and nonviolent conflict resolution training to other staff annually. Each building has some staff trained in nonviolent conflict resolution. The District has a mentoring program in place for new staff.
4. Training may be available during staff development sessions, on conference days and via on-demand web-based training modules.
5. Procedures relating to building security including utilization of staff and security equipment are as follows:<sup>10</sup>
  1. All authorized staff members are expected to carry their classroom/office keys/swipe cards at all times.
  2. All staff members are expected to wear District-issued photo identification badges.
  3. After the designated start time of the school day, each school will be appropriately secured.
  4. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
  5. All contractors assigned to work in any building must first be authorized by the Facilities Department to receive an identification badge, which must be visible at all times when workers are on school property. All deliverables and delivery personnel must first be authorized by the Facilities Department, prior to delivery. An exception for regular food service deliveries may be made after the vendor has been authorized for the school year.

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<sup>10</sup> 155.17(b)(1)(xi) policies and procedures relating to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures;

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible. Security measures include:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Portable Radios
- e. Alarm Systems
- f. Keypad or swipe entry systems
- g. Single or limited points of entry
- h. Identification cards and lanyards
- i. Safety vests

#### IMPROVING COMMUNICATION WITH STUDENTS

Each of the schools within the district provides a wealth of school safety-related initiatives. These programs may include peer mediation, bullying prevention, conflict resolution, social skills development, managing emotions and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists.

Each building has established a mechanism for the anonymous reporting of school violence and harassment and has communicated this to students and parents.<sup>11</sup>

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year. During the review with students, bullying, discrimination, harassment and violations of the Code of Conduct, along with consequences are discussed.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, classroom lessons, small group lessons and/or individual counseling sessions, school-wide meetings, morning meetings in classrooms, assemblies, mindfulness rooms, yoga and movement breaks, and a variety of wellness opportunities. All members of the school district and community have access to the anonymous alerts reporting platform.

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<sup>11</sup> 155.17(c)(1)(xvi) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth- run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;

## REPORTING THREATS OR ACTS OF VIOLENCE

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

## TRAINING, DRILLS AND EXERCISES

### Drills and Exercises:<sup>12</sup>

The District will conduct emergency management drills and exercises annually including, but not limited to:

**EVACUATION AND LOCKDOWN DRILLS:** Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September – June). The first eight (8) drills are conducted prior to December 31 of each school year. Eight of all such drills shall be evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may upon mutual agreement with the District, participate in some or all of the lockdowns drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

**EARLY DISMISSAL DRILL<sup>13</sup>:** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials and District staff may also take place in conducting and evaluation of this drill.

**SHELTER-IN-PLACE DRILLS:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

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<sup>12</sup> 155.17(c)(1)(xiv) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;

<sup>13</sup> 155.17(c)(2)(h) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

In addition to post-drill debriefings conducted by each building-level emergency response team, each building will complete a drill evaluation form that will be submitted to the district-wide safety team for periodic review.

Each Building-level Emergency Response Team and representatives of the District administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district may opt to conduct functional exercises with emergency response agencies to involve staff, students and parents in realistic drills.

#### STAFF DEVELOPMENT TRAINING:

All general staff will receive training on District-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15 of each school year or within 30 days of joining the district. This training may be conducted at a staff development day, online or a combination of both.<sup>14</sup>

The District will provide advanced training for each Building-level Emergency Response Team (BERT) and District-wide Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all Emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Hold-in-Place and Early Dismissal. The District may involve local emergency responders to participate in this training. All BERT teams participate in "table top" exercises as part of their training program.

Additional training may include but is not limited to:

- De-escalation training
- Warning signals for violence and mental health concerns
- Non-violent conflict resolution

#### PROACTIVE BUILDING SECURITY MEASURES

1. The District buildings use limited points of entry. All doors are locked. Signs are in place directing visitors to sign-in at the reception desk at each school. Main doors are controlled by remote "buzzer" entry during normal school hours.
2. All schools have greeters or office staff members just inside the entrance to each school in the District. These individuals ensure visitor sign-in procedures and help supervise building traffic flow. The building principals are responsible for supervision of the greeters and other staff.

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<sup>14</sup> 155.17(c)(1)(xiii) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;

3. Staff members are required to wear visible identification badges.
4. Visitors are required to sign in and wear visitor identification.
5. Visitor access is limited to specific areas of the school building.

#### VITAL EDUCATIONAL INFORMATION<sup>15</sup>

Information on each building's student and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan. The purpose of including such information in the Building-level plan is to ensure coordination or coverage in the event of a serious incident.

#### EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR<sup>16</sup>

This section contains the District policy and procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. The District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.
2. The District's Code of Conduct is distributed to all parents/guardians of students in the District at the start of each school year.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, parents/guardians and students may be involved in this process.

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<sup>15</sup> 155.17(i) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.

<sup>16</sup> 155.17(c)(1)(xii) policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relations to students of the school district or board, students and other persons deemed appropriate to receive such information

5. District students at all grade levels participate in instruction guided by evidence-based violence prevention/intervention programs. Elements of these programs support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
6. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
7. Each of the District's school psychologists/social workers may facilitate counseling groups for identified students around issues related to poor social skills development, managing emotions, and good decision-making.
8. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention.
9. The District may work in collaboration with building-level and District-wide PTAs to offer parents/guardians information regarding early-warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.

#### Police Agencies

The District buildings fall within the jurisdiction of the following police departments:

<u>Agency</u>	<u>Phone Number</u>
Putnam County Sheriff's Office	845-225-4300
New York State Police	914-769-2600

#### HAZARD IDENTIFICATION

##### Identification of Potentially Dangerous or Hazardous Sites:

Each school will identify and locate areas of potential emergencies in and around its building. The Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property and under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:

- Electrical panels/shut-offs
- Gas lines/shut-off
- Gas appliances
- Heating plant
- Sewage system
- Structural failure
- HVAC
- Water supply/shut-off
- Chemical storage and cleaning supplies
- Paper supply storage
- Industrial arts room
- Science rooms and labs
- Isolated areas near the school
- Nearby aqueduct, streams, ponds, rivers (flooding)
- Steep areas near school
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

#### SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING<sup>17</sup>

This plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda are consistent with the Code of Conduct, and define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline is delegated to school administration.

District Memorandum(s) of Understanding related to this section are maintained in the District office.

#### Allocations

- A. At the elementary and middle school level, there is a single point of entry for visitors at each building and visitors to the school must be buzzed into the building, sign in and receive an identification badge. Staff in the building all wear district-produced identification badges which must be visibly worn at all times. Staff is trained to report to the main office any unknown person they observe who is not wearing a badge.
- B. At the high school level, there is a single point of entry for visitors, which is staffed during normal school hours by one of several staff members assigned to the High School. Visitors to the school must be buzzed into the building, sign in and receive an identification badge. Staff in

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<sup>17</sup> 155.17(c)(1)(xvii) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;

the building all wear district-produced identification badges, which must be visibly worn at all times. In addition, safety personnel are assigned to areas throughout the building.

### Hiring

The interviewing and hiring of safety personnel follows the district's practices for hiring of new staff. All new staff employed by the District must be fingerprinted in order to be employed.

### Duties and Training

#### **Greeters/Office Assistants**

- contracted personnel at each school
- buildings are staffed during regular school hours
- primarily responsible for enforcement of the visitor protocols
- detection of hazards
- deter and report unlawful activity
- provide escorts for parents and students when needed
- members of building-level emergency response teams

#### **Elementary & Secondary School Monitors**

- staffed at both middle schools and high school
- actively monitor the building and support the staff with student safety and traffic
- provide student supervision
- check that school procedures are being adhered to
- assist the arrival and dismissal processes
- escort students if needed

#### **School Security Monitors**

- often former military or law enforcement
- staffed after regular school hours at the middle and high school and if determined necessary at special events in the evening and on weekends
- enforce our visitor policy as well as actively monitor the building and support the staff with student safety and traffic

#### **Required training includes:**

- School violence prevention and intervention training
- Site-specific training including review of all manuals (e.g., school district policies, Code of Conduct, District-wide School Safety Plan, School Handbook, etc).
- Right-to-know training
- Blood borne pathogen training

### Roles and Responsibilities



Any contracted school safety/security personnel (i.e. School Resource Officer, School Patrol Officer, security staff, etc) shall be held to the school's Code of Conduct. These individuals are not responsible for the discipline of students and will refer all matters of school discipline as covered by our Code of Conduct to building/district administration.

## SECTION III    RESPONSE

### NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

#### Internal

After receiving the information from the Incident Commander at the scene, a message will be sent from the Superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

#### External

Anyone with knowledge of an emergency event is encouraged to immediately call 911.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. Schools may also use their websites, groups, and hotlines for announcements or updates as directed by the Incident Commander.

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system. Additional information may also be found on the District's website: <http://pvcscd.org/> or mobile app.

During an emergency, all contact with the media will be handled either by the Superintendent or their designee. The media and public will be informed and updated as soon as practical on all developments in statements released by the Superintendent or their designee. Students, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

## SITUATIONAL RESPONSES

### MULTI-HAZARD RESPONSE

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards. Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The Superintendent or their designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other District schools, out-of-district schools, private schools, and outside agencies.

## RESPONSE PROTOCOLS

### SCHOOL CANCELLATION

- The Superintendent or their designee will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- The Public Information Officer or designee will activate use of the District's mass communication system.
- The Public Information Officer or designee will contact local media, post the information on the website and social media sites utilized by the District.

### EARLY DISMISSAL

- The Superintendent or their designee will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Operations Officer or designee will designate people to arrange transportation for students.
- The Public Information Officer or designee will activate use of the District's mass communication system.
- The Public Information Officer or designee will contact local media, post the information on the website and social media sites utilized by the District.
- The Superintendent or their designee will notify each of the building principals.

### EVACUATION

- The Superintendent or their designee will determine the level of the threat.
- The Operations Officer or designee will contact the transportation supervisor to arrange transportation. They will also arrange for student-parent reunification.
- The Operations Officer or designee will clear all evacuation routes and sites prior to evacuation

- Principal(s) will evacuate all staff and students to prearranged evacuation sites as outlined in building plans. They will report to the Superintendent, or their designee, any missing staff or students.

#### SHELTERING SITES (INTERNAL AND EXTERNAL)

- The Superintendent or their designee will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. They will report to the Superintendent, or their designee, any missing staff or students.
- The Operations Officer will make appropriate arrangements for human needs in the event of a long-term situation.

#### Protocols for Responding to Bomb Threats, Hostage-takings, Intruders, Abduction, and Other Emergency Situations<sup>18</sup>

The District has procedures and provides training for emergencies. Specific response steps are confidential and contained within each Building-level Emergency Response Plan. The District shall utilize the Incident Command System (ICS) procedures in response to emergency situations. Emergencies include but are not limited to the following situations.

- Abduction
- Armed Intruders / Active Shooters
- Bomb Threats
- Cyber Security
- Early or Alternate Emergency Dismissal
- Explosions
- Fires
- Hazardous Material Incident
- Homeland Security Threats
- Hostage Situations
- Infectious Diseases
- Severe Weather

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<sup>18</sup> 155.17(c)(1)(xv) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;

- Student-Made Threats
- Suicidal Students
- Suspicious Package Protocol
- Suspicious Persons
- Wildlife

#### RESPONSES TO IMPLIED OR DIRECT THREATS OF VIOLENCE<sup>19</sup>

1. Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
2. Staff members are required to immediately inform the Principal or thier designee of any direct or implied threat of violence or actual act of violence by students, teachers, or other school personnel including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which shall include suicide. The Principal or their designee decides whether to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
3. The District disseminates educational material, including but not limited to emails and print materials, encouraging parents and visitors to tell school staff about any direct or implied threat of violence or actual acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves.
4. After considering the specificity/generality of the threat or severity of the violent act, the Principal or their designee will determine whether to immediately contact the Superintendent of Schools or the Assistant Superintendent to advise them of the threat, obtain assistance to determine the severity of the threat or report the violent act. The Principal will have the discretion to report minor incidents to the Superintendent verbally and/or in memorandum form after the situation has been resolved.
5. Each building has the availability of a Threat Assessment Team. This is a multi-disciplinary team that uses a nationally recognized evidence-based model to evaluate threats and implement the necessary mitigation steps to help prevent a threat from escalation to an act of violence.
6. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct. Chronic offenders may require a behavior plan or contract, close monitoring, and/or police involvement.

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<sup>19</sup> 155.17(c)(1)(i)policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, including bus drivers and monitors as well as visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;

## RESPONSES TO ACTS OF VIOLENCE<sup>20</sup>

1. The Principal or their designee will determine whether to contact law enforcement personnel. **Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so).** Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
2. The Principal, and/or their designee then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Team (BERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter-in-Place, Hold-in-Place, or Early Dismissal and will follow the appropriate protocol (see appendices for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, District leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all BERT members) are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the District's mass communication system is typically utilized.
6. Aggressively dangerous and violent students, staff or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
8. School administrators must keep records of serious threats and acts of violence and report them annually to the state.
9. Prompt contact with appropriate law enforcement officials is essential in the event of a violent incident. Individuals shall immediately contact law enforcement by calling 911. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in each Building-Level Emergency Response Plan.<sup>21</sup>

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<sup>20</sup> 155.17(c)(1)(ii) policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence;

<sup>21</sup> 155.17(c)(1)(iv) policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;

10. The district has a zero-tolerance policy for weapons, in accordance with federal and state law and the District Code of Conduct, and utilizes our Restorative Practices model and philosophy to respond to other acts of school violence.

#### STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

*The following procedures provide a general overview of the District's response to a State Disaster Emergency and may require modification during an actual event based on a number of factors. The District will follow current guidance from the County Department of Health, State Department of Health and the State Education Department related to masking, distancing, quarantines, and other health-related requirements.*

#### BACKGROUND

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

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

#### PROTOCOLS

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

Essential Position	Description
Building Level Emergency Team	All assigned members to the Emergency Team, as indicated in the BLERP.
District Level Emergency Team	All assigned members to the Emergency Team, as indicated in the DWSP.
Leadership Team	All assigned members to the Leadership Team.
Security Team	Director of Facilities and all assigned security staff and campus monitors.
Custodial Staff	Director of Facilities and all assigned staff.
Technology Staff	All assigned members to assist with remote access.
Food Service Staff	All applicable staff for food distribution, as needed.
Business Services Staff	All applicable staff for AP/AR, payroll, purchasing, and

	communications.
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2. To enable all non-essential employees to telecommute, District staff will be guided by the Continuity of Instruction Plan contained within the Building-level Emergency Response Plans.
3. In an effort to reduce overcrowding on district property:
  - Class schedules may be rotated between A/B cohorts.
  - In-person days may be staggered by cohorts groups.
  - Staff and student arrival times may be staggered to reduce traffic in and out of the building.
  - The district will make the determination on which employees may be permitted to work remotely.
  - Visitors may not be permitted on campus during school hours.
4. A quantity of personal protective equipment (PPE), sufficient to provide to all essential employees, will be procured, stored, and managed as follows:
  - The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock the same as needed.
  - District will perform a PPE hazard assessment to determine appropriate PPE selection in accordance with 29 CFR 1910.132-136 OSHA guidelines using current SED/CDC/DOH/OSHA recommendations available at time of hazard (or communicable disease). This would include any chemicals being used to include the safety data sheet and training for employees.
  - Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
  - PPE equipment will be readily available, if needed.
5. In the event an employee or student is exposed to a known case of a communicable disease that is subject to a state disaster emergency involving a communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the District will respond as per the *Infectious Disease Annex found in the Building Level Emergency Plans*.
6. All essential employees will have their hours and work locations documented, including off-site visits, by:
  - All entrances will be locked and monitored by a greeter.
  - All employees will use their access cards for entrance which documents their arrival on premises.

- Payroll, attendance, and/or time cards will further document an employee's presence on campus.
  - Non-essential visitors will not be allowed on site.
7. If emergency housing is needed, the District will lodge an essential employee on a district property or at a local hotel.

If there is a declared state disaster emergency involving a communicable disease that involves the Putnam Valley School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

8. OTHER Any other requirements determined by the Department of Health such as contact tracing or testing, physical distancing, hygiene, and disinfectant, or mask-wearing.

#### IDENTIFICATION OF DISTRICT RESOURCES WHICH MAY BE AVAILABLE FOR USE DURING AN EMERGENCY<sup>22</sup>

District resources are available in each building and stored in a central location. Each building will designate a Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan
- Building-level Emergency Plan
- Quick reference Emergency Management Procedures
- List of emergency telephone numbers
- Building floor plans
- Telephones
- Radio communications
- Weather radio
- Flashlights
- Photocopier
- Computer
- Student rosters
- List of individuals with special needs and specific evacuation plans
- Telephone numbers for parents/guardians Information about emergency needs (e.g. students/staff that require medications, vehicular transportation issues, etc.)
- School and staff census information

Items shall be inventoried at the building level on a yearly basis

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<sup>22</sup> 155.17(c)(1)(vii) except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;



The Incident Commander or designee shall, as appropriate, utilize all available resources during an emergency. Within each building, schools may use the Staff All Call response protocol, that quickly summons all available staff members to a staging area for assignments. Coordination of available employees is typically performed by the Principal or their designee. Specific job duties will be assigned based on the type of emergency and in compliance with the appropriate district and building emergency response procedure. Additional district resources may be requested by any building administrator or designee as needed. The Superintendent or their designee will call in all available maintenance and custodial staff to provide support during an emergency as needed. Assistance from outside government agencies may also be requested. A specific list of available resources may be found in Appendix 4 of this plan.

## PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES

### ASSIGNMENT OF RESPONSIBILITIES

A chain of command consistent with the National Interagency Incident Management System (NIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

1. All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
2. All District Emergency Response Team members shall complete incident command training level one and level two.

### ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.

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<sup>23</sup> 155.17(c)(1)(viii) except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;

- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## SECTION IV COMMUNICATION WITH OTHERS

### Obtaining assistance during emergencies from emergency service organizations and local government agencies<sup>24</sup>

1. The district continues to work closely with local police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan, have assisted in emergency drills, and provided technical assistance. Providers have given approval to the district to rely on local personnel, resources, and facilities in emergency situations.
2. The district maintains an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The incident commander or their designee will initiate the contact when needed.

### Obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law<sup>25</sup>

1. The district maintains an updated list of local and county emergency organizations, agencies, and government officials responsible for implementation of Article 2-B of the Executive Law. The superintendent and their designee will initiate the contact when needed.
2. In the event of an emergency the Incident Commander or designee shall call 911 to provide specific information regarding the emergency.
3. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are listed in Appendix 4. Key government agencies are listed below:

1. Putnam County Sheriff's Department
2. Putnam Valley Fire Department
3. New York State Police
4. Putnam County BES
5. Putnam Valley Volunteer Ambulance Corps
6. Red Cross

### Contacting Parents, Guardians or Persons in Parental Relation to the Students of the District in the Event of a Violent Incident or an Early Dismissal<sup>26</sup>

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<sup>24</sup> 155.17(c)(1)(v) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>25</sup> 155.17(c)(1)(vi) except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;

<sup>26</sup> 155.17(c)(1)(ix) policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or their designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year.

When a student is involved in any violent situation, or an implied or direct threat of violence by such student against themselves, including suicide, parent or guardian shall be contacted as soon as practical.<sup>27</sup> Administration shall utilize school mental health resources when necessary.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

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<sup>27</sup> 155.17(c)(1)(x) policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;

## SECTION V RECOVERY

### DISTRICT SUPPORT FOR BUILDINGS

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the District Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrators and Building Emergency Response Team (BERT), other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader, in consultation with building administrators, additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a "debriefing", or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team's response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide ongoing as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the District Public Information Officer in composing letters to parents following any emergency. The District's Public Information Officer will assist in sending mass communication messages to affected groups. The District's Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary services following any emergency.

### DISASTER MENTAL HEALTH SERVICES

The District Liaison Officer will communicate with outside agencies, such as the County Health Department, to provide necessary mental health services following any emergency. District mental health providers may be temporarily reassigned to assist in the recovery process.

### CONTINUITY OF OPERATIONS

This district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

### CONTINUITY OF INSTRUCTION

The District offers a suite of online instructional tools that can be used to support remote instruction and communication. General instructional tools for communicating with students include online services including:

- Google Drive with shared folders
- GSuite (Docs, Sheets, Slides, Forms, Classroom, Sites)
- Gmail
- Schoolwires
- Seesaw
- Schoology

Detailed grade-specific remote instructional procedures are contained within each building-level emergency plan.

*Note: The local public Library online resources are available remotely and can be accessed by students who have a library card.*

## APPENDIX 1 - LISTING OF SCHOOL BUILDINGS

### District Office

171 Oscawana Lake Road  
Putnam Valley, NY 10579  
Phone: 845-528-8143

### Putnam Valley High School

146 Peekskill Hollow Road  
Putnam Valley, NY 10579  
Phone: 845-526-7847

### PUTNAM VALLEY MIDDLE SCHOOL

142 Peekskill Hollow Road  
Putnam Valley, NY 10579  
Phone: 845-528-8101

### Putnam Valley Elementary School

171 Oscawana Lake Road  
Putnam Valley, NY 10579  
Phone: 845-528-8092

## APPENDIX 2 – BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the District office.



### APPENDIX 3 – MEMORANDA OF UNDERSTANDING

Any applicable Memoranda of Understanding relevant to implementation of the District-wide and Building-level Emergency Response Plans are on file in the district office.

Purpose of MOU: The purpose of this Agreement is to formalize and clarify the roles and responsibilities of the District and the County of Putnam and the Sheriff of Putnam County.

Services Provided by Agency/Vendor: School Resource Officer(s)

Dates MOU is in Force: 2022-23 School Year

**AGREEMENT**

THIS AGREEMENT, made by and between PUTNAM VALLEY CENTRAL SCHOOL DISTRICT, having an office at 146 Peekskill Hollow Road, Putnam Valley, New York 10579 (hereinafter referred to as the "District"), the COUNTY OF PUTNAM, a municipal corporation organized and existing under the laws of the State of New York, having an office at 40 Gleneida Avenue, Carmel, New York 10512 (hereinafter referred to as the "County"), and THE SHERIFF OF PUTNAM COUNTY, a constitutional officer in and for the County of Putnam, having an office at 3 County Center, Carmel, New York 10512 (hereinafter referred to as the "Sheriff").

**WITNESSETH:**

WHEREAS, the District desires to obtain certain specified professional services from the County and the Sheriff as more fully set forth hereunder; and

WHEREAS, the County and the Sheriff are willing to provide such professional services on the terms and conditions set forth herein and for the compensation stated hereunder;

NOW, THEREFORE, in consideration of the terms and conditions herein contained, the parties agree as follows:

**FIRST:** The County shall permit and the Sheriff shall furnish one (1) School Resource Officer (hereinafter "SRO") to the District, as more fully described in the excerpts of Article 52 of the Sheriff's Department Rules and Regulations attached hereto and made part hereof as Schedule "A."

**SECOND:** For the services rendered pursuant to paragraph "FIRST", the District shall pay the County:

- (a) \$4,806.00 per month, commencing July 1 2021.



Prior to the making of any payments hereunder, the District shall be provided with a summary explaining the precise manner in which the monthly payment was arrived at by the County

Payment shall be due on the first business day of each month for the term of the contract. In the event that the District fails to make a payment within thirty (30) days of the due date, the County will, prior to terminating the Agreement, provide the District with notice of the default and an opportunity to cure the default within fifteen (15) days thereafter.

THIRD: This Agreement shall commence on July 1, 2021 and terminate on June 30, 2022, except as otherwise extended by a written instrument signed by the parties hereto.

FOURTH: The SRO shall be selected by the Sheriff's Department and the Superintendent of the District, as more fully set forth in § 52.2 on Schedule "A" annexed hereto and made a part hereof.

FIFTH: In the event that the SRO must be replaced by a deputy sheriff in a lower salary grade, the District shall be credited the amount that reflects the salary decrease and the regular monthly amount due to the County shall reflect said change. In the event that SRO's salary increases or the SRO must be replaced by a deputy sheriff in a higher salary grade, the District shall be charged with the amount that reflects such increase and the regular monthly amount due to the County shall reflect said change.

The monthly amount referenced in paragraph "SECOND" hereof has been calculated using the assigned deputy's actual salary, along with an estimated 2% increase to account for estimated wage increases to be negotiated with the SRO's applicable Union. Where a new Collective Bargaining Agreement is executed between the County and the Union and said

Agreement covers the time period encompassed by this Agreement, and where it results in a salary increase for the SRO over and above 2%, the District shall be charged said difference and the regular monthly amount due to the County shall reflect said change. The District shall also be responsible for fifty percent (50%) of any retroactive payments that may be due to the SRO as a result of the ratification of a new Collective Bargaining Agreement, and a separate invoice will be provided to the District for such amount. Said invoice will be accompanied by an explanation of the calculation for the amount due and owing and shall be paid to the County within thirty (30) days of receipt of said invoice.

Should a new Collective Bargaining Agreement result in a wage increase of less than 2%, then the District shall be credited said difference and the regular monthly amount due to the County shall reflect said change.

SIXTH: The SRO shall be under the general supervision of the Sheriff and shall follow all policies and procedures of the Sheriff's Department.

SEVENTH: The SRO shall be assigned on a full time basis of eight (8) hours on the days that school is in session, as more fully described in § 52.8 of Schedule "A" annexed hereto and made a part hereof. In the event that the District requires the SRO beyond normal duty hours for the purpose of providing security at school athletic, social, special or other events, the District shall be responsible for the payment of the SRO's overtime pay.

EIGHTH: Either party, upon sixty (60) days' notice to the other, may terminate this Agreement, in whole or in part, when a party deems it to be in its best interest. In such event, the County shall be compensated and the District shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination.

NINTH: Except as otherwise contemplated herein, neither party shall assign or sub-contract any of its obligations and/or responsibilities under this Agreement and any purported delegation of duties, assignment of rights or sub-contracting of responsibilities under this Agreement is void and shall be deemed a direct breach of this Agreement.

TENTH: In addition to, and not in limitation of, the insurance requirements contained in Schedule "B" entitled "Putnam County Insurance Requirements," attached hereto and made a part of this Agreement, the District agrees to protect, defend, indemnify and hold the County of Putnam and the Sheriff and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or from those duties and services of the SRO provided under this Agreement and/or performance hereof over which the District retains direct control. The District further agrees to indemnify the County and the Sheriff for any damage to County property which arises out of the performance of the services provided under this Agreement. The District further agrees to indemnify the County and the Sheriff for any bodily injuries sustained by the SRO while on District property, provided such liability does not include the County's and/or Sheriff's obligations under the Worker's Compensation Law and/or Section 207-c of the General Municipal Law.

The County shall indemnify, defend and hold harmless the District, its officers, employees and agents from and against any and all claims, suits, actions, causes of action, damages, judgments, liabilities, fines, penalties, and expenses, including reasonable attorney fees

and litigation costs arising out of or related to the services acts or omissions of the SRO over which the County of Putnam retains direct control.

The County will be responsible to provide the District proof of Professional Liability and Automobile insurance for the SRO's services provided under this Agreement. The District will be named as an additional insured on all Policies. The County of Putnam shall maintain Worker's Compensation Insurance in the amount required by law and shall provide the District documentation of such coverage.

ELEVENTH: In connection with the performance of this Agreement, the County and Sheriff will comply with all applicable laws, regulations and orders, including, but not limited to, equal employment opportunity laws and regulations, the Fair Labor Standards Act, to the extent required by law, as well as the Education and Labor Law of the State of New York.

The County and the Sheriff will assure that they will abide by federal and state confidentiality statutes, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), to the same extent that it must be complied with by the School District. The obligation to preserve the confidentiality of student information shall survive the termination of this Agreement, except where required to be disclosed by law.

The parties hereto expressly agree that they shall be solely responsible for supervising their respective employees; that they shall respectively comply with all rules, regulations, orders, standards, and interpretations promulgated pursuant to the Occupational Health and Safety Act of 1970 and the Public Employees Safety and Health Act (hereinafter referred to as "PESH"), including but not limited to training; provision of personal protective equipment; adherence to all appropriate lockout/tagout procedures; and providing all notices, material safety data sheets, labels, etc. required by the right-to-know standard.

force and effect of law and shall be deemed binding. Moreover, this contract shall not be deemed effective until fully executed by the District, the required County signatories, and the County Executive.

IN WITNESS WHEREOF, the parties have executed this Agreement in Putnam Valley & Carmel  
New York, on the date hereinabove set forth.

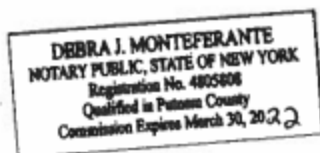
[Signature] Date: 07/01/2021  
Putnam Valley Central School District  
146 Peekskill Hollow Road  
Putnam Valley, New York 10579

By: Dr. Jeremy Luft Supt of Schools  
Please Print Name & Title

**ACKNOWLEDGMENT OF THE DISTRICT:**

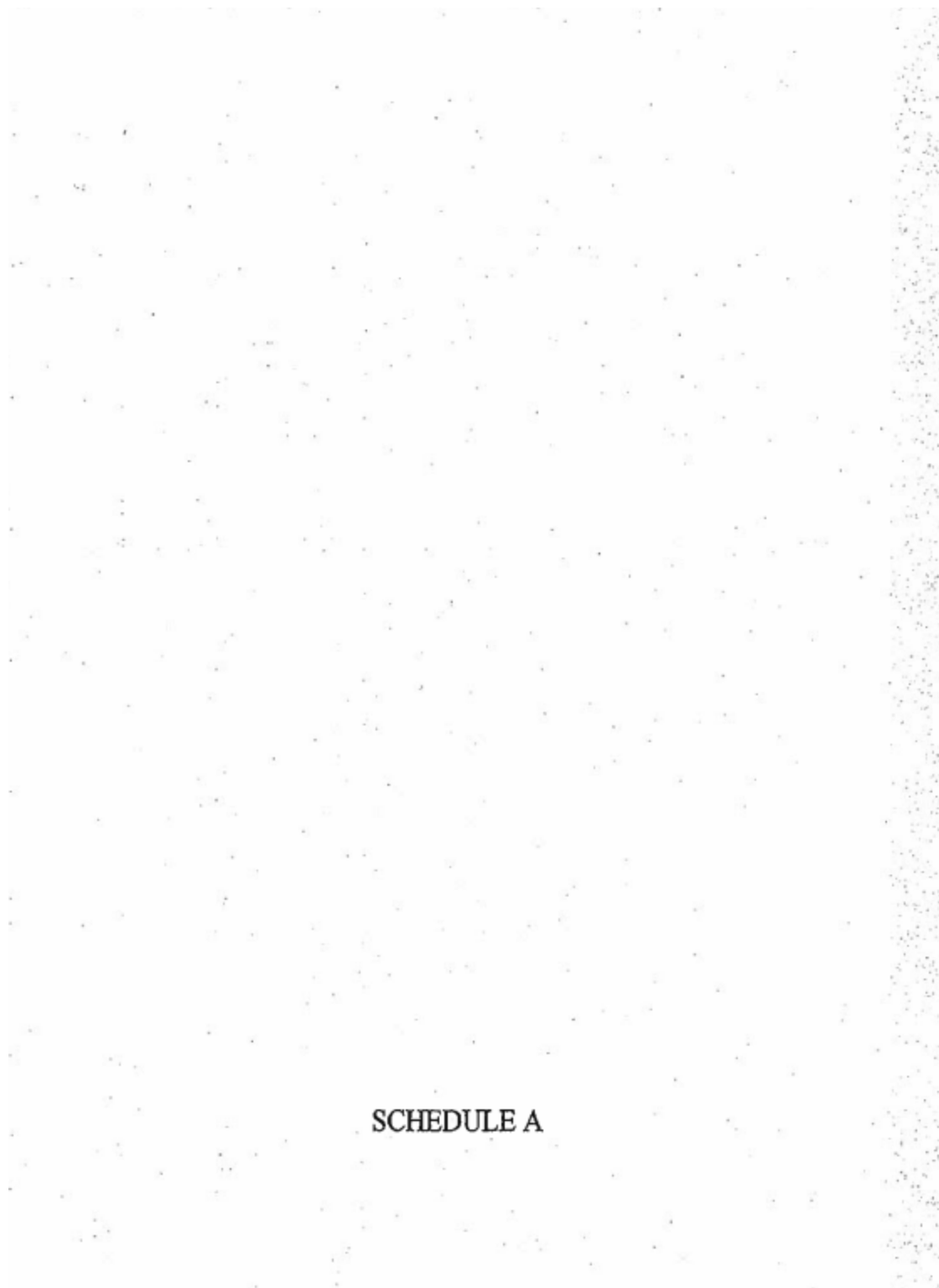
STATE OF NEW YORK )  
COUNTY OF Putnam ) ss.:

On this 1 day of July, 2021 before me personally appeared Jeremy Luft personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in his/her capacity as Superintendent of PVCS D and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



[Signature]  
Notary Public





ATTACHMENT A - SRO COST BREAKDOWN 21-22 SCHOOL YEAR - FINAL 5/19/20			
PUTNAM VALLEY CSD			
	TOTAL COST	SCHOOL DISTRICT	PUTNAM COUNTY
	SALARY & FRINGES	SHARE	SHARE
	2021-2022	50%	50%
ROBERT WEINBERG - PVHS AS OF 7/1/21	103,027	51,514	51,514
ADD: ADMINISTRATIVE COST \$ 5,290 PER SRO PER YEAR	5,290	5,290	
ADD: SUPERVISORY COST \$ 869 PER SRO PER YEAR	869	869	
TOTAL COST TO SCHOOL DISTRICT		57,673	
MONTHLY COST TO SCHOOL DISTRICT PAYABLE IN 12 INSTALLMENTS 7/1/21 - 6/1/22		4,806	

III

ARTICLE 52

SCHOOL RESOURCE OFFICER

52.1 A School Resource Officer shall place his/her law enforcement obligation first and his/her activities and duties as an instructor in the school of his assignment second.

- A. The School Resource Officer (SRO) shall be under the overall supervision of the Sheriff. The chain of command of an SRO is:
  - 1. Captain Road Patrol
  - 2. Sergeant Youth/Community Service
- B. At all times the SRO shall conduct himself/herself in accordance with the Rules and Regulations of the Putnam County Sheriff's Department.
- C. On a day to day basis the SRO's school activities shall be approved by the school administrator of the school of his assignment.

52.2 Selection process for School Resource Officer (SRO)

- A. When an opening for a School Resource Officer becomes available a notice will be posted in the Sheriff's Department.
- B. A deputy may apply for the position of SRO if they meet the following criteria:
  - 1. Minimum eighteen (18) months of road patrol experience.
  - 2. Have a satisfactory evaluation on their last Employee Performance Evaluation.
  - 3. Must be of high moral character and project a positive image of the Sheriff's Department and Law Enforcement.
  - 4. Must be able to effectively communicate with, and relate well to, adolescents and adults.
  - 5. Must have the recommendation of their supervisor.

- C. Once a candidate has applied and met the qualifications, he or she shall be interviewed by a committee consisting of the Captain of the Uniform Patrol Division, the SRO Supervisor and one other SRO. The committee shall then forward their recommendations to the Sheriff.
  - D. The candidates, after the approval of the Sheriff, shall then be interviewed by the School Building Administrator where the SRO vacancy exists. The Administrator shall forward his recommendation to the Superintendent of Schools.
  - E. The Sheriff and the Superintendent of Schools shall then select the candidate for the position. The Sheriff and the Superintendent of Schools shall individually have the authority to veto any appointment.
- 52.3 The School Resource Officer as a police officer shall have certain duties which are unique to his/her assignment.
- A. The SRO shall make himself/herself available for conferences with students, parents, faculty members and administrators in order to assist them with problems of a law enforcement or crime prevention nature.
    - 1. When in conference with individual students, the SRO shall limit his/her advice to areas of law enforcement only. If a student reveals information which causes the SRO to believe that the student's mental health, physical health, moral well being, emotional state, or otherwise their ability to function is in danger, the SRO shall refer that student to the appropriate school staff member. Nothing in this section shall prevent the SRO from engaging in conversations with students which are not law enforcement related, but would be normal and appropriate between adults and adolescents.
  - B. The SRO shall take law enforcement action as required. As soon as practicable, the SRO shall make the school administration aware of such action.

- C. At the administration's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear on school grounds and related school functions, to the extent that the SRO may do so under the authority of the law.
    - 1. The SRO shall in no way be hindered in making arrests or conducting criminal investigations relating to offenses committed on school grounds. The SRO, in all cases where practicable, shall consult with the school administration regarding any criminal investigations or arrests resulting from offenses committed on school grounds.
  - D. The SRO shall give assistance to other police officers in matters regarding his/her school assignment, whenever necessary.
  - E. Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to New York State Law, Sheriff's Department policy and the policy of the School District regarding such matters.
  - F. The SRO shall not act as a school disciplinarian. However, the SRO may be notified anytime an administrator is called to a situation which may have criminal implications or the threat of disorderly or violent behavior exist. If the incident is determined to be of a disciplinary nature, the SRO will not become involved. If the incident is of a criminal nature, the SRO, in conjunction with the school administrator, shall take appropriate action.
- 52.4 The School Resource Officer when performing duties as an instructor shall obtain approval for all presentations from the School Administrator.
- A. The SRO, on request, shall provide specialized presentation on such topics as the law, driver safety, drug and alcohol abuse and misuse, safety, and any other law or law enforcement related topic.
  - B. The SRO, on request, shall work with individual faculty members or administrators to create specialized programs in areas where the SRO has a degree of expertise and that expertise could be of value to the students or staff.

- C. The SRO shall be a liaison between the school and various governmental agencies with regard to securing guest speakers for individual classes or assemblies, upon request of the school.

52.5 Duty assignments of the School Resource Officer are to be flexible.

- A. The SRO shall move freely on campus during the beginning of the school day, during class breaks, lunches and at the end of the school day. The aforementioned movement prohibits students from predicting the SRO's location which is a recognized method of crime prevention.

- 1. Nothing in this section shall prohibit a school administrator from requesting the SRO's presence at a particular area of the school at a certain time when unusual or special circumstances may arise.

- B. The SRO shall not be assigned to any permanent duty station on school grounds.

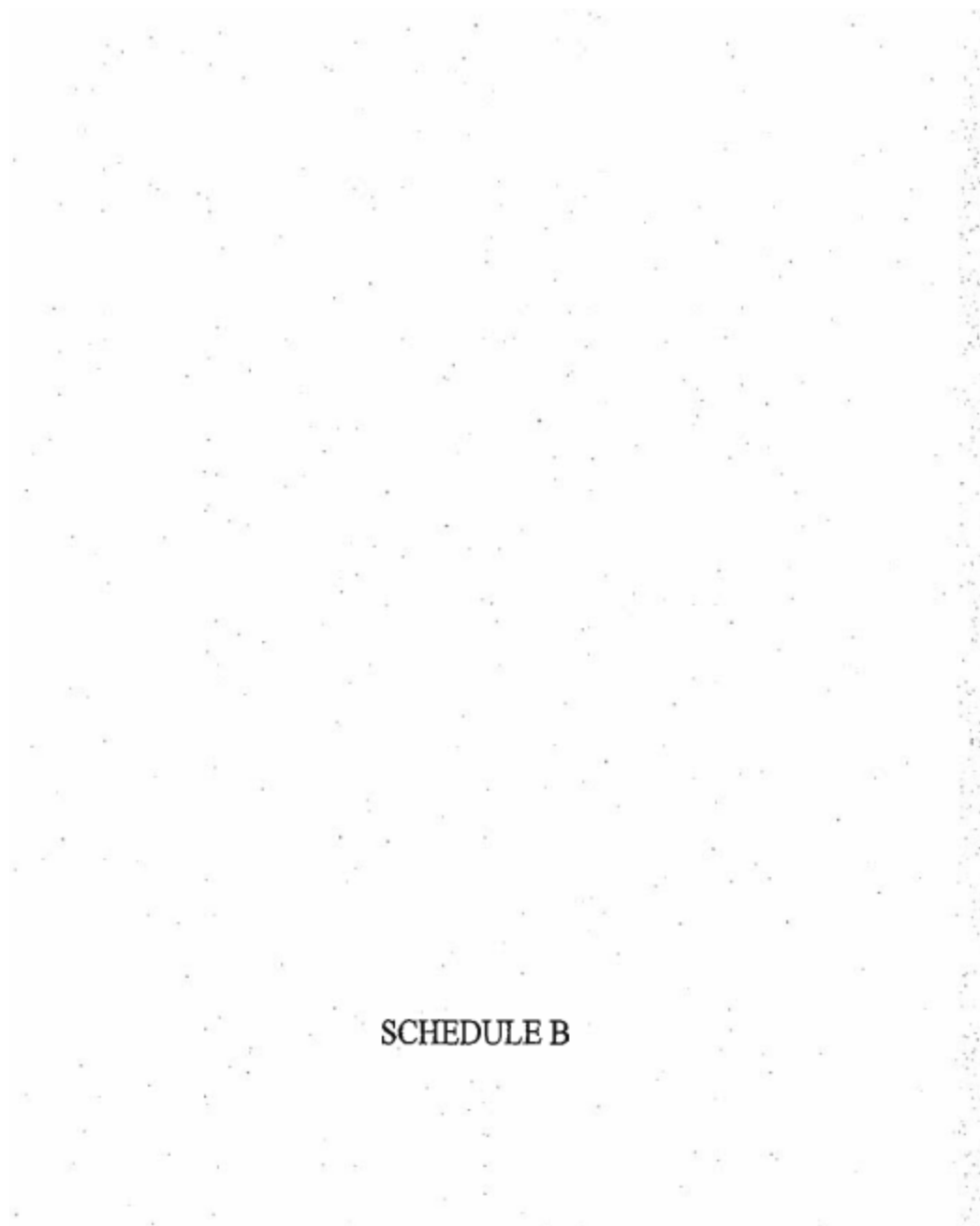
- C. The SRO shall be absent from campus only to process arrestees, attend court or any other function which directly relates to the SRO's activities on school grounds.

- D. During their regular duty hours, SRO's will meet at their assigned school with the Sergeant Youth/Community Service, for the purpose of providing information on criminal or current activities, training, administrative, or supervisory concerns and other practices commonly performed during a law enforcement roll call briefing.

- E. The SRO shall not perform any duty which is assigned to a school employee, or a contractor of the school, except in cases of extreme emergency. The SRO shall not perform any duty which conflicts with any bargaining agreement between any contract between the School District and a contractor of services for the school, except in cases of extreme emergency.

52.6 The School Resource Officer shall wear the standard Putnam County Sheriff's Department uniform while on duty.

1. On special occasions, when conditions dictate otherwise, the Sergeant/Youth and Community Service, may approve clothing other than standard issue.
- 52.7 The School Resource Officer shall be aware of the fact that for the most part he/she will be working with juveniles, with severe restrictions on the information that may be disseminated.
1. It will be the responsibility of the Sergeant/Youth and Community Services to supply copies of any police reports, that are generated by the SRO, to those entitled to them, including the school administration.
  2. Any officer assigned as a School Resource Officer shall be thoroughly familiar with disclosure laws concerning juveniles and youthful offenders.
- 52.8 Regular duty hours of the School Resource Officer shall be as follows:
- A. Each SRO shall be assigned on a full time basis of eight (8) hours on those days that school is in regular session. Each SRO shall be at his or her assigned school for seven (7) hours each day that school is in regular session and shall be allowed one (1) hour for travel and administrative duties.
  - B. Any duties requested by the school, beyond the normal duty hours, for the purpose of providing security at athletic, social, or special events, shall be arranged by use of the "Request For Services" contract.
  - C. Attendance by the SRO, after normal duty hours, at meetings, open house nights, or back to school type nights for parents, shall be arranged by the Sergeant/Youth and Community Services and the school administration. Attendance at such events by the SRO shall NOT require the "Request for Services" contract.
  - D. The SRO may be temporarily re-assigned by the Sheriff during school holidays and vacations, or during a period of a law enforcement or school emergency.



## SCHEDULE B



PUTNAM COUNTY INSURANCE REQUIREMENTS

THE FOLLOWING MUST APPEAR ON EACH INSURANCE CERTIFICATE:

UNDER THE CERTIFICATE HOLDER SECTION:

COUNTY OF PUTNAM  
48 GLENEIDA AVENUE  
CARMEL, NEW YORK 10512  
ATTN.: LAW DEPT./RISK MANAGER

ADDITIONALLY, IN THE SPACE (DESCRIPTION OF OPERATIONS/LOCATIONS)  
ON THE INSURANCE CERTIFICATE, IT MUST BE NOTED AS FOLLOWS:

*"PUTNAM COUNTY IS INCLUDED AS AN ADDITIONAL INSURED except for  
Professional Liability and Workers' Comp."*

It is the requirement of the County of Putnam and/or Putnam County Highway Department that for work performed under contract and/or permit authorized by the County and/or Highway Department and/or any event or performance conducted on County property that the contractor or permittee procure and maintain at their own expense and without expense to the County, until final acceptance of the work by the County, the insurances listed below.

Before commencement of any work, event or performance a certificate or certificates of insurance must be furnished to the County and/or Highway Department in forms satisfactory to the County and/or Highway Department.

All insurance coverages must be from an A.M. Best Rated "secured" (B++-A++), New York State admitted insurer.

All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the County and/or Highway Department.

When required by the Highway Department the "XCU" exclusion of the policy or policies shall be eliminated or show proof that "XCU" is covered.

The Contractor shall provide and maintain at its own expense the following  
minimum insurance coverage:

- A. Workers' Compensation Insurance - This is statutorily required and is required for all contracts. Each policy must cover all operations and all locations involved in the contract. If applicable, the policy should also include New York State Disability Benefits. Proof of Workers' Compensation Insurance is required and should be received by Putnam County on a C105.2 form, SI 12 form, form or U-26.3 - all of these forms are available through your carrier.
- B. Commercial General Liability - covering all operations and all locations involved in the contract, including the following coverages:
  - \$2,000,000 General Aggregate
  - 5,000 Medical Expense Limit
  - \$1,000,000 Personal & Advertising Injury Limit
  - \$1,000,000 Each Occurrence
  - \$2,000,000 Products/Completed Operations Aggregate
  - \$50,000 Fire Damage Legal Liability Limit

- C. **Commercial Automobile Liability** - Covering all operations and locations involved in the contract, including the following coverages:  
 (1) Owned Automobiles                      (2) Hired Automobiles                      (3) Non-Owned Automobiles  
 Unless specifically required, each policy shall provide limits of not less than \$1,000,000 Combined Single Limits for Bodily Injury and Property Damage.
- D. If applicable, Professional Liability (errors and omissions) in the amount of at least \$1,000,000 per claim.
- E. **Excess Liability or Umbrella Policy**  
 Limits depending on the following contract size  
 \$100,000 - \$250,000 - 1 million  
 \$250,001 - \$500,000 - 5 million  
 \$500,000+                      10 million
- F. **Bid, Performance/Payment, Labor & Material Bonds**  
 Required for any contract in excess of \$250,000. These bonds shall be provided by a New York State admitted surety company in good standing. Only the (AIA) - The American Institute of Architects- A312 form- will be accepted. In addition, pursuant to NYS Insurance Law Section 1111 all bonds must include a certificate of solvency for the surety which shall be updated annually. In addition, the Surety must be on the U.S. Treasury List (Circular 570) of acceptable sureties.

**STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIREMENT:**

All policies and certificates of insurance of the contractor shall contain the following clauses:

1. Putnam County is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the County of Putnam (including its agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the contractor.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NEW YORK SCHOOLS INSURANCE RECIPROCAL 333 Earle Ovington Blvd. Uniondale NY, 11553	<b>CONTACT</b> NAME: PHONE: FAX: E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: New York Schools Insurance Reciprocal INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Putnam Valley CSD 146 Peekskill Hollow Road Putnam Valley, NY 10579	<b>NAIC #</b> 34843

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-ACC <input type="checkbox"/> LOC	X		SSP PU 001	07/01/2021	07/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE UNLIMITED PRODUCTS - COMPROP AGG \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			ECL PU 001	07/01/2021	07/01/2022	EACH OCCURRENCE \$20,000,000 AGGREGATE UNLIMITED
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate Holder is an Additional Insured per terms stated on Additional Insured Endorsement CG 20 26 04 13 - District's Contract for services provided by the School Resource Officer and Special Patrol Officer during the policy period.

**CERTIFICATE HOLDER**County of Putnam  
48 Glenside Avenue  
Carmel, NY 10512**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## APPENDIX 4 – DISTRICT RESOURCES – CONTACT INFORMATION

TITLE	NAME	OFFICE PHONE
Superintendent of Schools	Dr. Jeremy Luft	845-528-8143
Director, Business Administration	Jill Figarella	845-528-8143
Asst. Superintendent, PPS & HR	Dr. Natalie Doherty	845-528-8130
Director, Curriculum & Instruction	Jacqueline Levine	845-528-8143
Transportation Supervisor	David Spittal	845-526-7856
Bus Dispatch Office – Head Bus Driver	Mike Koenig	845-528-8900
Asst. Head Bus Driver	N/A	
District Clerk	Maureen Bellino	845-528-8143
Public Information	Jeannie Denike	845-528-8143
Director of Facilities, Operations, & Transportation	David Spittal	845-528-8143
Assistant Director of Buildings & Grounds	N/A	
Director of Physical Education & Athletics	Dave Kantrowitz	845-528-7412
Cafeteria Services	Sandra Renken	845-528-8130
Adult Education	N/A	
Town Supervisor	Jackie Annabi	845-526-2121
Putnam Valley Fire Department		845-526-2879
Ambulance - Putnam Valley Volunteer Ambulance Corps		845-526-3119
<b>Putnam County</b>		
County Executive	Maryellen Odell	845-808-1001
Emergency Management	Kenneth Clair Jr.	845-808-4000 x41107
Sheriff's Department	Sheriff Kevin McConville	845-225-4300
County Health Dept.	Michael J. Nesheiwat, M.D. Interim	845-808-1390
Red Cross Emergency Services		845-878-7265

## APPENDIX 5 – SECTION 155.17 REGULATION COMPLIANCE REFERENCE

- **155.17(b)(14)** District-wide school safety team means a district-wide team appointed by the board of education. The district-wide team shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, school bus drivers and monitors, and other school personnel. At the discretion of the board of education, or the chancellor in the case of the City of New York, a student may be allowed to participate on the safety team, provided however, that no portion of a confidential building-level emergency response plan shall be shared with such student nor shall such student be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.
- **155.17(c)(1)(i)** policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(iii)** appropriate prevention and intervention strategies, such as: (a) collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited; (b) nonviolent conflict resolution training programs; (c) peer mediation programs and youth courts; and (d) extended day and other school safety programs;
- **155.17(c)(1)(iv)** policies and procedures for contacting the appropriate law enforcement officials in the event of a violent incident;
- **155.17(c)(1)(v)** except in a school district in a city having a population of more than one million inhabitants, a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- **155.17(c)(1)(vi)** except in a school district in a city having a population of more than one million inhabitants, the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law;
- **155.17(c)(1)(vii)** except in a school district in a city having a population of more than one million inhabitants, the identification of district resources which may be available for use during an emergency;
- **155.17(c)(1)(viii)** except in a school district in a city having a population of more than one million inhabitants, a description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- **155.17(c)(1)(ix)** policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal;
- **155.17(c)(1)(x)** policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide;
- **155.17(c)(1)(xii)** policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information;

- [155.17\(c\)\(1\)\(xiii\)](#) policies and procedures for annual multi-hazard school safety training for staff and students, provided that the district must certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner;
- [155.17\(c\)\(1\)\(xiv\)](#) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- [155.17\(c\)\(1\)\(xv\)](#) the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings;
- [155.17\(c\)\(1\)\(xvi\)](#) strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence;
- [155.17\(c\)\(1\)\(xvii\)](#) a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- [155.17\(1\)\(c\)\(xix\)](#) the designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to:
- [155.17\(c\)\(2\)\(h\)](#) Fire and emergency drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conduct one test of its emergency response procedures under each of its building-level emergency response plans, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- [155.17\(i\)](#) Except in a school district in a city having a population of more than one million inhabitants, the chief executive officer of each educational agency located within a public school district shall provide to the superintendent of schools information about school population, number of staff, transportation needs and the business and home telephone numbers of key officials of such educational agencies.