



# **HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT**

## **District-wide Project SAVE Plan – 2016 -2017**

The Hawthorne Cedar Knolls Union Free School District supports Project SAVE legislation and has completed the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE through periodic additions and updates.

## **Introduction**

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. School districts stand at risk from a wide variety of acts of violence, natural, and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools. Districts are required to develop a District Safety Plan designed to prevent and minimize the effects of serious incidents and emergencies and facilitate the coordination of the District with local and county resources in the event of such incidents and emergencies. The District Safety Plan is responsive to the needs of all schools within the District and is consistent with the more detailed emergency school plans required at the building level. Southern Westchester BOCES, in coordination with the Hawthorne Cedar Knolls Union Free School District, supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Hawthorne Cedar Knolls Union Free School District-wide School Safety Plan has been developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Hawthorne Cedar Knolls Union Free School Districts (H.C.K.U.F.S.D. #3) Board of Education, the Superintendent of Schools of the H.C.K.U.F.S.D. #3 appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

### **B. Identification of School Teams**

H.C.K.U.F.S.D. #3 has created a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

The members of the team and their affiliations are as follows:

Superintendent	Mark K. Silverstein
H.S./M.S. Administrator	Robert Worden
Elem/ Middle School Admin	Raymond Raefski
Teacher Representative	Aisha Prendergast
Support Staff Representative	Elaine Brancato
Police Representative	Martin Greenberg/ Lauren Valentino
Parent Representative	Jeffrey Shapiro
Board Representative	Dr. Joan Weber
District Safety Representative	Jerel Cokley
Technical Assistance	Ann Marie DeModna/Ann Izzo

### **C. Concepts of Operations**

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.
2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.

3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
  - a. The Building Emergency Response Team is activated to assess the emergency plan and implement appropriate response strategies.
  - b. The Principal/Incident Commander will notify the Superintendent and apprise them of the situation.
  - c. The Superintendent will notify the members of the District Safety Team and other designated officials as deemed necessary.
  - d. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
  - e. The Principal/Incident Commander may request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
  - f. These agencies include, but are not limited to the local police, County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
  - g. Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

#### **D. Plan review and public comment**

1. This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of this plan will be available at the District Office and in each school building.
2. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board following a public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
3. While linked to the District-wide School Safety Plan, ***Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.***

4. Full copies of the District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Safety and Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

**Section II: General Emergency Response Planning**

(The District-wide School Safety Plan provides the framework for the Building-level Emergency Response Plan.)

**A. Identification of sites of potential emergency, including:**

1. Each School Safety Team will identify and locate hazardous sites and areas of potential emergencies in and around their building.
2. These locations are listed in each School Safety Plan and placed on building maps supplied to the Mt. Pleasant Police Department, Hawthorne Fire Department, EMS, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

**System Sites**

- |                              |                       |
|------------------------------|-----------------------|
| Electrical panels/shut off   | Gas lines/shut off    |
| Gas appliances               | Heating plant         |
| Sewage system                | Structural failure    |
| Ventilation/Air conditioning | Water Supply/shut off |
| Phone lines and panels       | Fuel Storage          |

**Environmental Problem Sites**

- |                        |                      |
|------------------------|----------------------|
| Chemical storage       | Cleaning supplies    |
| Paper supply storage   | Industrial arts room |
| Science rooms and labs |                      |

**Site Considerations**

- |                            |                         |
|----------------------------|-------------------------|
| Nearby streams, ponds etc. | Isolated areas          |
| Unprotected gas/electric   | Steep areas near school |
| Air conditioning equipment | Playground equipment    |
| Project Adventure          |                         |

- 6 The list of sites will be added to or modified based on current conditions.
- 7 Building Emergency Response plans will be modified by Building Safety Team members, based on updated conditions.

**B. Plans and procedures for the following types of emergency response are to be included in all Building-level Emergency Response Plans where appropriate and include but are not limited to:**

1. School cancellation

Appendix 7

2. Early dismissal:

The Superintendent will make all decisions concerning the cancellation of school(s), the delay in the opening of school(s), or the early dismissal of school(s).

Appendix 7

3. Evacuations

4. Sheltering Alternative

5. Parent Emergency Notification Plan

6. Parent Reunification Plans: The off-site administrator will be responsible for maintaining student data based records at the off-site location for the purpose of determining guardianship and emergency arrangements.

**C. Plans for the following specific emergencies are to be included in Building-level Emergency Response plans:**

Threats of Violence

Intruder/Hostage

Hostage/Kidnapping

Explosive/Bomb Threat

Natural/Weather Related

Hazardous Material/Anthrax

Civil Disturbance

Biological

School Bus Accident

Radiological

Gas Leak

Epidemic

Others as determined by the Building-level School Safety team

**D: Each Building Safety Plan will have the following components:**

1. Building Safety Team
2. Building Emergency Response Team
3. Evacuation procedures with and without transportation
4. Drills: Lockout, Lockdown, Shelter-in-place
5. Building Security Team
6. Building Medical and Psychological Response Team

- 7. Building Post-Incident Response Team
  - 8. Listing of emergency equipment available
  - 9. Listing of Medical Supplies
  - 10. Listing of Communication Devices
  - 1. Identification of the officials authorized to make decisions (Chain of Command)
- Appendix 2

District policy authorizes Mark Silverstein to act for the District and if Mark Silverstein is unable to be reached, the responsibility and authority to act for the District shall fall to Mr. Jerel Cokley. If, for any reason, Jerel Cokley cannot be reached, the responsibility and authority to act on behalf of the District shall fall first to Raymond Raefski, then to Robert Worden, and then to Pedro Reynoso.

- E. The district will provide annual multi-hazard school training for staff and students Annually under the direction of the building principal.** Training and information will be provided to staff through trainers at the beginning of each school year. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health risks.
- F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan, including tabletop exercises, will be developed by the District School Safety Team, in compliance with RESCUE Regulations – Part 155.4(d), annually. It will be done in coordination with local and country emergency responders and preparedness officials. All required staff training provided by the District and BOCES will be completed annually. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.**

TYPE:                                      FREQUENCY:    AGENCY INVOLVED:    EFFECTIVE MEASURE:

Fire	12	Fire/EMT	Time/Attendance
Lockout	2	Police	Time/Police Feedback
Lockdown	2	Police	Time/Police Feedback
Evacuation	Periodic	Police / Transportation	Time/Police Feedback Parental Reunification
Sheltering (on and off-site)	Periodic	Student/Staff	Response Time
Parent Notification	As needed	School/Parents	Response Time Parent Feedback
Early Dismissal	As Needed		

### **Section III: Responding to Threats and Acts of Violence**

#### **A. Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school**

1. Reporting of threats of violence to school authorities
  - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property.
  - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
  - d. Students, staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating threats of violence
  - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts will require the involvement of police personnel. (violent offenses in accordance with SAVE requirements)
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Threats placing students, staff, and others in imminent danger require an immediate call to the police.
  - e. School administrators may conduct a building and/or classroom lockdown, and/or if necessary, an evacuation.
3. Proactive Security Measures
  - a. The Hawthorne Cedar Knolls Union Free School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn during all special events such as, but not limited to, daytime concerts, American Education Week, Book Fair days, and Moving-Up Exercises. In addition, identification must be worn by all staff members during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
  - b. The Hawthorne Cedar Knolls Union Free School District will limit visitor access and use single point of entry system.
  - c. All doors are locked except main entrance, except at times designated by the Building Safety Teams.
  - d. Entrance monitored and visitors must sign in and out, except at times designated by the Building Safety Teams.
  - e. Visitors are required to wear identification.
  - f. Visitor access is limited to specific location.
  - g. Visitors without identification will be directed to the sign-in area by all staff.
  - h. Escorting visitors is encouraged.
  - i. Staff members must wear visible identification badges.
  - j. The District Safety Team will educate students, staff and parents about the importance of school safety.



- k. Appropriate training will be available.
  - l. The District Safety Team will hold drills that help promote school safety.
  - m. Superintendent will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
  - n. The district will continue to investigate security devices and strategies to make schools as safe as possible.
  - o. Hawthorne Cedar Knolls Union Free School District has developed procedures for anonymous reporting of threats of violence.
4. Reporting Incidents
- a. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
  - b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.
  - c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.
5. Means in which staff, students and parents are informed about threats of violence:
- a. Staff will be informed via a written confidential memo.
  - b. Parents and students will be informed in writing in a timely manner.

**B. 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. The district has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.**

1. Reporting acts of violence to school authorities
- a. Students are required to inform school staff about acts of violence toward themselves, others and property.
  - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
  - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigating acts of violence
- a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
  - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
  - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
  - d. Acts of violence placing students & staff in imminent danger require an immediate call to the police.

### 3. Proactive Security Measures

- a. The Hawthorne Cedar Knolls Union Free School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn during all special events such as, but not limited to, Moving-Up Exercises, Graduation and Special Events. In addition, identification must be worn by all staff members during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
  - b. All schools use a single point of entry system, except at times designated by the Building Safety Teams.
    1. \*All doors locked except main entrance.
    2. \*Entrance monitored and visitors must sign in and out.
    3. \*Visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
    4. Visitors without identification will be directed to the sign-in area by all staff.
    5. \*Visitor access is limited to specific location;
    6. \*Staff will wear visible identification badges.
  - c. H.C.K.S.U.F.S.D. will educate students, staff and parents about importance of school safety. Appropriate training will be available.
  - d. H.C.K.S.U.F.S.D. will hold drills to help promote school safety.
  - e. H.C.K.S.U.F.S.D will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
  - f. The district will continue to investigate security devices and strategies to make schools as safe as possible.
  - g. Has developed procedures for anonymous reports of acts of violence.
  - h. H.C.K.S.U.F.S.D The district will continue to investigate security devices and strategies to make schools safe as possible.
  - i. District Safety Team has developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
- ### 4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
  - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
  - c. Students and staff should be in lockdown mode when violent people are in the school.
- ### 6. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
  - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.

- c. District and building administrators are authorized to call police to respond to the threat or act of violence.

**C. Policies and procedures for contacting law enforcement officials in the event of a violent incident:**

1. Our policy is to analyze each incident individually. The District policy and procedure for reporting violence to police is included in the District Code of Conduct. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
2. The building principal or his/her designee will evaluate each incident, consult with the superintendent and report the incident to the state or local police if necessary.
3. The police agencies serving our area are:

Agency	Phone Number
Mount Pleasant Police Department	769-1941
Westchester County Police	741-4400
New York State Police	769-2600

**D. Identification of appropriate responses to emergencies, including protocols for responding to:**

1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Floods
Intrusions	Bomb Threats
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds/Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package

2. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via e-mail and the districts wireless network. We have cell phones available for administrative personnel and 2 way radios for school monitors.

4. The Emergency Blackboard Connect system is monitored in the Central Office. Building administrators will contact immediately in the event of weather-related emergencies.

**E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.**

1. The district procedure for early dismissal and parent notification is as follows:
  - a. Superintendent or his/her designee decides on an early dismissal.
  - b. Superintendent notifies the bus company of the need to supply busses.
  - c. Central and building administrators are informed.
  - d. Staff and students are informed of closing.
  - e. Parents are notified of early dismissal through media contacts (radio stations, district website, television, and utilization of Connect-Ed phone system.)
  - f. Parents of elementary students will receive a phone call to regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary student will remain under the supervision of school personnel until parents are notified and pick up the student or the regular end of the school day, whichever comes first.
  - g. Parents of secondary students may opt to be called and have emergency numbers called in the event of an early dismissal and have their child supervised by school personnel until regular school closing time.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

**F. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.**

1. Emergency dismissals are broadcast via Blackboard Connect & local media. Day Students will be taken home or remain on campus as necessary. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents or Agency representative is available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites,

**Section IV: Communication with Others**

**A. Responsibility for declaring an emergency**

1. District wide – the responsibility for declaring a District-wide emergency shall rest with the Superintendent or chain of command.
2. Individual buildings – the responsibility for declaring a building-wide emergency shall rest with the principal or a chain of command.

**B. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.**

1. H.C.K.S.U.F.S.D. #3 District has worked closely with local emergency services agencies for support and assistance during emergencies, have included their representatives on our safety planning teams, provided them with pertinent information (ex. Building maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the H.C.K.S.U.F.S.D. #3 to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from SWBOCES and other county, regional, and private mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the law enforcement immediately. The primary responsibility for these calls is the building principal or their designee. A call is then made to the superintendent who has the responsibility to notify other key officials.
3. List of Assisting Government Agencies:
  - a. Fire..... Hawthorne Fire Dept.
  - b. Police... Mount Pleasant Police Dept.
  - c. EMS... Hawthorne Fire Dept.

**C. 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.**

1. The school district will maintain an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The arrangements for obtaining assistance during emergencies from local and county agencies and officials responsible for implementation of Article 2-B of the Executive Law have been made in the individual Building Plans. The superintendent and his/her designee will initiate the contact.  
Appendix 6
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are:

Department	Name	Phone Number
Hawthorne Fire Company.	Chief on Duty	769-2871
Mt. Pleasant Police Dept.	Chief Paul J. Oliva	769-1941
Mt Pleasant Police Dept.	EMS	769-1941 or 911

**D. A system for informing all educational agencies within a school district of a disaster.**

The will notify other schools within our jurisdiction about potential or existing emergency situations that may impact on them by telephone, e-mail and courier when necessary. This will include any district to which we transport our students. We will maintain information about each educational agency located in the school district. Appendix 5

1. The Superintendent or his designee shall inform all educational programs within the H.C.K.S.U.F.S.D. #3 boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the district, or which H.C.K.S.U.F.S.D. #3 residents attend, as well as local preschools, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is, the superintendent will authorize emergency calls to each educational agency.

#### **E. Informing Parents/Guardians and Community Members**

Procedures shall be in place to inform parents/guardians and community members of disaster or emergency situations.

### **SECTION V: Prevention and Intervention Strategies**

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

#### **A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.**

1. The **H.C.K.S.U.S.D. #3** will limit visitor access.
  - a. The Little School Elementary/Middle School shall maintain a single point of entry system, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices, except at times designated by the Building Safety Teams.
    - i. All exterior doors locked other than the main entrance are locked, except at times designated by the Building Safety Teams.
    - ii. The main entrance doors are monitored and all visitors are required to sign in and out, except at times designated by the Building Safety Teams.
    - iii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
    - iv. Visitors without identification will be directed to the sign-in area by all staff.
  - b. **H.C.K.S.U.S.D. #3** Jr. /Sr. High School buildings use a single point of entry system wherever possible.

- i. Visitors to the campus must sign in and out at the Administrative Office.
  - ii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
  - iii. Visitors without identification will be directed to the sign-in area by all staff.
2. **H.C.K.S.U..S.D. #3** has staff in the high school and middle school buildings who are assigned to monitor entrances and parking lots, patrol hallways, supervise cafeterias, and check restrooms.
3. Elementary buildings will have staff at the single entry point.
4. All policies and procedures related to school building security will be reviewed annually and revised where necessary.

**B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.**

1. It is the districts responsibility to provide information about student and school safety to all students, staff, parents and community members.
2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars.

**C. Appropriate Prevention and Intervention Strategies**

1. The District will provide training for school personnel on a regular basis. Training may include: individual and group de-escalation techniques, non-violent conflict resolution skills, and mediation.
2. Training is available during conference days, summer, and after school seminars.
3. Collaborative agreements with law enforcement officials have been and are designed to de-escalate potentially violent situations.
4. Mediation services are available at all buildings.
5. Non-violent conflict resolution training programs are available.
6. Staff meetings include an updating of safety policy and procedures.
7. Procedures relating to building security including utilization of staff and security equipment.
  - a. All District schools have fire and intrusion alarm systems.

- b. The District will review additional security equipment and measures annually and will revise where necessary.

**D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, include the following.**

1. Youth-run programs,
2. Peer mediation,
3. Conflict resolution,
4. Creating a forum or designating a mentor for students who are at-risk.
5. Each school shall identify and offer to students programs geared toward prevention and intervention strategies.
  - a. The District has developed and will continue to develop programs that encourage student-to-student and student-to-staff communication in each school such as:
    - Social Decision Making
    - D.A.R.E.
    - Juvenile Law
    - P.B.I.S.
    - grade-level meetings with school psychologists
    - in-class visits by school psychologists
    - personal growth groups led by teachers, guidance personnel and peer leaders
    - Student Advocacy Program
  - b. The procedure for anonymous reporting of threats and acts of violence is:
    - to create an environment where each student feels comfortable reporting a threat or an act of violence,
    - to educate students how to inform staff or law enforcement about threats and acts of violence,
    - to require staff to report all student referrals to the administration for investigation.
  - c. Staff training programs needed to meet SAVE requirements.
    - A minimum of two hours of instruction on issues of school safety need to be provided to all employees in 2016.These can/should include but are not limited to: de-escalation training, warning signals for violence, non-violent conflict resolution, emergency response team training, mediation, mentoring, social-skill development, character education, etc.

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.**

All school employees are subject to fingerprinting and security screening by state law.



## **Appendices for District SAVE Plan**

Appendix 1 – Listing of School Buildings, Contacts & Contact #

Appendix 2 – List of Key Personnel, Chain of Command

Appendix 3 – List of District Safety Team, District Crisis Response Team

Appendix 4 – List of Hazardous Sites

Appendix 5 – List of Other Schools in the District

Appendix 6 – List of Community Emergency Providers and Governmental Officials

Appendix 7 – School Cancellation, Dismissal, Recovery Procedure

# **APPENDIX 1**

## **LISTING OF SCHOOL BUILDINGS/CONTACTS/NUMBERS**

**SCHOOLS:**

**CONTACT:**

**PHONE:**

Senior/Junior High School	Eric Ford	[REDACTED]
Linden Hill School	Robert Worden	[REDACTED]
Little School	Raymond Raefski	[REDACTED]
Geller House	Vikki Palmer	[REDACTED]
District Offices	Mark Silverstein, Superintendent Jerel Cokley, Assistant Superintendent /Finance	[REDACTED]
Director of Facilities	Louis Petty	[REDACTED]
Technical Assistance	Jerel Cokley	[REDACTED]

# **APPENDIX 2**

## **LIST OF KEY PERSONNEL/CHAIN OF COMMAND**

Superintendent	Mark K. Silverstein
School Business Official	Jerel Cokley
Sr./Jr. High School Principal	Eric Ford
Linden Hill	Robert Worden
Elementary/Middle School Principal	Ray Raefski
Geller House	Vikki Palmer
Director of Facilities	Lou Petty

# APPENDIX 3

## LIST OF DISTRICT SAFETY TEAM

## LIST OF DISTRICT CRISIS RESPONSE TEAM

### DISTRICT SAFETY TEAM

MEMBER:	TITLE:
Superintendent	Mark Silverstein
Middle/High School Administrator	Robert Worden
Elementary Administrator	Raymond Raefski
Teacher Representative	Aisha Prendergast
Support Staff Representative	Elaine Brancato
Police Representative	Martin Greenberg/Lauren Valentino
Parent Representative	Jeffrey Shapiro
Board Representative	Dr. Joan Weber
District Safety Representative	Jerel Cokley
Technical Assistance	Ann Marie DeModna/Ann Izzo

### DISTRICT CRISIS RESPONSE TEAM

MEMBER:	ROLE:
Mark Silverstein	Incident Commander
Ann Izzo/Elaine Brancato	Records/Documentation
Dave Anderson	Security/Safety
Mark Silverstein	Media/Public Information
Jamie Manning/Janine D'Anna	Student Counseling
Jerel Cokley	Staff Deployment/Services
George Pollock	Parental Info./Reunification
Jerel Cokley	Finance/Facilities
Louis Petty	Transportation
Marcia Andreu	Medical Services
Raymond Raefski	Process Observer/ Back-up Incident Commander

**APPENDIX 4**  
**LIST OF HAZARDOUS SITES**

**Separate list for each building**

## APPENDIX 5\*

### LIST OF OTHER SCHOOLS IN THE DISTRICT

SCHOOL:	CONTACT:	PHONE

*\*Hawthorne Cedar Knolls U.F.S.D. #3 is a Special Act School District; there are no additional schools within the geographical boundaries of our school district.*

## APPENDIX 6

### LIST OF COMMUNITY EMERGENCY PROVIDERS/GOVERNMENT OFFICIALS

COMMUNITY	CONTACT	PHONE
STATE POLICE	Hawthorne	914-769-2600
LOCAL POLICE	Mt. Pleasant	914-769-1941
FIRE DEPARTMENT	Hawthorne	914-769-2871
EMT SERVICE	Hawthorne	914-769-2871
HOSPITAL	Westchester Medical Center	914-493-7000

GOVERNMENT	CONTACT	PHONE
COUNTY EMG. MANG. OFF.		914-231-1850
BOCES EMG. MANG.	Superintendent's Office	914-937-3820
TOWN/LOCAL GOVT.	Mt. Pleasant Supervisor	914-742-2312
	Agency	
Hawthorne Cedar Knolls School	Leonardo Rodriguez	914-773-7501

# APPENDIX 7

## SCHOOL CANCELLATION/DISMISSAL/PARENT REUNIFICATION

### SCHOOL CANCELLATION:

The Superintendent of Schools determines the need for schools to be on a delayed opening schedule, cancelled, or an early dismissal schedule.

Parents, guardians will be notified using the emergency contact system: Blackboard Connect to inform parents about the change in schedule, early release, delayed opening, emergency dismissal, or school cancellation.

If an emergency takes place during the day that requires children to be sent home early, the Blackboard Connect system will contact all emergency numbers/emails

### Emergency Notification Procedures

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents, students and transportation providers through the emergency notification system Blackboard Connect and to the following radio and television stations:

WHUD 100.7	<a href="http://pamal.com/stormcenter">http://pamal.com/stormcenter</a>	
WFAS 103.9		
WINS 1010 A.M.		
T.V. Channel 12 News	<a href="http://westchester.news12.com">http://westchester.news12.com</a>	
T.V. Channel 5 News		
FIOS 1	Fios1news.com	
School District Hot Line	<a href="http://www.hcks.org">www.hcks.org</a>	914-749-2999

### PARENT REUNIFICATION:

Parent Reunification Plans: The off-site administrator will be responsible for maintaining student data based records at the off-site location for the purpose of determining guardianship and emergency arrangements.

## EMERGENCY BAG SUPPLIES

- 1.) Grey duct tape
- 2.) Yellow caution tape
- 3.) Flash light w/2 DD batteries
- 4.) Bull horn
- 5.) Box of garbage bags
- 6.) FM/AM Radio with/manual
- 7.) Universal Precaution compliance kit
- 8.) Floor Plan of HCK
- 9.) First Aid Kit
- 10.) Whistle
- 11.) Yellow Pads
- 12.) Pens/Pencils/Markers
- 13.) Name Tags
- 14.) Neon Orange Vest
- 15.) Scissors
- 16.) Emergency Radio
- 17.) Contact List- Staff
- 18.) Class List (2016-2017)
- 19.) School Emergency Procedures Manual
- 20.) Batteries
- 21.) Respirator/CPR Mask
- 22.) Rigid Knives Writing Board