

**NEWBURGH**  
ENLARGED CITY SCHOOL DISTRICT

**District-Wide School  
Safety Plan  
2024-2025**

# Newburgh Enlarged City School District District-Wide School Safety Plan

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## Policy Statement

### **POLICY: No. 8130**

### ***Newburgh Board of Education School Safety Plans and Teams***

Adopted: August 29, 2024

## **SCHOOL SAFETY PLANS AND TEAMS**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans will provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans are designed to prevent and mitigate the effects of serious violent incidents and emergencies, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies, and to facilitate the district's coordination with local and county resources. The plans also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools, and will address school closures and continuity of operations.

In accordance with state law and regulation, the district will have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

### Section I: General Considerations and Planning Guidelines

#### A. Comprehensive District-Wide School Safety Team and Plan

The Board annually appoints a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel (including bus drivers and monitors). This team is responsible for the development and annual review of the comprehensive district-wide school safety plan pursuant to Commissioner's Regulation §155.17. The plan covers all district school buildings and addresses violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency

response and management including communication protocols, at the district level. It includes consideration of installation of a panic alarm system, protocols for responding to declared state disaster emergencies involving a communicable disease, and an emergency remote instruction plan

The plan includes contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcements and public or private security personnel. The role of school discipline is clearly delegated to and the responsibility of school and district administration.

#### Chief Emergency Officer

The Superintendent of Schools or designee serves as the Chief Emergency Officer. The Superintendent designates the Director of Safety and Security as the district's Chief Emergency Officer who is to coordinate communication between school personnel and law enforcement and first responders, to ensure that school personnel understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and also ensure that the district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The Chief Emergency Officer ensures that the district-wide plan is coordinated with the building-level plans, and that required evacuation and lock-down drills are conducted in a trauma-informed , and developmentally and age-appropriate manner that does not include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by Education Law section 807.

#### C. Building-Level Emergency Response Plans and Teams

Each Building Principal is responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team is responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and includes all components required by law and regulation, including measures necessary to comply with Labor Law §27-c to respond to public health emergencies involving a communicable disease. These confidential plans include communication, emergency response, evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents/guardians, alarm or detection of carbon monoxide at the building level and include all procedures required by law and regulation.

1. Within each building, the school safety team has designated:

a.) An emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and

b.) A post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

c.) During emergencies staff are authorized to temporarily cover classroom door vision panels when it is likely to protect students and staff as well as to temporarily block doors to slow the access of intruders.

## 2. Behavioral Threat Assessment Team

a.) The Building Principal, in consultation with the Superintendent, designates on an annual basis a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team is composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement,, security personnel, and facilities and maintenance personnel. The team shall meet regularly and be mindful of the need for discretion and observance of confidentiality requirements.

Students are encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members receive specialized training in Comprehensive School Threat Assessment Guidelines (CSTAG) which trains them in improving risk identification, and supporting behavioral threat assessment and violence prevention efforts in their respective schools.

The Building Principal is responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

In accordance with law, the building-level emergency response plan(s) are strictly confidential and are not subject to disclosure under the Freedom of Information Law or any other law.

Annual Review and Report

All plans will be annually reviewed and updated, if necessary, by the appropriate team by July 15<sup>th</sup>. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1<sup>st</sup>. The Superintendent of Schools is responsible for filing the district-level school safety plan (including the building level emergency response plans) and any amendments to the plan with the Commissioner within 30 days after their adoption, but no later than October 1<sup>st</sup> of each year. The district-wide plan will be posted on the district's website. Each Building Principal is responsible for submitting the building-level emergency response plan for their building, and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 1<sup>st</sup> of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention  
5300, Code of Conduct  
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
8 NYCRR Part 155 (Educational Facilities)  
19 NYCRR §1228.4 (carbon monoxide detection)  
*School Safety Plans Guidance*, New York State Education Department, June 2010

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## **Section III: Responsibilities of the District-Wide School Safety Team**

A. District-Wide School Safety Team consists of the following:

- CHIEF EMERGENCY OFFICER, DIRECTOR OF SAFETY AND SECURITY
  - DIRECTOR OF COMMUNICATIONS
  - DIRECTOR OF FACILITIES
  - DIRECTOR OF TRANSPORTATION
  - ASSISTANT SUPERINTENDENT ,CIO/DPO OF INFORMATION TECHNOLOGY
  - DIRECTOR OF PUPIL PERSONNEL SERVICES
  - NEWBURGH TEACHERS ASSOC. (NTA) PRESIDENT
  - NEWBURGH ADMIN. SCHOOL ASSOC. (NASA) PRESIDENT
  - CSEA NEWBURGH SCHOOLS 7910 PRESIDENT
  - PARENT ORGANIZATION REPRESENTATIVE
  - CITY OF NEWBURGH POLICE DEPARTMENT REPRESENTATIVE
  - TOWN OF NEWBURGH POLICE DEPARTMENT REPRESENTATIVE
  - TOWN OF NEW WINDSOR POLICE DEPARTMENT REPRESENTATIVE
  - CITY OF NEWBURGH FIRE DEPARTMENT REPRESENTATIVE
  - TOWN OF NEWBURGH FIRE/EMS REPRESENTATIVE
  - TOWN OF NEW WINDSOR FIRE/EMS REPRESENTATIVE
  - EMPRESS AMBULANCE SERVICES REPRESENTATIVE
  - ORANGE COUNTY EMERGENCY MANAGEMENT REPRESENTATIVE
  - ORANGE COUNTY SHERIFF'S OFFICE REPRESENTATIVE
  - NEW YORK STATE POLICE REPRESENTATIVE
  - STUDENT REPRESENTATIVE

B. The School District-Wide Safety Team has the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- Recommending training programs for students and staff in violence prevention.
- Disseminating information regarding early detection of potentially violent behavior.
- Developing response plans to acts of violence.
- Communicating the Plan to students and staff.
- Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 200 Logs; Incident Logs; Workers Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- Making recommendations necessary for change.

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- Arranging for annual security analysis including the inspections of all buildings to evaluate the potential for violence. Possible evaluators include State, County and Local law enforcement, consultants and/or District-Wide Safety Team Sub-Committees and/or Building-Level Team.
- Recommending improved security measures based on school building inspection results.
- Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- Reviewing survey results and recommending actions that are necessary.

C. This team uses the National Incident Management System (NIMS) Incident Command structure with a designated chain-of-command. Individual members of the Team will be activated to fulfill needed roles depending on the scope of emergency. The Team is generally comprised of:

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison
- Planning Officer
- Operations Officer
- Logistics Officer
- Finance & Administration Officer



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## Section IV: Emergency Response Protocols

A. Plans for taking the following actions in response to an emergency, SHELL:

- **Shelter-in-place**-Used to shelter students and staff in the building
- **Hold-in Place**-Used to limit movement of students and staff while dealing with short term emergencies
- **Evacuation**-Used to evacuate students/staff from the school
- **Lockout**-Used to secure buildings and grounds during incidents that pose an imminent concern outside the school
- **Lockdown**-Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school

## NY STATE EMERGENCY RESPONSE S.H.E.L.L.

SCHOOL NAME:   
911 ADDRESS:



### SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

#### ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



### HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

#### ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



### EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

#### ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



### LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

#### ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



### LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN IMMINENT THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

#### ACTIONS:

- When you hear LOCKDOWN or LOCKDOWN a, move quickly to execute the actions.
- If safe, gather students from classrooms and common areas near your classroom.
- Lock your door. Barricade if possible.
- Move students to a safe area out of sight of the door.
- Leave windows, blinds/lights closed.
- Keep everyone quiet. Silence all devices.
- Take attendance, if possible.
- Do not communicate through answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically cleared by law enforcement personnel.

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### **Section V: Training, Drills and Exercises**

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-Wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used:

- Early Dismissal drill.
- Live drill including sheltering, evacuation, or lockdown.
- Table top exercises.
- Emergency Response Team exercises.

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district invites local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

Each school within the district shall:

- Conduct a minimum of four lockdown and eight fire drills per school year. A combination of eight drills are to be completed by December 31, with the remaining four drills to be completed by the end of the school year.
- Provide all staff with SHELL standard response protocols training
- Students are instructed on SHELL standard response protocols, including evacuation and lockdown procedures, prior to the drills each year.
- Provide required staff with playground safety training

How lockdown and evacuation drills are conducted:

- Drills will be conducted in a trauma-informed, developmentally and age-appropriate manner and shall not include props, actors, or simulations or other tactics intended to mimic a school shooting or other act of violence or emergency.
- Drills will be conducted on different days and during different times of the school day.
- Students and Staff will be informed of the drill using clear language (i.e. "This is a drill. LOCKDOWN, LOCKDOWN, LOCKDOWN, this is a drill").
- Parents or persons in parental relations will receive advance notice of

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each drill being conducted the week preceding any such drill, by utilizing school messenger.

### **Section VI: Risk Reduction/Prevention and Intervention Strategies**

**School Safety and Security Monitor:** NECSD employs safety and security monitors to assist school administration in all matters concerning safety and security issues. The primary role of security monitors is to assist in safeguarding the district's student, staff and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Conduct and New York State Law; and to protect the district's assets from theft and damage. All School Monitors must be registered with New York State as security officers. As a Security Guard (also referred to as a School Safety and Security Monitor), each monitor must complete an eight hour and a sixteen hour security officer's course. In addition, Security Guards have received further training in de-escalation , observing behaviors, assessing situations to prevent, identify and respond to any given situation.

**School Safety Deputy/Officer (SSD/SSO):** A School Safety Deputy/Officer is a certified law enforcement officer who is assigned to a school.

### **Implementation of School Safety & Security:**

Newburgh Enlarged City School District is committed to providing a safe working and learning environment. To help ensure the personal safety of staff and students, the following has been adopted:

- All outside doors will remain locked during the day. Visitors will access the schools through the main entrance.
- Each Main Office has a panic button with direct connection to the alarm monitoring company who will contact law enforcement
- Every door will be accessible as an exit. Protocols are in place to ensure doors are not propped open or the locking mechanisms are not otherwise overridden.
- All inside classroom doors shall have the capability to be locked from the inside.
- Doors should be closed and locked when no one is in the classroom.
- The District's staff will monitor all areas of each campus for safety and security purposes.
- Close communication and collaborative working relationships between the District

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and local law enforcement is essential to increasing school safety and ensuring a timely and appropriate

- Safety and security monitors will maintain a presence in the hallways during passing times; maintain a presence in school bus loading and unloading zones at the beginning and end of school days; and maintain a presence at any other strategically advantageous points to observe traffic flow and student behavior.
- School access will be controlled during the regular school day to screen visitors prior to entrance into the building. Consistent with NECSD Board Policy and Code of Conduct, an approved visitor to a school will present valid government issued photo identification, and signed in using Raptor (a visitor management software) and issued a visitor badge.
- Keyless door security system for faculty and staff.
- Comprehensive video surveillance system
- Metal Detectors
- 3M Window Film
- Random searches may be considered if deemed necessary and within policy
- Yondr pouches

We will employ any other methods deemed necessary and constantly review our practices

Program Initiatives in the Newburgh Enlarged City School District include:

- Peer mediation programs
- Character Education and Anti-Violence Programs
- Anti-Bullying Programs
- The Fire Department conducts annual training in elementary school and middle school
- The processes of exercising emergency plans (lockdown, sheltering, evacuation, etc.), are reviewed with all students and they are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
- National Incident Management System (NIMS) training for emergency response team members
- Comprehensive School Threat Assessment (CSTAG)
- Trauma informed Handle With Care
- Panorama survey and tool kit

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## **Early Detection of Potential Violent Behavior**

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate.

Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the School Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- How to recognize and respond to implied or direct threats of violence by students against themselves.

Other methods for informing parents and students include:

- School social worker outreach
- School counselor involvement
- Anger Management programs
- Diversity program
- Anti-Bullying program
- Child abuse prevention
- Suicide Prevention

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

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## **Hazard Identification**

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include, but not be limited to, all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

## **Responses to Violence**

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the Incident Report Form. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports.

### **Reporting:**

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander until transfer to local law enforcement and the Superintendent.

- Report it to the appropriate law enforcement agency.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff, as needed. Notify parents.

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## **Follow-up:**

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

## **Evaluation:**

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions and kidnapping. Professionals will be utilized from local law enforcement and private consultants, as necessary.

## **Disciplinary Measures:**

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

## **Code of Conduct:**

The School district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting from violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.



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## Section VII: Emergency Response Protocols - Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Main Office	Health Office
Balmville	845-563-8550	845-563-8555
Fostertown	845-568-6425	845-563-6431
Gardnertown	845-568-6400	845-563-6411
GAMS	845-563-8450	845-563-8468
Horizons	845-563-3725	845-563-3733
Meadow Hill	845-568-6600	845-568-6636
New Windsor	845-563-3700	845-563-3710
Temple Hill	845-568-6450	845-568-6479
Vails Gate	845-563-7900	845-563-7907
Heritage MS	845-563-3750	845-563-3760
South MS	845-563-7000	845-563-7022
NFA Ann	845-568-6701	845-568-6703
NFA Main	845-563-5400	845-563-5471
NFA North	845-563-8400	845-563-8416
NFA West	845-568-6560	845-568-6767

Local Police: City of Newburgh: 561-3131 Town of Newburgh: 564-1100 Town of New Windsor: 565-7000

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific response.



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Hazard Category	Type
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see the Appendix (page 44) for an outline of the sequential response action for each emergency situation.

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## **Responses to Acts of Violence (Implied or Direct Threats)**

Response actions in individual buildings during school hours will include:

- The Principal is informed.
- The Principal will inform the Chief Emergency Officer to work to determine level of threat.
- The Principal will contact the appropriate law enforcement agency, if necessary.
- The Principal will monitor the situation, adjust response as appropriate, and utilize Building Emergency Response Team, if necessary.
- Chief Emergency Officer will notify the District Superintendent's Office

Response actions in individual buildings after school hours will include:

- The Principal is informed.
- The Principal will inform the Chief Emergency Officer
- The Principal will contact the appropriate law enforcement agency.
- The Principal will monitor the situation, adjust response as appropriate, and utilize Building Emergency Response Team, if necessary.
- Chief Emergency Officer will notify the District Superintendent's Office

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## **Responses to Implied or Direct Threats of Violence by a Student Against Themselves**

Response actions in individual buildings will include:

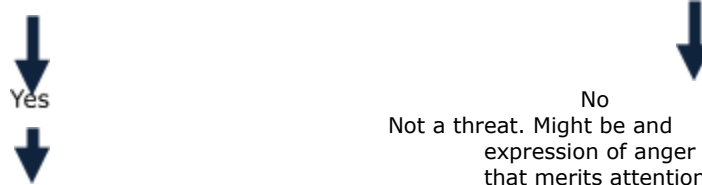
- The first person aware of suspected or confirmed instances of student self-injury will immediately notify the Principal.
- The Principal will activate the appropriate personnel for response, including the school psychologist and Director of Pupil Personnel Services, and notify the Superintendent when necessary.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## School Threat Assessment Decision Flow Chart

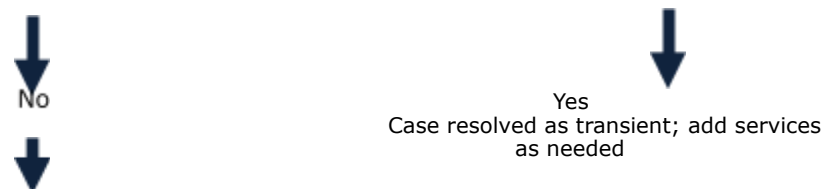
### Step 1 – Evaluate the Threat

Obtain a detailed account of the threat, usually by interviewing the person who made the threat, the intended victim, and other witnesses. Write the exact content of the threat and key observations by each party. Consider the circumstances in which the threat was made and student's intentions. Is there a communication of intent to harm someone or behavior suggesting intent to harm?



### Step 2 – Attempt to Resolve the threat as transient

Is the threat an expression of humor, rhetoric, anger or frustration that can be easily resolved so that there is no intent to harm? Does the person retract the threat or offer an explanation and/or apology that indicates no future intent to harm anyone?



### Step 3 – Respond to a substantive threat

For all substantive threats;

- A) Take precautions to protect potential victims
- B) Warn intended victim and families
- C) Look for ways to resolve conflict
- D) Discipline student, when appropriate and follow school protocols



### Step 4 – Conduct a safety evaluation for a very serious substantive threat

In addition to A-D above

- E) Screen student for mental health services and counseling, refer as needed
- F) Contact the Behavioral Health Response Team for assessment, as needed.
- G) Law enforcement investigation for evidence of planning and preparation, criminal activity
- H) Develop safety plan that reduces risk and addresses student's needs

### Step 5 – Implement and Monitor the safety plan

Document the plan. Maintain contact with the student (Responsibility to be determined by team). Monitor whether the plan is working and revise as needed.

# Newburgh Enlarged City School District

## District-Wide School Safety Plan

The response team will ensure that the student receives appropriate care, including the care of wounds and an assessment for suspicion of self-injury or suicidality.

- The Principal will act as and/or identify liaison between student, parents, affected faculty/staff and peers.
- When appropriate, parents will be encouraged to follow up with an appropriate outside evaluation for the student.
- The principal will identify the need for and provide for continued support for the student.
- The principal will consider local law enforcement as a resource.

### **Responses to Acts of Violence (Actual)**

The following procedures will be followed when responding to actual acts of violence:

- The level of threat will be determined.
- If necessary, the immediate area will be isolated and evacuated.
- The Principal will inform the Superintendent or his/her Designee.
- If necessary, initiate lockdown procedures and contact the appropriate law enforcement agency.

**Monitor the situation**, adjust response as appropriate and if necessary, and initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

Response protocols to specific emergencies will vary but usually will include the following:

- Identification of decision makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## School Building Chain-of-Command Table

<b>School Building</b>	<b>IC #1</b>	<b>IC #2</b>
Balmville	Principal	Assistant Principal
Fostertown	Principal	Assistant Principal
Gardnertown	Principal	Assistant Principal
GAMS	Principal	Assistant Principal
Horizons	Principal	Assistant Principal
Meadow Hill	Principal	Assistant Principal
New Windsor	Principal	Assistant Principal
Temple Hill	Principal	Assistant Principal
Vails Gate	Principal	Assistant Principal

Heritage MS	Principal	Assistant Principal
South MS	Principal	Assistant Principal
NFA Ann	Principal	Assistant Principal
NFA Main	Principal	Assistant Principal
NFA North	Principal	Assistant Principal
NFA West	Principal	Assistant Principal

### **Emergency Assistance and Advice from Local Government**

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the Incident Commander (above) will contact local law enforcement to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Orange County Office of Emergency Management, Orange County Department of Mental Health, Orange-Ulster BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Orange County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans. All such assistance and coordination is currently handled through the Orange County Office of Emergency Management.

### **District Resources Use and Coordination**

School Building-Level Emergency Response Plans addresses the identification, availability, and use of resources. This includes procedures for coordination of these resources, including manpower and Chain-of-Command.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## **Protective Action Options:**

### **(a) School Cancellation or Delay**

The cancellation or delay of NECSD educational programs shall be made by the District Superintendent or designee. The decision to cancel or delay school shall follow the established chain of command.

### **(c) Early dismissal**

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending blizzard). The decision to dismiss school early shall be made by the District Superintendent or his/her designee. NECSD Transportation Supervisor or designee to pick up students at the designated time. Persons in parental relation shall be notified via one of the following ways: the local media, the use of telephone chains, School Messenger and web postings.

### **(d) Emergency Evacuation**

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the Ulster County BOCES administration.

### **(e) Sheltering**

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). A code or similar system should be in place to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

**Food Supplies** – During the school year the kitchen in the Center for Innovative Teaching and Learning at Port Ewen has a food supply capable of serving

# Newburgh Enlarged City School District District-Wide School Safety Plan

approximately 385 meals per day for a minimum of two days at all times.

- **Sheltering off site** may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged.

**Secondary Sheltering sites have been established in the confidential Building Emergency Plans.**

## **Recovery – School District Support for Buildings**

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Executive Director of Facilities
- Director of Safety & Security
- Director of Pupil Personnel Services
- Transportation Coordinator
- Food Service Director
- Others as deemed necessary

## **Disaster Mental Health Services**

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our ***Critical Incident Response Plan***. Depending on the scope of the situation, the Orange County Emergency Management Office may be contacted to help coordinate a County or State-Wide effort.



# Newburgh Enlarged City School District

## District-Wide School Safety Plan

### **Training and Providing Information**

Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence, including threats and verbal abuse.
- Information on how to recognize and respond to school security hazards.
- A review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to defuse hostile situations.
- Information on how to summon assistance in the event of an emergency.
- Information on special procedures to be utilized in the event of bomb threats, hostage taking, intrusions, or kidnapping.
- Information on post-incident procedures to be followed, including medical follow-up as well as the availability of counseling and referral.
- Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Safety Plan.

### **Forms and Recordkeeping**

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program. This will allow us to monitor its success and update the program as necessary. The following forms have been developed for this purpose and will be located in the Forms Section of the School Building- Level Emergency Response Plan.

- Incident Report
- Self-Inspection Security Checklist
- Student/Staff Security Survey
- Bomb Threat Response
- School Building Training Pamphlet
- Training Documentation

# Newburgh Enlarged City School District District-Wide School Safety Plan

## **Post Incident Review**

Within five days of any emergency response, a debrief will occur that includes members of the School District-Wide Safety Team and all other involved parties.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## **Newburgh Enlarged City School District Public Health Emergency Communicable Disease Protocols**

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts to adopt a continuation of operations plan in the event a public health emergency is declared involving a communicable disease. The legislation amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that is "substantially consistent" with the provisions of section 27-C of the Labor Law.

These protocols or their implementation shall not be deemed to impede, infringe, diminish or impair the rights of a District employee or the District under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

For the purposes of these protocols, the District will use the following definitions:

1. "CDC" shall refer to the Centers for Disease Control and Prevention.
2. "Communicable disease" means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected person or via an animal, vector, or the inanimate environment to a susceptible human host or animal.
3. "Essential" means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.
4. "Non-essential" means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.
5. "OSHA" shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.

The Superintendent of Schools will consult legal counsel for guidance regarding any executive orders, rules, laws, or regulations, as needed.

These Protocols contain the following sections:

**Section A:** Essential Employees

**Section B:** Telecommuting Protocols

**Section C:** Work Schedules/Locations

**Section D:** Documenting Hours & Work Locations

**Section E:** Personal Protective Equipment

**Section F:** Exposure to Employees or Contractors

**Section G:** Emergency Housing

**Addendum A:** Log of Inspection Of PPE Materials

**Addendum B:** Legal Requirements

# Newburgh Enlarged City School District District-Wide School Safety Plan

## REQUIREMENT A.

**A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.**

Essential Position	Title	Responsibility
Information Technology	Executive Director Director Technicians Engineers	Required to maintain devices, network security, internet capability including hybrid and remote learning.
Custodial and Maintenance	Executive Director Senior Custodians Custodians/Cleaners Maintenance Staff Mechanics Grounds	Required to maintain the cleanliness and continued functioning of district facilities & grounds. Support delivery of meals to students/families.
Senior Executives Central Office District Clerical	Superintendents Deputy/Asst. Superintendents Executive Directors Directors/Supervisors Clericals/Typists	Required to ensure continuity of the response efforts. Provide onsite support for continued District operations.
Building Administration & Clerical Support	Building Administrators & Clerical Support	Required to ensure continuity of response efforts. Provide onsite support for continued building operations, safety, supervision, and oversight of the District's instructional program and mission to educate all students.
Faculty and Staff	Teachers/Related Service Providers/PPS/Teaching Assistants	Required to provide continuity of learning and student support efforts, as necessary to carry out the educational mission of the District.
Security	Director of School Safety & Security Monitors	To ensure the safety/security of the campuses. Conduct home visits; support food distribution.
Transportation	Director of Transportation Support Staff	Required to transport materials, food to students or to transport students in the event they are attending in- person instruction

# Newburgh Enlarged City School District District-Wide School Safety Plan

Food Service

Food Service  
Director Food  
Service Managers &  
Workers

Required to prepare and distribute meals to  
students and families.

# Newburgh Enlarged City School District District-Wide School Safety Plan

Health Services Health Services  
Facilitators

Nurses &  
Clericals

Required to assist with testing requirements, reporting, and oversight of individuals present in buildings; integral to contact tracing efforts and communications with necessary state and local governmental agencies.

Business  
Operations

Treasurer, Accounting, Payroll,  
Purchasing, Tax Office

Required to ensure the continued operation of the District. Provide onsite support for district governance, including but not limited to payroll.

## **REQUIREMENT B.**

**A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading, and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.**

In the event of a ***state-ordered reduction of in-person workforce***, the below positions will be considered non-essential and will telework if students are not in attendance onsite.

<b>Position</b>	<b>Title</b>	<b>Rationale</b>
Instructional Faculty	Teacher, Psychologist, Guidance Counselor, Social Worker, Related Service Provider	Students will access instruction and services remotely; provided, however, in the event that any specific activities are integral to the performance of an educator's essential job functions, in such instances certain individuals may be required to report in person to the extent necessary.
Specialized Faculty	CSE Chairs	Faculty and parents will access support from this subgroup remotely.
Support Staff	Full-Time Teacher Assistant/ Teacher Aide	Students will access instruction and support provided by this subgroup remotely.
Support Staff	Full-Time Building Subs (long term)	Building subs who are filling a long-term assignment will be asked to telework during a closure.

To enable all non-essential employees and contractors to telecommute,

# Newburgh Enlarged City School District District-Wide School Safety Plan

District employees will be guided by ***The Continuity of Instruction Plan and the District Reentry Plan*** contained within the District-Wide Safety Plans. Teachers will continue to have access to various digital platforms, including, but not limited to:

District Email	Learning Management System
ClassLink	Seesaw
Helpdesk@necsd.net	Frontline
Illustrative Math	IEP/RtIM
ARC	GoMath
	Sonday

# Newburgh Enlarged City School District District-Wide School Safety Plan

Screencastify

Newsela

Discovery Ed

Student Information System

School Pace

## REQUIREMENT C.

**A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.**

The District currently operates on a staggered arrival time for essential staff based on assigned work hours. If necessary, the Superintendent will reduce onsite staff by 25%, 50%, 75%, or 100% after consultation with the Local Department of Health and/or the District Physician. If essential staff is not working onsite due to workforce reduction, to the fullest extent possible, employees are expected to perform their job functions remotely.

In the event staff would be reduced onsite, the building principals and assistant superintendents will submit a proposed rotational onsite work schedule for essential staff.

The administrative team onsite will be responsible for ensuring essential staff adhere to the schedule and follow required screening protocols related to public health and safety.

The administrative team onsite will be responsible for **maintaining written records** of individuals who need access to the building during the public health crises in the event there is an exposure and contact tracing should need to occur.

In accordance with safety guidelines established by state and local Departments of Health, the District will comply with requirements to maintain social distancing, cleanliness of facilities, transporting students, and the use of Personal Protective Equipment (PPE) and will consider measures that may include, but not limited to:

- The revision of teacher and student schedules
- The cohorting of students in order to maximize a hybrid learning program and social distancing
- The revision of contractor schedules
- The reduction of visitors permitted on campus during school hours

With respect to managing transportation services provided to the District, the following measures will be taken:



# Newburgh Enlarged City School District District-Wide School Safety Plan

- Seats will be occupied by one student per seat
- When boarding, children who need PPE, will be provided it
- Buses are cleaned before and after transporting students

# Newburgh Enlarged City School District District-Wide School Safety Plan

**A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.**

## **REQUIREMENT D.**

- The District will maintain an inventory of PPE in accordance with Board of Education policies and NYS Department Education guidelines, and continually restock the same as needed
- All PPE will be purchased following all federal, state, and local laws and District policies.
- The District will comply with the manufacturer's storage recommendations for each PPE item
- Requests for PPE will be made and tracked through SchoolDude software
- PPE equipment will be readily available when needed
- PPE will be stored at the central warehouse with supplies and secured appropriately by the Executive Director of Buildings and Grounds
- PPE will be delivered to each building based on the number of essential workers and contractors in that building and dispersed based on Principal's protocols.

## **REQUIREMENT E.**

**A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.**

# Newburgh Enlarged City School District District-Wide School Safety Plan

In the event an employee, student, or contractor is exposed to a known case of a communicable disease that is subject to a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the District will collaborate with the Orange County Department of Health and follow the recommended steps to mitigate the infectious disease.

Action Steps	Task 1	Task 2
<b>SCREENING TO REDUCE EXPOSURE ONSITE</b> *All Employees and students will be screened per DOH's guidance.	Leverage digital screener to reflect public health issue and determine if an individual has been exposed or has symptoms prior to traveling to a site	Prohibit visitors from entering and/or remaining on-site until OCDOH/local physician provides clearance
<b>IMMEDIATE RESPONSE TO POTENTIAL EXPOSURE ONSITE</b>	School nurse/District Health Facilitator contacts building principal  The individual is isolated and sent home  The individual is directed to seek medical care, and a nurse verifies when this occurs  Principal communicates with Assistant Supt and District Health Facilitator	DOH & CDC clearing protocol is followed

CONFIRMED POSITIVE CASE		
Step 1	Employee or parent contacts building principal or Division Leaders (if Central Office personnel)	Employee or parent shares the written positive result from lab/medical professional with school's health office
Step 2	Principal/Supervisor contacts Health Facilitator & Asst Supt of Student Support Services  *At a <b>Daily Debrief session</b> - All positive cases are discussed with the Deputy & Superintendent	DOH & CDC clearing protocol is followed
Step 3	District Health Facilitator contacts OCDOH & follows recommendations	District Health Facilitator shares written confirmation of positive case & contact tracing list with OCDOH  Deputy Superintendent informs faculty/Staff; Communications Director informs families
Step 4	BOE communication	BOE Clerk emails BOE for each positive case; Superintendent updates the BOE each Friday and at each BOE meeting.
Step 5	Community	Superintendent with the communications' team will update the district website

# Newburgh Enlarged City School District

## District-Wide School Safety Plan

During a declared public health emergency, the District will, in accordance to NYSDOH/CDC guidelines:

- Disinfect work area/s, common area surface/s, and shared equipment
- Conduct health checks involving a daily digital questionnaire to identify possible symptoms
- Require daily temperature checks upon entering any district facility in accordance with New York State Health Department guidelines
- Cooperate with all state and local health departments regarding contact tracing, isolation, and quarantine efforts
- Assist public health department in identifying who may have had a contact at school with a confirmed case by:
  - keeping a log of any visitors, including the date, time, and were in the school they visited;
  - assist local health department in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

The District will notify the state and local health departments immediately upon being informed of any positive communicable disease diagnostic test result by faculty, staff, students, and visitors. In the case of individual testing positive, the District will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program and local health department.

Additionally, if an individual who was in a facility used or owned by the District for the instruction of students is discovered to have tested positive to any current communicable disease, the District in consultation with the local health department will do the following:

- Immediately close the affected area
- Investigate all movements and interactions of students/staff over the previous week.
- Arrange for thorough cleaning and disinfection of areas affected by custodians and/or cleaners. All completed cleaning will be documented and reported to the building administrator.
- Work with the New York State Department of Health to notify all potential contacts.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## REQUIREMENT F.

**A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.**

- All entrances will be locked and monitored by security monitors/greeters.
- All employees and contractors will be required to sign in (digitally) prior to entering a school facility
- All visitors will be scanned through a metal detector and their identity will be searched through the district’s Visitor Management System.
- All employees and contractors will be required to possess and wear a work I.D, or a contractor must wear the visitor badge, . at all times while in district
- Payroll, attendance, and/or time cards will further document an employee’s presence on campus.

Employees Need	District Approach
Testing	Employees will be permitted to apply applicable laws or sick time while testing is pending due to exposure or work remotely if applicable.
Treatment	Employees will be permitted to apply applicable laws or sick time while treatment is underway.
Isolation	Employees will be permitted to apply applicable laws or sick time.
Quarantine	<p>Employees will be permitted to apply applicable laws or sick time while in quarantine due to exposure at work or work remotely, if applicable (where remote work is available and authorized).</p> <p>Employees who are required to quarantine due to exposure <u>not at work</u> and are not able to telework (ex. custodian) will be required to use sick time, unless another applicable law is available at the time of the emergency.</p>

## REQUIREMENT G.

**A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.**

- The Family and Community Engagement Office along with district PPS faculty will coordinate with the NECSD McKinney Vento Homeless Liaison to collaborate with local/county community-based organizations, faith-based organizations, social

# Newburgh Enlarged City School District District-Wide School Safety Plan

services, etc to secure housing.

- PPS faculty will assist families in navigating emergency housing and make the necessary referrals to appropriate community agencies who may assist.

## **Newburgh Enlarged City School District Emergency Remote Instruction**

The Newburgh Enlarged City School District (NECSD) has developed the following guidelines based on a recent amendment to Commissioner's Regulation 155.17 which requires school districts to add emergency remote instruction provisions to their District-wide School Safety Plan.

Our Communications Department will notify all students, families, faculty and staff in the event of an emergency closing and will share the process to ensure continuity of learning. Families will be encouraged to reach out to school administrators, teachers, school counselors, social workers, and school psychologists to ask questions, request passwords, or schedule virtual appointments as they would during regular school operations.

### **District-Wide Communication Plan for Parents:**

- Updates can be found on [newburghschools.org](http://newburghschools.org)
- Robocalls/emails/texts to regularly update parents/guardians

### **Communication Plan for Staff:**

- Updates can be found on [newburghschools.org](http://newburghschools.org)
- Robocalls/emails/texts will be sent to regularly update parents/guardians

### **Other Communication Tools:**

- Regular Phone Lines
- Cell phones
- Remote access to the District network and email
- Google Meet
- School and District Push messaging via Blackboard Connect
- School and District Homepage Posts and Updates

# Newburgh Enlarged City School District District-Wide School Safety Plan

## **Internet and Device Access**

**The NECSD will utilize technology, including Chromebooks and Google Classroom, to support remote learning. All Pre-K through 12th-grade students will have Chromebooks to support learning at home. In an emergency, closing provisions will be made to the greatest extent possible to ensure all students have their devices at home for instruction.**

- Students in grades 9 - 12 currently have 1:1 access at school and home.
- Students in grades Pre-K thru Grade 8 currently have 1:1 access at school only.

In the event of school closure due to an emergency, the district will execute a plan for device distribution to families of students in grades PreK- 8 in a timely manner. Deployment of devices will be announced via robocall, posted on the district website and on social media sites. Please ensure your contact information is updated in your Parent Portal account so you receive all important information.

A Digital Equity survey will be performed in the Fall of each year and will help inform the district of the need for internet services within our school community. This information will assist building leadership, staff, and the technology department in deploying internet support to families needing internet access. A list of community-based internet access sites will be available on the district website.

If needed, NECSD will provide learning packets and assignments for students without internet access to participate in daily instruction. This will be made available for pick up at any district school. If you have any questions or concerns with access to Technology or need assistance, please submit a [student helpdesk ticket](#) or call (845) 568-6540.

## **Google Classroom & Seesaw**

The primary place where your child will receive instruction and educational materials is through Google (Google Classroom(s) and student Gmail) or Seesaw (Prek-2). These applications, in addition to other useful applications, can be found on the Launchpad section of the district's website. The link to your child's Google Classroom site will be sent by email from their teacher. Students should be encouraged to access their Email through Launchpad Classlink.

## **Instructional Delivery**

Students will experience a combination of synchronous and

# Newburgh Enlarged City School District District-Wide School Safety Plan

asynchronous lessons and activities. During remote learning, the Office of Curriculum and Instruction will set the parameters for the time allotted for asynchronous and synchronous learning. Expectations will vary based on grade level and unique needs of the students. Time for staff to receive professional learning will be assessed and asynchronous learning will be offered to students.



# Newburgh Enlarged City School District District-Wide School Safety Plan

Synchronous	Lessons are broadcast online live while the learner participates from another location with the teacher.	Students will access teaching and learning via Google Classroom. The whole group and small group instruction will be delivered to students face-to-face with a teacher.
Asynchronous	Lessons and content are available online to be accessed by students.	Assignments will be posted with directions and expectations for completion. Teachers will communicate with students about where and how to access information and assignments.

- Elementary (Grades Pre- Kindergarten through 5) students will log in at 9:00 am and participate in learning activities.
- Secondary students (Grades 6-thru 12) must follow their remote schedule, and attendance will be taken for each period of the day.

Instruction for those students whom remote instruction by technology is not available or appropriate

It is understood that for a small percentage of students, remote learning may not be appropriate. The Principal will work with the Assistant Superintendent for Curriculum and Instruction to identify these students and develop an alternative model of instruction. One alternative would be the provision of learning packets and assignments. These will be made available for pick up at any district school.

## Special Education

A special education faculty meeting will be held once the decision to close is communicated. Special education administrators will engage the teaching and support staff through a process to identify the necessary materials and resources needed to deliver remote instruction.

# Newburgh Enlarged City School District

## District-Wide School Safety Plan

The district will comply with the student's Individualized Education Plan to the greatest extent possible. Related Service Providers will review their caseloads and secure the necessary supplies and materials necessary for each student and will arrange for the families to pick them up at their school. .

### **Student**

#### **Expectations**

##### **Attendance**

Attendance will be taken daily. Students are expected to attend all virtual classes and participate in all aspects of learning. Virtual attendance will be recorded based on: A student in the LIVE synchronous Google Classroom

##### **Digital Etiquette**

Students are expected to maintain appropriate behavior when meeting with teachers remotely. Students must respect the privacy of other participants for remote learning.

- Mute yourself on Google Meets as directed by your teacher
- Cameras are to be kept on during classroom meets unless directed specifically by your teacher to do otherwise.
- Appropriate attire should be worn during meets
- Audio or video of a live recording of lessons or the taking of screenshots of you or peers is a violation of our acceptable use agreement and the code of conduct. Please review the following documents that outline these restrictions: [Technology Acceptable Use Policy](#) and [Student Code of Conduct. \(Code of Conduct SPANISH\)](#)

If any situations do not allow you to participate fully, please contact your Teacher, School Counselor, School Social Worker, or Principal.

##### **Instructional Hours for State Aid**

The district will comply with the New York State Education Department 180 days of instruction and will satisfy the hourly expectation for elementary 900 hours and secondary 990 hours. The combination of synchronous and asynchronous instruction will be used to attain the required hours.

# Newburgh Enlarged City School District District-Wide School Safety Plan

## APPENDIX

### BOMB THREAT

- Evaluate and identify the threat situation.
- Initiate a Hold in Place
- Call 911.
- Do NOT use a Fire Alarm.
- Notify building administration and building security
- Advise All Staff to scan their area for anything unusual or suspicious.
- Custodial Staff and Building Emergency Response Team scan exits for anything suspicious or unusual.
- Scan and clear area that students are to be moved to.
- If necessary, evacuate the Building. Take student information (football).
- Move students so that they are clear of the building,.
- Shut off all radios and cell phones.
- Set up a command post away from the concerned area.
- Notify District's Superintendent's Office and Chief Emergency Officer.
- Wait for Emergency Services, inform them and follow their directions.
- Contact Director of Transportation.
- If necessary, institute a Reunification
- Utilize School Messenger

### INTRUDER

- Evaluate and identify the threat situation.
- Immediate Lockdown Procedures announced and followed.
- Call 911
- Notify building administration and building security
- Contact District Superintendents' office and Chief Emergency Officer
- Wait for Emergency Services, inform them and follow their directions.
- Utilize School Messenger

### HOSTAGE SITUATION

- Identify and evaluate the situation.
- Initiate appropriate Emergency Response Protocol
- Call 911.
- Notify building administration and building security
- Contact the District's Superintendent's Office and Chief Emergency Officer.
- Grab FOOTBALL and portable cell phones and radios.
- Check that all students and staff are accounted for.
- Notify parents.
- Set up a command post.
- Wait for emergency services. Notify and advise of the situation and follow their instruction.
- Utilize School Messenger

# Newburgh Enlarged City School District

## District-Wide School Safety Plan

### KIDNAPPING

- Identify and evaluate situation
- Call 911
- Notify building administration and building security
- Contact the District's Superintendent's office and Chief Emergency Officer
- Notify parents of the victim-student.
- Set up a command post.
- Wait for police, emergency services. Notify and advise of the situation and follow their instruction.
- Utilize School Messenger

### PHYSICAL ASSAULT OR THREAT

- Staff should assess the situation and contact school safety and security monitors who will attempt to break up confrontation and de-escalate situation.
- After controlling the situation, notify building administrator for follow-up.
- Call 911 and render aid if needed
- Notify parents of those students who were involved
- Utilize School Messenger

### FLOOD

- Monitor weather radio warnings.
- Review flood plain maps and transportation routes.
- Contact District Superintendent's Office and Chief Emergency Officer.
- Contact Director of Transportation
- Initiate proper Emergency Response Protocol
- Utilize School Messenger

### SNOW/ICE STORM

- Monitor weather radio warnings
- Contact District Superintendent's Office and Chief Emergency Officer.
- Contact Director of Transportation
- Initiate proper Emergency Response Protocol
- Utilize School Messenger

### HAZARDOUS MATERIALS INCIDENT

- If incident is inside the building move everyone away from the area of the spill/leak and perform a normal building evacuation.
- Call 911.
- Contact District Superintendent's Office and Chief Emergency Officer.
- If incident is outside the building initiate the proper Emergency Response Protocol and call 911.
- Contact the Director of Facilities to shut down all ventilation.
- Wait for police, emergency services and follow their instructions.
- Utilize School Messenger

# Newburgh Enlarged City School District

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### TORNADO WATCH/WARNING

- Monitor weather radio warnings
- If tornado watch is issued, continue to monitor weather radio and utilize trained tornado spotters, if available.
- If tornado warning is issued, curtail all outdoor activities and immediately bring all students and staff inside building
- Move staff and students to pre-designated sheltering locations.

### THUNDER/LIGHTNING STORM

- Monitor weather radio warnings
- Based on radio warnings, curtail all outdoor activities and immediately bring all students and staff inside building
- Continue normal indoor activities until weather radio warnings warrant moving staff and students to pre-designated sheltering locations.

### FIRE

- Sound alarm if not already activated.
- Call 911 to report situation.
- Grab 'FOOTBALL' /Vital Documentation, cell phone, and radios.
- Evacuate building.
- Move students clear of building.
- Check to see if all students are accounted for.
- Contact the District's Superintendent's Office and Chief Emergency Officer.
- Set up command post away from the concerned area.
- Wait for the fire department to arrive.
- If necessary, institute an Off Site Evacuation and Reunification.
- Utilize School Messenger

### EXPLOSION

- Sound fire alarm.
- Call 911 to report situation.
- Grab 'FOOTBALL' /Vital Documentation, cell phone, and radios.
- Move students clear of the building. Communicate by hard wire phone, bull horn, and courier.
- Check to see if all teachers have all students accounted for.
- Set up command post away from the concerned area.
- Contact District's Superintendent's Office and Chief Emergency Officer.
- Wait for emergency services (fire department, police) to arrive and advise of the situation.
- If necessary, institute an Off Site Evacuation and Reunification.
- Utilize School Messenger

### GAS LEAK

- Upon discovery of a gas leak or detection of odors (i.e. mercaptan) notify: Building Emergency Response Team, Building Administration, Building Security, Chief Emergency

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## District-Wide School Safety Plan

Officer, and Director of Facilities.

- Facilities staff will isolate gas leak and activate emergency gas shut off for that location (e.g. science lab).
- If the cause of gas leak is unknown, the Building Administrator or designee will call 911 to alert fire service and Central Hudson gas leak response at (800) 942-8274.
- Evacuate the building leaving lights as they are. DO NOT use the fire alarm.
- Assemble in Emergency Evacuation Safety Zones.
- Utilize School Messenger

### SYSTEM FAILURE

- Assess situation. Determine if problem is internal or external.
- Contact Director of Facilities
- Contact District Superintendents' Office and Chief Emergency Officer
- Initiate proper Emergency Response Protocol
- If necessary, initiate Reunification.
- Utilize School Messenger

### STRUCTURAL FAILURE

- Assess situation. Determine if problem is internal or external
- If sudden onset call 911 for fire department response..
- Contact Director of Facilities
- Contact District Superintendents' Office and Chief Emergency Officer.
- Initiate proper Emergency Response Protocol.
- If necessary, institute Reunification.
- Contact design professionals.
- Implement Continuity of Operations Plan (COOP).
- Utilize School Messenger

### SICK/INJURED PERSON

- Identify injured or sick person, render aid
- Contact school nurse & building administration
- Follow procedure according to building policy
- Initiate Hold in Place.
- Parents of affected student will be notified.

### SCHOOL BUS ACCIDENT

- Call 911, render aid.
- If able, the driver will account for all students and evacuate them if it is unsafe for them to remain on the bus.
- Bus Company dispatcher will contact Director of Transportation
- The Director of Transportation will contact the District Superintendent's Office and Chief Emergency Officer.
- The building principal or assistant principal and the school nurse will go to the scene of the

# Newburgh Enlarged City School District

## District-Wide School Safety Plan

accident.

- Any injured students will be evaluated on-site by medical personnel.
- Parents will be notified.
- Utilize School Messenger

### **MASS ILLNESS/EPIDEMIC/PANDEMIC**

- Identify concerns with the school nurse.
- School nurse will determine severity and apprise building administration.
- Building administration will notify the District's Superintendent's Office and Chief Emergency Officer.
- The District Superintendent's Office will notify Risk Management.
- Risk Management will notify and interface with the local health department (LHD) regarding recommendations for continuing school operations.
- Additional measures will be taken based upon recommendations from LHD and the CDC with regard to an epidemic or pandemic.