



Greenburgh Central School District

Our Children. Our Focus. Our Future.



2023-2024 DISTRICTWIDE

SCHOOL SAFETY PLAN

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INTRODUCTION

Emergency and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the following is the Greenburgh Central School District's District-Wide School Safety Plan. In conjunction with individual school building safety plans and the protocols included in the building-level plans, this forms the framework for the Greenburgh Central School District Safety Plan.

The Greenburgh Central School District Board of Education shall annually appoint a District-Wide Safety Team. The Team shall include, but is not limited to, representatives of the school board, teachers, administrator and parent organizations, security and safety personnel and other school personnel. It shall be responsible for annually reviewing this Plan and recommending any changes to the Board of Education.

In July of each year, the Board of Education shall appoint a Chief Emergency Officer for the District. In September of each year, the Board of Education shall appoint members of the District's Safety Team. The list of current members of the Safety Team is appended to this plan.

In addition, each building principal shall, on an annual basis, appoint a Building-Level Safety Team, a School Emergency Response/Threat Assessment Team, and a Post-Incident Response Team. The teams include but are not limited to, representatives of teachers, administrator and parent organizations, community members, local law enforcement officials, local emergency response agencies and any others the School Board deems appropriate.

The following is a list of policies related to the School Safety Plan:

1. **#5680 Student Safety** (last reviewed 11/13/12)
2. **#5681 School Safety Plans** (last reviewed 10/20/20)
3. **#5682 Cardiac Automated External Defibrillators (AEDs) in Public School Facilities** (last reviewed 7/3/12)
4. **#5683 Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills** (last reviewed 4/25/17)
5. **#5684 Pandemic Preparedness in the Workplace and the Americans with Disabilities Act** (last reviewed 7/3/12)
6. **#5686 First Aid** (last reviewed 7/3/12)
7. **#5690 Exposure Control Program** (last reviewed 7/3/12)
8. **#5691 Communicable Diseases** (last reviewed 7/3/12)
9. **#5692 Human Immunodeficiency Virus (HIV) Related Illnesses** (last reviewed 7/3/12)
10. **#5710 School Bus Safety, Scheduling and Routing** (last reviewed 7/3/12)
11. **#5720 Transportation of Students** (last reviewed 10/18/16)
12. **#5730 Transportation Drop Off** (last reviewed 7/3/12)
13. **#7360 Weapons in School and the Gun-Free School Act** (last reviewed 11/17/15)
14. **#7540 Suicide** (last reviewed 7/3/12)
15. **#7560 Notification of Sex Offenders** (last reviewed 7/3/12)
16. **#7570 Supervision of Students** (last reviewed 2/9/16)
17. **#7311 Loss or Destruction of District Property or Resources** (last reviewed 7/3/12)

General Procedures

The Districtwide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans as a matter of protocol and consistency. The activation of Building-Level Emergency Plans triggers the notification of the chain of command and the assessment of the activation of the Districtwide School Safety Plan and the Districtwide Response Team along with the specific resources.

The Districtwide School Safety Plan was developed through extensive analysis and discussion of the local environment, potential for emergencies and risk assessments, and a review of available resources. School Safety Teams and Building Leadership were trained and briefed on planning and responding to emergencies, preparation, and recovery.

Wherever possible, local police, fire and emergency services have reviewed building plans for sheltering, evacuation, lock down and lockout procedures. The plans have been developed to address the needs of the Greenburgh Central School District and the safety of students and staff within our school buildings, as well as the needs of our community.

In the event of an emergency or incident, the initial response to all situations at an individual school will be by the School Safety Team. The building principal is responsible for notifying the Superintendent or his/her designee, and where appropriate, local emergency officials shall be notified of any necessary Building Plan activation. This notification shall be accomplished using telephone, cell phone, two-way radios or whatever means possible. Police and fire departments as well as ambulance services shall always be contacted immediately in the event of life-threatening situations.

County, state, and local resources supplement the school district emergency action planning:

- Local law enforcement provides guidance and response and review of school buildings, plans, as well as become familiar with the building layout. Law enforcement will also participate in tabletop exercises and drills.
- Westchester County has an Office of Emergency Management, which provides information and notification on county-wide disasters and planning. Severe weather situations such as hurricanes, flooding, etc. will activate a county emergency response.
- Community facilities have offered sheltering space for our staff and students in the event of an emergency/evacuation. Our schools also provide sheltering facilities for community members and several local schools.
- Community mental health resources will be utilized for post-incident response such as grief counseling for families.

A. Plan Review and Public Comment

Pursuant to the Commissioner's Regulations this plan will be made available for public comment at least 30 days prior to adoption. The School Board shall adopt the Districtwide Plan only after one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan shall be formally adopted by the Board of Education.

Full copies of the Districtwide School Safety Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption when the original SAVE legislation was enacted.

The plan shall be reviewed during the school year by the Districtwide Team and maintained by the District Administration.

The plan shall be updated annually or when changes or revisions are made and submitted to the Board of Education and posted on the district website. The plan will be submitted to the NYS Education Department by October 1st of each year.

B. Emergency Management Handbook

The building-Level Emergency Response Plans detail the procedures to be followed if a dangerous or potentially dangerous incident occurs at a school or occurs outside the school that could impact safety, security, and business continuity. The procedures will be reviewed annually by the Districtwide Safety Committee and distributed to staff. The Plans contain but are not limited to protocols for the following types of emergencies:

- Active Threat
- Bomb Threats
- Crime Scenes
- Emergency Closings
- Explosions
- Facilities failures
- Fights in progress
- Fires
- Hazardous materials
- Homeland Security threats

- Hostage situations
- Hostile persons
- Medical emergencies
- Natural disasters
- Student threats of violence (including suicide)
- Suspicious packages
- Suspicious persons
- Weapons of mass destruction

While considered a part of the Districtwide School Safety Plan, the protocols in the Building-Level Emergency Plans and content shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers law or any other provision of law, in accordance with Education Law Section 2801-a. Copies should also be provided within thirty days of adoption to the Greenburgh Police Department, Westchester Police Department, New York State Police and Jurisdictional Fire/EMS Department(s).

C. Building Information for Law Enforcement Agencies

The District's Facilities Department shall provide emergency response and local police personnel with existing school interiors and ground plans and keys to the facilities. The plans shall be reviewed each year to ensure accuracy and completeness.

D. Building-Level Emergency Plans

Each building shall develop a Building-Level Emergency Plan that incorporates building/campus-specific protocols and shall teach students and staff to respond to emergencies and disasters. Staff, including substitutes, and students will be familiar with aspects of the Plan, so each individual knows what to do and how to proceed in an emergency. Plans shall identify potential local sites of emergency including, but not limited to, buildings, grounds, buses, and work sites and shall provide for:

- Annual review of procedures for the protection and/or safe evacuation of students, staff and visitors.
- Designation of an Emergency Response/Threat Assessment Team comprised of school personnel, local first responders, and representatives from emergency response agencies; other appropriate response teams; and a Post-Incident Response Team including appropriate school personnel
- Internal and external emergency communication systems.

- Definition of the chain of command for emergencies consistent with the federal, state and/or local guidelines.
- Coordination of the School Emergency Plan with the statewide plan for Disaster Mental Health services to assure that the school has access to federal, state, and local mental health resources.
- Procedures for review and the conduct of drills and other exercises to test elements of the emergency response plan.
- Procedures for securing and restricting access to the crime scene of violent crimes.

E. Daily Measures

In addition to the preceding emergency protocols, all staff members are expected to adhere to the following basic preventative measures. The following measures must be practiced on a daily basis by all district personnel:

- All authorized staff members are expected to display their classroom/office keys/swipe cards.
- All staff members, including bus drivers and bus monitors, are expected to wear District-issued photo identification badges.
- Each teacher/staff member who occupies a room or area must visually assess the room or area upon first entering.
- The principal or a designer should be notified immediately if anything looks suspicious.
- After the designated start time of the school day, each school will be appropriately secured.
- All visitors must report to each building's designated access control entry point(s), such as a Welcome/Security Desk before proceeding further into the building.
- 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.
- All food deliveries will be dropped off at each school vestibule.

I. EMERGENCY RESPONSE PROTOCOLS – PLANS OF ACTION

A. Notification and Activation (Internal and External Communications)

In cases of a serious violent incident the district would use the procedures listed in this section to meet the requirements of notification and activation. A serious violent incident might warrant the evacuation of students and staff, or the use of alternative strategies such as lockdown, lockout and guidance by local police and emergency service representatives. Additional responses and activation of the emergency response plans would include any weather-related emergency, and the schools could utilize the shelter in place plans to move students and staff to the safest locations in the building. Each school building in the district has an Emergency Response Plan which is comprehensive in nature and designed to respond to multiple hazards.

The district communications systems include:

- Central and local phone systems
- Public address systems within the buildings
- Two-way radio portable systems
- Fax systems
- Cell phones
- Emails and phone call system (eSchool and School Messenger) used for parent notifications.
- Emergency telephones for responders including 911.
- Media broadcasts on local television, cable, and radio

The Superintendent of Schools or his/her designee shall be responsible with the Public Information Officer for conveying emergency information to educational facilities within the Greenburgh Central School District. The Superintendent has taken appropriate steps to secure the following information about each education agency within the district.

B. Identification of Sites of Potential Emergency

The Chief Emergency Officer in conjunction with local officials (police, fire, security) has identified areas outside of school property which may affect district operations during an emergency. Factors that were considered were population, presence of hazardous materials, potential for emergency based on national trends, and proximity to district property.

The identification of sites of potential emergency outside of school property will be continuously assessed by local officials in collaboration with the District's Chief Emergency Officer to ensure emergency plans are current and appropriate.

The following potential hazards have been identified that might impact the district or one of our school buildings or create an external emergency situation:

- Transportation corridors
 - Route 287
 - Central Avenue
 - Route 119
 - West Hartsdale Avenue
 - Heavily traveled local roadways adjoining all schools
- Bus garage and main campus
- Regional airports
- Indian Point Nuclear Power Plant

C. Emergency Situations: Schools, Locations and Facilities

(BEDS enrollment – Reporting date October 2022)

I. Highview Elementary School

200 N. Central Avenue, Hartsdale, New York 10530

Gary Mastrangelo, Principal, Team Leader

Melissa Dupree, Team Co-Leader

Students: 246

Staff: 68

2. Lee F. Jackson Elementary School

2 Saratoga Road, White Plains, New York 10603

Patricia Simone, Principal, Team Leader

John Liscio, Team Co-Leader

Students: 261

Staff: 63

3. Richard J. Bailey Elementary School

33 W. Hillside Avenue, White Plains, New York 10607

Shqype Rraci, Principal, Team Leader

Douglas Scarinci, Team Co-Leader

Students: 336

Staff: 75

4. Woodlands Middle/High School

475 W. Hartsdale Avenue, Hartsdale, New York 10530

Matthew Smith, Principal, Team Leader

TBD, Team Co-Leader

Michael McCoy, After School Activities

Students: 681

Staff: 168

5. Early Childhood Program

Will Washington, AP, Site Director, Team Leader

475 W. Hartsdale Avenue, Hartsdale, New York 10530

Evette Ayala, Team Co-Leader

Students: 129

Staff: 36

D. Non-Public Schools/Vital Educational Agency Information

1. The Leffell School

Name of Contact: Michael Kay, Head of School

Telephone Number: 914-948-8333

Fax Number: 914-948-7979

Number of Students: approximately 466

Number of Employees: approximately 134

Transportation requirements in case of evacuation: ☒ None (Walk), ☒ Bus

2. Maria Regina High School

Name of Contact: Maria Carozza-McCaffrey, Principal

Telephone Number: 914-761-3300 x203

Fax Number: 914-761-0860

Number of Students: 485

Number of Employees: 70

Transportation requirements during evacuation: None.

3. Sacred Heart School

Name of Contact: Adam Perez, Principal

Telephone Number: 914-946-7242

Fax Number: 914-946-7323

Number of Students: approximately 227

Number of Staff: approximately 25

Transportation requirements during evacuation: None.

4. Mohawk Country Day School

Name of Contact: Adam Wallach

Telephone Number: 914-949-2635

Fax Number: 914-949-7345

Number of Students: approximately 118

Number of Staff: approximately 34

Transportation requirements in case of an emergency: ☒ None (walk), ☒ Bus, ☒ Other

E. Basic Plans of Action (See attached)

Plans for emergency response include but are not limited to the following six basic plans: Cancellation Prior to the Start of School, Early Dismissal, Evacuation, Lockdown/Lockout, Sheltering and Hold-In-Place. Protocols are found in the building-Level Emergency Plans.

i. Cancellation Prior to the Start of School

The Superintendent or his/her designee, in consultation with the administrative staff as appropriate, shall make the decision to close schools/offices and notify transportation. Radio, and television, notice will be provided. Information will also be posted on the district's website (greenburghcsd.org) and via SchoolMessenger. The Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information to all students and staff. Staff will report for service as usual unless specifically notified not to.

ii. Early Dismissal & Emergency Closing (Attachment)

The Superintendent or his/her designee, in consultation with administrative staff as appropriate, shall make the decision to close schools/offices early and dismiss students and staff early when hazardous weather, or other emergencies threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. If school is on remote learning, see attached plan (attachment).

Schools will not be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the Superintendent has the responsibility to ensure that administrative, supervisory, and operational activity is continued to the extent possible. School closings and delayed starting times will be announced over local radio and television stations as well as School Messenger and District Website.

The radio and television stations the district contacts are:

1. News 12 television station
2. WABC television station
3. WNBC television station
4. FOX 5 television station
5. 100.7 WHUD radio station
6. 101.5 radio station

In making the decision to close schools, the Superintendent may consider many factors, including the following, which relate to the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic and parking conditions affect public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and
4. Inability of personnel to report for duty, which might result in inadequate operation of the schools.

The Superintendent or his/her designer will make notification to have buses dispatched to the appropriate locations. The Superintendent or his/her designer shall activate the emergency notification system that will provide relevant information to all affected students and staff. No child in grades Pre-K-4 will be released from school if designated individuals cannot be contacted. An administrator and his/her designee will remain in the building after dismissal until all children have been picked up by authorized person(s). Students in grades 5 through 12 will be dismissed and buses will depart at the time designated by the Superintendent. Parents will be notified of these procedures at the beginning of the year so they can make arrangements for where children will go in case of early dismissal.

iii. Evacuation

Evacuation may require exiting the building, and moving away from the building until the danger has passed. In some situations, it may be necessary to evacuate students to an alternate site off campus. Transportation will be notified immediately. Each building level plan shall identify alternate evacuation sites.

The general evacuation plan will depend on the exact nature of the threat and will be found in the building-Level Safety Plans. Evacuation drills (e.g., Fire, etc.) will be conducted at a minimum of eight (8) times annually.

iv. Lockdown/Lock-out

These procedures shall be used when being secured (locked down) inside the building is safer than being outside. The specifics of the lockdown and lock-out procedures will be found in the building-Level Emergency Plans and will depend on the exact nature of the incident. At minimum four (4) times annually, each school shall perform a lockdown or lock-out drill with teachers and students. At the principal's discretion, at least one drill per year will be done in conjunction with the Town of Greenburgh Police Department

and Fire Departments and all other drills may utilize the services of local first responders and other emergency management and security professionals. The Town of Greenburgh Police Department and each Fire Department should be consulted about any extenuating circumstances that each building may have.

v. Shelter-In-Place

This procedure shall be used when an emergency requires students, staff and others to be sheltered safely inside buildings because it is safer inside the building than outside. The specifics of the sheltering procedure will be found in the building-Level Emergency Plans and will depend on the exact nature of the incident. At least twice annually, each school shall perform a sheltering drill with teachers and students. At the principal's discretion, this drill may utilize the services of first responders and other emergency management and security professionals.

vi. Hold-In-Place

If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-In-Place" may be initiated. This is intended to restrict movement of students and staff within the building while dealing with a short-term emergency.

The specifics of the sheltering procedure will be found in the building-Level Emergency Plans and will depend on the exact nature of the incident. At least twice annually, each school shall perform a sheltering drill with teachers and students. At the principal's discretion, this drill may utilize the services of first responders and other emergency management and security professionals.

F. Identification of District Resources

District resources are to be available in each building and stored in a central location. Each building will designate a Command Post and provide information in a To-Go-Bag to include:

- Copy of Districtwide School Safety Plan
- School Safety Booklets containing Building-Level Emergency Plans
- List of emergency telephone numbers
- Building maps, floor plans, and schematics
- Telephones
- Radio communications capability and weather radio

- Computer (laptop)
- Cell Phone Charger
- Student rosters/daily attendance records (including pictures)
- List of students 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/including individual pictures of students for emergency personnel reference.

The district will, as appropriate, utilize all available manpower during an emergency. The Superintendent or his/her designer will, as appropriate, call in all available maintenance and custodial staff to provide support during an emergency.

G. Districtwide Chain of Command

The Superintendent or his/her designee shall be responsible for the coordination of District resources and manpower during emergencies. The District Office of the Superintendent of Schools located at 475 West Hartsdale Avenue, Hartsdale, NY will be the Command Center from which emergency operations will be facilitated. Should Woodlands Middle High School be affected and need to evacuate the command center will be at the Transportation Building.

The Superintendent of Schools will make all decisions regarding emergency responses, until emergency personnel are on site and will be responsible for official statements to the Board of Education, the media and to parents. The following personnel will be assigned to the Command Center:

- **Superintendent of Schools**
 - Back-Up to Superintendent
 - Assistant Superintendent for Curriculum, Instruction & Personnel
 - Initiate Emergency Management Plan
 - Establish and maintain phone or radio contacts with emergency sites.
 - Communicate with the Board of Education, local districts, and neighboring

private schools, County, State and Local agencies, the media and parents.

- **Assistant Superintendent for Curriculum, Instruction & Personnel**
 - Back-Up to Assistant Superintendent for Curriculum, Instruction & Personnel
 - Assistant Superintendent for Business
 - Coordinate with building principals
- **Assistant Superintendent for Business**
 - Back-Up to Assistant Superintendent for Business
 - Assistant Superintendent for Curriculum, Instruction & Personnel
 - Coordinate transportation, facilities, food service and purchasing.
- **Transportation Contractor**
 - Back-Up to Transportation Contractor
 - Royal Coach
 - Assistant Superintendent for Business
 - Secure necessary transportation
- **Director of Facilities**
 - Back-Up to Director of Facilities
 - Head Custodian/Senior Custodial Worker
 - Assistant Superintendent for Business
 - Manage all aspects of school facilities requirements.
- **Director of Technology/CIO**
 - Back-Up to Director of Technology
 - Assistant Superintendent for Curriculum, Instruction & Personnel
 - Access for systems and student information systems
- **Public Relations Representative**
 - Back-Up to Public Relations Representative

- Superintendent's Secretary
 - Media coordinate and press releases
- **Secretaries**
 - Back-Up to Secretaries
 - In absence of Superintendent's Secretary
 - Assistant Superintendent for Curriculum, Instruction & Personnel Administrative Assistant
 - Assistant Superintendent for Business Administrative Assistant
 - Maintain communication and prepare documents.

Annually, building principals shall designate a Building-Level Emergency Response Team (sometimes referred to as Safety Team) to provide assistance during emergencies. The building principal shall annually update the list of those staff members and provide their names and personal (home and/or cell) telephone numbers to the Superintendent or his/her designer.

H. Other Community Agencies and Emergency Assistance Agencies

The Building Principal, in coordination with the Safety Team, shall make necessary arrangements with any proposed evacuation site or location in cooperation with District Administration. Local agencies shall be consulted as to the security of the school campus and evacuation site, walking routes, and general details in the situation. Fire Department staff conduct ongoing site visits to schools to determine fire evacuation routes and fire suppression or equipment replacement. The Superintendent or his/her designee and the District Emergency Team will coordinate with local government officials in the event of a regional or community disaster situation and will coordinate and cooperate with local and state agencies.

In the event of an area-wide or regional emergency, the Superintendent or his/her designer shall endeavor to notify area schools, businesses and other organizations to ensure that resources are available to assist students and staff as appropriate.

Emergency Assistance Agencies consist of:

- EMS (Emergency Medical Services) 914-989-1700 or 911
- Westchester County Disaster & ER Services 914-864-7714

● American Red Cross	914-946-6500
● Westchester Medical Center	914-493-7000
● Westchester County Police	914-864-7700
● Greenburgh Police Department	914-989-1700
● Fairview Fire Dept. (Primary for LFJ & RJB)	914-949-2828
● Hartsdale Fire Dept. (Primary for ECP, Highview & WMHS)	914-949-2324
● Supervisor, Town of Greenburgh	914-993-1540
● Greenburgh Neighborhood Health Center	914-989-7600
● Jewish Family Center	914-949-6761
● Suicide Prevention Service	914-347-6400
● Mental Health Association	914-345-5900
● Westchester County Department of Health	914-995-5220
● Student Assistance Services	914-591-4357

II. PREVENTION AND INTERVENTION STRATEGIES

A. Staff Shall Be Trained in Compliance with Project SAVE Legislation

- The Student Code of Conduct (including minimum elements listed under Project SAVE) shall be included in the training.
- The Districtwide Safety Committee shall help principals assess needs and develop responses and staff development training programs.

B. Student Transportation Services

In most instances, the district's responsibility for a child begins when a student enters the school property. If a child is driven to school by a private party, the responsibility for the child's safety remains with that party until the child exits the car. If a child rides on a school bus provided by the District, the District's responsibility begins when the child boards the bus and ends when he/she steps off the bus at the end of the day.

Therefore:

- Trained personnel will staff all buses.
- A bus driver/monitor orientation program in the first week of school will include anti-violence and emergency response procedures.
- During orientation, bus drivers will be told whom to contact to report bus issues and/or incidents. All drivers will be provided with appropriate communication devices (two-way radios or cell phones) before leaving the bus compound.
- The transportation company and the bus dispatcher shall be trained to recognize, identify, and handle a potential crisis, using anti-violence procedures and shall review this information with all new transportation staff hired during the school year.

A minimum of three (3) School Bus Safety Drills will be held each year. The district maintains bus monitors on all in-district vehicles and special education buses including out of district special education. Bus drivers and monitors receive training annually in accordance with New York State requirements.

Topics for training include:

- General safety and security
- EpiPen and Seizure training
- Intervention strategies with difficult or challenging students
- Building security awareness
- Reporting requirements and procedures. Support staff, such as teacher aides and monitors, bus drivers and others are also briefed on school safety and emergency preparedness procedures.

C. Intervention Strategies

Appropriate prevention and intervention strategies are practiced in each school shall include, but are not limited to, the following:

- Non-violent conflict resolution and de-escalation training programs
- Code of Conduct
- PBIS
- Social Emotional Learning
- Emergency management/threat assessment training programs
- Peer mediation programs
- Anti-bullying/harassment programs
- Child abuse training and reporting
- Substance abuse counseling and referral
- Cyberbullying prevention
- Character education
- Psychologist and Social Worker guidance and counseling
- Restorative Practices and Social Emotional Learning

The Student Code of Conduct provides for procedures regarding bullying, violence, harassment and other prohibited student conduct. The Code shall be disseminated to all staff and students by the first week of school. This section of the Code contains procedures to be followed by all school personnel regarding student conduct, reporting of violations, and penalties, procedures and referrals for all inappropriate behaviors as set forth in the Code. Staff members will be trained annually in recognizing and effectively dealing with these behaviors. The Dignity Act Coordinator at each school building shall be responsible for ensuring that such training will occur.

D. Facilities and School Security

The district has initiated safety and security protocols through the following initiatives:

- Single entry doors
- Monitors visitor control procedures, and security camera
- Driver's license and screening systems at all schools

E. Training, Drills and Exercises

The district has established policies and procedures for annual multi-hazard school safety training for School Safety Teams and staff briefings for review of building safety and security protocols annually. Training includes Safety Teams, and building Principals covering Emergency Planning, Response and Recovery. Team members jointly revise the building emergency plans for consistent approach to emergency response, team members are advised of roles and responsibilities, and tabletop exercises are conducted along with emergency drills within the individual building to include sheltering, evacuation, lockdown and lockout planning and activation. Support and guidance are provided by local emergency response personnel. CPR and safety courses are provided for staff members.

The district oversees drills and exercises to test the effectiveness of the emergency response plans, including overall communications and district level response. Each principal is required to conduct drills as follows:

- | | |
|-----------------------------|--------------------------|
| ● Fire/Evacuation Drills | 8 during the school year |
| ● Lockdown/Emergency Drills | 4 during the school year |
| ● Bus Safety Drills | 3 during the school year |
| ● Bus Evacuation | 1 during the school year |
| ● Pre-Weather Bus Drill | 1 during the school year |
| ● Tabletop Drill | 1-2 Per School Year |

F. School Safety Personnel/Implementation of School Security

Every school building in the district has a Safety Team. The responsibilities of the Safety Team include the preparation, review and development of building level emergency procedures, conducting drills and exercises to test components of plans, identifying evacuation sites and coordinating with local emergency services. In addition, there must be communication within the building for guidance on emergency planning, and communication with parents prior to any activation of the plan during an emergency.

The School District also provides security personnel (School Safety Officers, Security Monitors, and Security Aides) for entrances, hallways, lunch periods and recess who assist with safety and security of students.

G. Hiring and Screening of School Personnel

The following hiring and screening practices are followed for hiring of all personnel (any person receiving compensation for work from the school district; any employee of a contracted service provider involved in direct student contact):

- Fingerprinting (prior to appointment)
- Criminal background checks (prior to appointment)
- Reference checks

III. CONTACTING POLICE

Local first responders are an integral part of the district's ability to manage crisis situations. The Superintendent or his/her designee shall meet at least annually with respective police/fire executive officials or their designee to review current policies and procedures, make recommendations for changes, if any, and plan for building-level procedures, and training for both law enforcement and school staff. In addition, each principal shall establish a working relationship with local first responders and other security and emergency management professionals to discuss appropriate safety/security policies and procedures, including the reporting of incidents to appropriate authorities.

Jurisdictional public safety personnel will be contacted if, in the opinion of the building principal, the Superintendent, or his/her designer, such outside assistance is necessary. In the event of an ongoing violent incident that threatens the safety and security of staff and students, the principal will contact the police for assistance and notify the Superintendent as soon as practicable.

Other than an immediate crisis, actions with regard to contacting law enforcement agencies will depend on the nature of the crisis and are included in the building-Level Emergency Plans.

IV. CONTACTING PARENTS AND GUARDIANS

In the event of violent incidents or crises, or an early dismissal of students, or a drill, every effort will be made to notify parents as soon as practically possible. As soon as practical, the Superintendent or his/her designer 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, a parent or guardian shall be contacted as soon as practicable.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete. (Contact district registrar 914-761-6000 x 3120 or via email dlugo@greenburghcsd.org)

V. BUILDING SECURITY

A. Building Safety/Security

The district shall provide a physical environment, security/emergency equipment/supplies, and procedures/policies that school officials in consultation with the first responders and other security and emergency management professionals judge appropriate to safeguard the safety of all students, staff, and visitors who lawfully enter school property.

The district shall:

- Install and maintain appropriate building security systems, alarms, lighting, emergency communications and locking systems.
- Conduct ongoing visual inspection and systematic maintenance of security systems, alarms, telephone and emergency communications systems (inside and outside), and locking devices.
- Conduct inspections of building health systems (including but not limited to ventilation, air quality, etc.)

Principals shall:

- Establish procedures for controlled building access and campus security.
- Identify staff members who will be responsible for the administration of safety/security regulations and provide them with time and resources that are appropriate, in the district's judgement.
- Periodically review with faculty and staff security needs of their individual facilities and make recommendations for change.
 - The district shall provide all sites with staff, security devices, and training that, in its judgement, are appropriate to safeguard students, staff, and visitors. This may include but not be limited to security staff performing security duties such as managing building access, installing CCTV and intercom/buzz-in systems, and emergency management training, and collaboration with first responders.
 - The district shall establish a process for the ongoing review of safety and security concerns of students, staff and visitors.

VI. ANNUAL SAFETY TRAINING FOR STUDENTS AND STAFF

A. Staff Training and Student Management Issues

Early detection can eliminate a significant percentage of potential crises. Therefore, personnel involved with students shall receive annual training about warning systems and symptoms of violent behavior. Such training shall be organized annually by the District Chief Emergency Officer:

- All newly hired crisis intervention staff, who will serve as a member of the building level emergency response team or threat assessment team, such as school psychologists, social workers, and counselors shall be trained within 30 days of hire.
- Principals will coordinate training.
- The district shall provide retraining as appropriate.

B. Building-Level Emergency Plans and Other Materials

Staff shall keep this plan and all other materials always relating to safety and security in a secure place.

C. Training

The district will provide funds and other necessary resources for periodic multi-hazard training for staff. Training may include procedures for the review and conduct of drills and other exercises to test components of the emergency response team, and may include the use of tabletop exercises, in coordination with security consultants and local public safety personnel. The Chief Emergency Officer shall be responsible for providing this training.

The building-Level Safety Team are responsible for knowledge and understanding of emergency protocols. They shall meet at least four (4) times a year to review building safety issues, including but not limited to physical security issues, procedural questions, building access, sign-in procedures and site-related issues.

Other training shall be implemented as follows:

1. Staff

- Right-to-know training (as required by law)
- Blood borne pathogen training (as required by law)
- Violence prevention/threat assessment training (annually)
- Additional building-based training based on site-specific needs.
- Knowledge of Greenburgh Central School policies related to safety/security.
- Knowledge of the Building-Level Emergency Plan and specific roles
- Training in the use of security devices and procedures is needed.

2. Students/Staff

- Annual review of the Student Code of Conduct as early in the school year as practical
- Fire drills as required by law and other emergency and evacuation drills.
- Annual classroom and/or assembly orientations on security and safety issues
- Non-violent conflict intervention and peer mediation where appropriate

VII. IMPROVING COMMUNICATION AMONG STUDENTS, BETWEEN STUDENTS AND STAFF, AND REPORTING POTENTIALLY VIOLENT INCIDENTS

A. Staff Training and Student Management Issues

Programs to improve communication among students, and between students and staff, should be established in each building. Such programs may include, but are not limited to, the following:

- Youth-run programs
- Anonymous reporting mechanisms for school violence
- On-premises counseling resources
- Other programs are based on district and building needs.

Consulting with students and staff, each principal shall establish an appropriate mechanism for anonymously reporting school violence, threats of violence, and harassment (e.g., internet, telephone call to Central Office or school, outside agency, suggestion box, etc.).

An app is available on the district's website under Anonymous Report. Principals shall conduct a meeting with all students and staff as early as possible in the school year to:

- Inform them that they are expected at all times to conduct themselves in accordance with the Code of Conduct
- Inform them that they are expected to report all potentially violent incidents to a responsible adult.
- Inform them that staff will be available to discuss any concerns/problems.
- Advise the students of appropriate staff members to contact in the event of a conflict on the bus.

B. Response to Reports of Potentially Violent Incidents

The district has implemented policies and procedures related to the early detection of

potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors for employees and parents each school year. School guidance and counseling staff provide expert guidance to principals and teachers regarding awareness of potentially violent behaviors. Parents, students, and staff receive information on the District's Code of Conduct. Local mental health agencies are used as resources for the district staff and parents regarding mental health counseling and referrals. Building teams are utilized for recognition and support of early childhood learning and behavior issues and intervention strategies. When a student or staff member becomes aware of implied or direct threats of violence by other students, teachers, school personnel and visitors to the school, he or she must report the threat immediately to a teacher, principal, the principal's designee, or the Superintendent of Schools or his/her designee or any other responsible adult. The principal shall investigate the report and, in consultation with the Superintendent of Schools, determine if it is necessary to convene the Threat Assessment Team in order to make further inquiries about the threat. At the conclusion of a threat assessment investigation, the principal shall determine appropriate management of the threat investigation. Disciplinary action, if any, will be in accordance with District policy.

Reports of potentially violent incidents shall be given to the Superintendent of Schools as soon as practicable.

C. Response to Acts of Violence

Acts of violence requiring immediate response from building personnel shall be responded to in accordance with protocols found in the building-Level Emergency Plans. Once the situation is stabilized, acts of violence involving students shall be subject to processing under the disciplinary procedures in accordance with District policy.

D. Response to a State Disaster Involving a Communicable Disease

In September 2020, Governor Cuomo signed legislation that requires all New York State public employees to adopt a plan for operations in the event of a declared state disaster emergency involving a communicable disease. The district will respond as per the guidelines in the Emergency District Closure Plan document.

E. Compliance with Safety Plan

The Districtwide Safety Committee and the Chief Emergency Officer shall be responsible for developing Districtwide materials and implementing Districtwide protocols in accordance with

the Safety Plan.

Principals shall review the Districtwide and Building-Level Safety Plans and verify compliance therewith annually, using the District Plan as an outline. A copy of the building-level plan will be provided to the Central Office and the Districtwide Safety Committee.

GREENBURGH CENTRAL SCHOOL DISTRICTWIDE

ADMINISTRATOR INFORMATION

DISTRICT TELEPHONE # 914-761-6000

Title	Name	Email	Ext #
Superintendent	Dr. Linda Iverson	liverson@greenburghcsd.org	x3103
Asst Supt Curriculum	Dr. Chris Macaluso	cmacaluso@greenburghcsd.org	x3112
Asst Supt Business	Lisa Raymond	lraymond@greenburghcsd.org	x3106
Dir of PPS	Nicholas Giarrusso	ngiarrusso@greenburghcsd.org	x3124
Dir of Technology	David Leis	dleis@greenburghcsd.org	x3121
MS/HS Principal	Matt Smith	msmith@greenburghcsd.org	x3003
RJB Principal	Shqype Rraci	srraci@greenburghcsd.org	x3402
HV Principal	Gary Mastrangelo	gmastrangelo@greenburghcsd.org	x3301
LFJ Principal	Patricia Simone	psimone@greenburghcsd.org	x3202
Asst Principal/Site Admin of ECP	Will Washington	wwashington@greenburghcsd.org	x3402
Dir of Facilities	Dennis Pugliese	dpugliese@greenburghcsd.org	x3147
HS Asst Principal	TBD		x3082
MS Asst Principal	Veronica Henriquez	yhenriquez@greenburghcsd.org	x3087

COMMAND POST CHECKLIST BY SCHOOL

In accordance with the New York State Project SAVE legislation, each principal is responsible for developing a Building-Level Safety Plan that incorporates the emergency response protocols, designates an emergency response/threat assessment team, reestablishes a chain of command and a Command Post in his or her building, and provides for appropriate training for students and staff. The information needs to be reviewed and updated annually with the District Chief Emergency Officer in the Central Office.

The Command Post can be, but does not need to be, the principal's office. This location should be supplied with the following items to enable effective communication and rescue coordination (maps, floor plans, etc.). In addition, each command post must be able to identify who is in the building (personnel and student rosters) and who may have special needs requiring special assistance. The following items need to be available at all times at the designated Command Post:

- Copy of District Wide Safety Plan
- List of emergency telephone numbers (police, fire, ambulance, Superintendent, transportation, etc.)
- Maps, floor plans, schematics
- Building-Level emergency plans, detailing evacuation sites
- School and staff census
- Telephones
- Battery-operated AM/FM radio, weather radio, flashlights or lamps
- Fax machine, photocopier, and computer
- Student rosters and list of students with special needs
- Telephone numbers for parents/guardians
- Information about emergency needs
- School and Staff Census

EMERGENCY NOTIFICATION PROCEDURES

The Greenburgh Central School District has developed a comprehensive Evacuation Master Plan indicating all relevant data regarding each school district building, the number of students and staff, any special needs individuals, transportation information, and the specific evacuation location for each school. This information is contained in each Building Emergency Plan. In addition, should a Parent Information Center and/or Media Briefing Center need to be established, the district has identified that location as:

Woodlands Middle High School

475 W. Hartsdale Avenue, Hartsdale, New York 10530

Or alternatively,

Greenburgh Town Hall

177 Hillside Avenue, White Plains, New York 10607

In addition, the district utilizes the SchoolMessenger system to alert parents in the event of an emergency. This system is updated annually, and our school calendar contains important information for parents in the event of a school closing, evacuation or other incident.

When an emergency requires notification of staff, the Superintendent or his/her designer will provide updated information to local media sources. Additional information may also be found on the district's website, greenburghcsd.org.

During an emergency, all contact with the media will be handled either by the Superintendent or his/her designer. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his/her designer. Pupils, staff and parents should refer all questions and requests for information to the Superintendent in order to ensure the release of factual and current information. The Superintendent may refer such requests to his/her designee 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.

Parents and the community are encouraged not to arrive at the location of a school emergency unless specifically directed to either the school upon the decision that the situation is resolved, or to an evacuation site, or to the above Parent Information Center. Such statements and information shall be provided, and regular statements will be made by the Superintendent or his/her designer.

Please contact the District's Chief Emergency Officer, Lisa Raymond, at lraymond@greenburghcsd.org if you require additional information.

DISTRICTWIDE SAFETY COMMITTEE

Lisa Raymond	Assistant Superintendent for Business
Gary Mastrangelo	Principal, Highview School
David Warner	Trustee, Board of Education
Chris Valin	Trustee, Board of Education
Dennis Pugliese	Director of Facilities and Operation
David Leis	Director of Technology & Innovation
Frank Gunn	Transportation Consultant
Fernando Santos	Safety & Security Officer
Brandon Cruz	Safety and Crisis Team Consultant
Carolyn Almonte	Guidance Counselor
Raj Ramdhanny	Administrative Assistant
Shelly Yapchanyk	School Nurse
Lt. Brian Matthews	Greenburgh Police Department
Chief Ray Maseda	Hartsdale Fire Department
Parent Member	Samantha Ives



2023-2024 DISTRICTWIDE
SCHOOL SAFETY PLAN