



**Agency
Emergency Plan
2016-2017**

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Introduction

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. School districts and BOCES are required to develop an Agency Emergency Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school district and/or BOCES with local and county resources in the event of such incidents or emergencies. The Agency Emergency plan is responsive to the needs of all schools within the organization and is consistent with the more detailed emergency response plans required at the school building level. School districts and BOCES are at risk from a wide variety of acts of violence as well as natural and man-made disasters. To address these threats, the State of New York passed the Safe Schools Against Violence in Education (SAVE) Act, which is now public law. Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies in the school district and its schools.

Dutchess BOCES “the BOCES” supports SAVE and intend to facilitate the planning process. The BOCES District Superintendent encourages and advocates on-going Agency wide cooperation and support of Project SAVE.

Richard Hooley
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Section I: General Considerations and Planning Guidelines

Purpose

The Dutchess BOCES Agency Emergency plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the BOCES Board of Education, the District Superintendent appointed an Agency Safety Team and charged it with the development and maintenance of the Agency Emergency plan.

Identification of School Teams

The BOCES has created an Agency Safety Team consisting of, but not limited to, representatives of the Board of Trustees, school safety personnel, parent organizations, students, teachers, administrators, and other school personnel. The members of the team and their positions or affiliations are updated annually.

Concept of Operations

The Agency Emergency plan is directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the Agency Emergency plan will guide the development and implementation of individual Building-Level Emergency Response Plans.

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

Upon the activation of the School Emergency Response Team, the BOCES Superintendent/designee will be notified and, where appropriate, local emergency officials will also be notified. County and state resources, if deemed necessary, may supplement efforts of the School Emergency Response Team.

Plan Review and Public Comment

This Agency Emergency plan will be reviewed periodically during the year and will be maintained by the Agency Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.

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 Dutchess BOCES Board may adopt the agency wide and building-level plans only after at least one public

hearing that provides for the participation of school personnel, parents, students and any other interested parties. The Board of Trustees must formally adopt the plans.

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

Full copies of the Agency Emergency plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence or reduce the impact of such emergency should it occur.

Prevention/Intervention Strategies

Program Initiatives

An agency and school-wide culture that supports positive learning opportunities for all children and youth is critical. This entails assessing special needs among students who behave inappropriately; referring them to Special Education and other services and interventions as needed; supporting the development of skills for future employment; and developing working relationships with parents, families and communities. The BOCES will ensure that students and staff have a vehicle in place to report potential violent incidents; the primary source is the DASA coordinator and Principal.

Young people have a variety of emotional needs that they bring to school. Some of these needs may be met in school through encounters with peers and school staff (teachers, administrators, psychologists, counselors, social workers and other school staff), while other needs require proper assessment and referral to community services and organizations. If these needs are handled effectively, students are less likely to engage in negative behavior.

Skills training can be offered in social interaction, problem solving, coping, communication, resisting peer influence, understanding values, respect for individual differences, countering bias, anger management, and conflict resolution and peer mediation. Instruction and skills training can be effectively combined using interactive and engaging learning strategies.

Training, Drills and Exercises

The BOCES provides annual multi-hazard school training for staff and students at each educational site. Such training includes Violence Prevention Training, Crisis Intervention Training and the appropriate use of Resource Officers in school facilities.

Additional trainings are provided as required via workshops that instruction in relevant disciplines such as proper restraint techniques and the de-escalation of violent incidents.

Working relationships with local and state police regarding the implementation of school safety and security are well established.

Each school facility holds emergency drills as prescribed in Education Law § 807; 8 NYCCR § 155.5(c)(4) and § 155.17(g) to insure that all students, faculty members and other staff are familiar with such drill that it can be activated and accomplished quickly and efficiently. Drills may include tabletop drills in coordination with local and county emergency responders. These drills are held at regular and inopportune times to anticipate most situations. Each faculty member takes class attendance when a drill is performed. Immediately upon arrival at the evacuation point, the faculty member takes attendance to ensure that all students are present. A report of absentees shall be made immediately to the building administrator at a designated point.

Evaluation of all drills will be held after each drill. The time of the day for the drill and the duration are recorded to ascertain if the drill is running in an efficient manner. Administrative staff and other observers are placed in strategic locations throughout the building to observe the student and staff participation in order to evaluate and make recommendations for improvement of these drills. The duties of school safety personnel are arranged by the school building Principal and will include training on orderly evacuation procedures.

Everyone in the facility, including other employees, instructors not in the regular classrooms and visitors, must obey the instructions in the room or area they occupy when the alarm or notification is given.

The BOCES has policies in place to address school building security. (Policy 4540) The BOCES hereby declares that it is the policy of this BOCES to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon BOCES property. It shall be the responsibility of the District Superintendent to establish and carry out written regulations which will:

- a) Identify those staff members who will be responsible for the effective administration of the regulations, required safety drills and inspections;
- b) Provide staff time and other necessary resources for the effective administration of the regulations;
- c) Establish periodic (at least annually) written review of the activities of the staff to insure compliance with applicable laws and regulations;

- d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- e) Provide for periodic reports to the Board regarding the significant aspects of safety and security of the Dutchess County BOCES.

Implementation of School Security

All visitors to the BOCES facilities are required to sign in at the Main Office. Visitors are not allowed to wander through the facilities unsupervised. Student visitors from other schools, unless they have a specific reason and prior approval of the Lead Building Administrator, are not permitted to enter school buildings. Anyone who violates any provisions of the BOCES Code of Conduct is subject to appropriate penalties, up to and including reprimand, ejection, arrest and/or criminal prosecution.

All exterior doors used for student or staff entrance are secured to limit access through the main entrance of each facility.

Vital Educational Agency Information

Each individual educational program within the BOCES (e.g. Alternative High School) collects and maintains vital educational information such as student enrollment and the number of staff and teaching stations. Transportation needs are assessed by the component districts' Transportation Departments in conjunction with BOCES administrators. Internal divisions (e.g. Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the agency.

Early Detection of Potentially Violent Behaviors

The early detection of potentially violent students is accomplished through professional development workshops for the BOCES instructional staff.

Before the end of the first week of each academic term or year, teachers must familiarize themselves with all available information and records about the program placement of every student in their classes. A teacher that is concerned about the classroom behavior of a student must communicate those concerns to the building administrator if the situation warrants. The teacher will then proceed to work with that student on the basis of these consultations. Every effort will be made to attain all available records from the component school districts.

Hazard Identification

Each of the BOCES educational sites has been evaluated for the location of potential hazards, both on and off school grounds. The hazard identification is updated at minimum annually.

A listing of Sites of Potential Emergency for the areas surrounding the BOCES facilities is located in the Emergency Response Plan. There is a listing of the hazardous roadways in proximity to the BOCES buildings as well as the hazardous intersections. Adjacent to the BOCES main campus, the County Highway Department has located a garage repair unit. Within its facilities are located oil storage (fuel oil tanks), gas pumps and assorted chemicals, which are used in the servicing of the county fleet.

The BOCES has fuel oil tanks (hazardous chemicals) that are located on the BOCES main campus. There are also gas tanks and waste oil storage in the rear of CTI. The CTI Building has classrooms that house a variety of chemicals and solvents that are used in the instruction of occupational education classes. Safety Data Sheets are located in the main offices of each facility. All storage containers have appropriate labels to identify these products.

There are no additional storage facilities for hazardous chemicals adjacent to other BOCES facilities that have been identified by either the County Emergency Preparedness Office or the New York State Department of Environmental Conservation.

Section III: Response

Notification and Activation (Internal & External Communications)

In the event of an emergency or pending emergency the Lead Building Administrator will be the individual to be notified. The Lead Building Administrator/designee will then notify the BOCES District Superintendent and the local law enforcement officials if the situation warrants. The Emergency Response Team will also be notified at the beginning of the incident. The Lead Building Administrator will refer to the Emergency Response Plan for the proper sequence for notification. The chain of command for the majority of incidents is as follows:

- Appropriate Emergency Services
- Lead Building Administrator (Principal)
- BOCES District Superintendent
- Deputy Superintendent
- Director of Facilities

The Building-Level Response Plan has been prepared in cooperation with the local authorities and the local police and the New York State Police.

Information of severe weather such as, but not limited, to tornadoes, storms, blizzards, and national or other emergencies that can be forecast shall be received by the Safety Coordinator's office and the District Superintendent's office. The NOAA Weather Radio and the Fleet Weather Advisory Service will also be used. At the building level a radio with battery backup should also be tuned to the Emergency Broadcast System.

It will be the duty of the Lead Building Administrator/designee to notify faculty, students, staff and others when it is necessary to respond to either internal or external situations. High frequency hand held radios, telephones and/or the intercom system can be used to notify staff of any procedures to be followed.

If it becomes necessary to close school before the regular closing time, such information will be announced. The following radio stations are listed in our current procedures manuals:

WEOK	1390 AM	WHWW	950 AM
WPDH	101.5 FM	WKIP	1450 AM
WCZX	97.7 FM	WRNQ	92.1 FM
WSPK	104.7 FM	WBPM	94.3 FM
WBNR	1260 AM	WRWD	107.3 FM
WGNY	103.1 FM	WBWZ	93.3 FM
WGNY	1200 AM	WDST	96.9 FM

WALL

1340 AM

WRRV

91.7 FM, 96.9 FM

In addition, information will be broadcast via WRNN-TV.

Once a school closing has been announced, parents can expect their children to be returned to their home schools for final transport home.

Situational Responses

Multi-Hazard Response

The guiding principles for emergency planning are: institute a holding action designed to contain the situation; keep children and staff isolated from the situation; communicate with the proper authorities; and restore normal activities.

The emergency response plans are divided into separate categories: Human-caused Threats, Natural Hazards Technological Hazards, and Biological Hazards.

Human-caused Threats:

Are emergencies that require an appropriate response by school officials:

- Arson
- Active shooters
- Criminal threats or actions
- Gang violence
- Bomb threats
- Domestic violence and abuse
- Cyber attacks
- Suicide

If it becomes necessary to respond to Human-caused Threats, BOCES administrators may rely on one of the following responses:

- Shelter/Weather Drill
- Hold in Place
- Evacuation
- Lock Down
- Lock Out

Natural Hazards:

Are emergencies caused by naturally occurring environmental problems that require an appropriate response by BOCES officials:

- Tornadoes
- Lightning
- Severe wind
- Hurricanes
- Floods

- Extreme temperatures
- Landslides or mudslides
- Winter precipitation
- Wildlife

Technological Hazards:

Are situations and/or Materials created by man that poses a unique hazard to the school:

- Explosions or accidental release of toxins from industrial plants
- Accidental release of hazardous materials from within the school
- Hazardous materials releases from major highways or railroads
- Radiological releases from nuclear power stations
- Power failure
- Water failure
-

Biological Hazards:

Are situations that result from epidemic diseases and biological incidents:

- Infectious diseases, such as pandemic influenza
- Contaminated food outbreaks, including *Salmonella*, botulism, and *E. coli*
- Toxic materials present in school laboratories

The guiding principles for response are protection of life first, and then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Agency and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the Agency District Superintendent/designee, Health And Safety Coordinator and Director of Facilities for control, clean up, remediation, and disposal of any materials (if needed).

Fire and Explosion

A fire or explosion in a building, or a false alarm for same, will interrupt and disrupt school building activities. The effects can be minor as in the case of a false alarm, but can be significant in the case of a fire or explosion. Emergency guidelines, which depict the extremes from minor to major occurrences, are included in this section for the following:

- Explosion
- False Fire Alarm
- Fire

Systems Failure

Failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature and readily or easily corrected, or may be major, create emergency conditions and involve extensive or extended corrective work. Emergency guidelines, which depict the extremes from minor to major occurrences, are included in this section for the following:

- Electrical Failures
- Energy Loss or Governmentally Imposed Fuel Shortage
- Gas Leak
- Heating System Failure (Loss of Heat)
- Roofing System Failure (Leak)
- Sewage System Failure
- Structural Failure
- Water System Failure

Medical Emergency

A medical emergency is the result of a minor or major illness or injury to an individual. The event may merely cause the victim discomfort or pain or be of such severity as to be life threatening. Emergency guidelines are included in this section for the following:

- Allergic Reaction
- Animal Bite
- Bleeding
- Blow to the Head
- Broken Bones
- Burns
- Chemical/Toxic Exposure
- Choking
- Diabetic Shock
- Drowning
- Electric Shock
- Epidemic
- Epileptic Convulsions
- Food Poisoning
- Head Lice
- Heart Attack
- Respiratory Arrest
- School Bus Accident and/or Fire
- Shock

A school health nurse is available at each BOCES facility. Telephone numbers of specific emergency services and individuals are posted near each telephone.

A list of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc. are kept in each facility nurse's office.

Responses to Acts of Violence: Implied or Direct Threats

The BOCES expects a high standard of behavior from its students, faculty and staff as well as visitors to the school facility and grounds. The BOCES will enforce the BOCES Code Of Conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the BOCES and used in its teaching, administration, cultural, recreational, athletic and/or other programs and activities.

For emergencies caused by (a criminal) an action of a (member of the citizenry) person, which requires an appropriate response by school officials, protocols can be found in the Building-Level Emergency Response Plan, the Emergency Preparedness Plan and the BOCES Quick Reference Plan. The communications procedures will also include the notification of the Lead Building Administrator, the Superintendent, local fire, police and emergency services.

Response Protocols

In the event of an emergency telephone call such as,

- Bomb Threat
- Fire Emergency
- Hostage Situation
- Intruder

Or other emergency received in any BOCES facility, the individual providing the coverage at the desk or receiving the telephone call is to immediately contact the administrator in charge. Calls to the remainder of the chain of command are then to commence:

- District Superintendent
- Deputy Superintendent
- Director of Facilities

Emergency Agencies and Services Available in Dutchess County

Dial 911 for all Emergencies in Dutchess County. This includes police, fire and ambulance.

Other Emergency Numbers

Chemtrec	800	424-9300
National Response Center – Oil & Toxic Chemical Spill	800	424-8802
Pesticide Service Center	800	858-7378
Federal Bureau of Investigation	855	TELL FBI
American Red Cross	845	471-0200
Poison Control Center	800	222-1222
Domestic Violence	845	485-5550
Child Abuse Hotline (CPS)	800	342-3720
Suicide or D.C. Help Line	845	485-9700
Or text		DMH to 741741
Department of Environmental Conservation	800	457-7362
Central Hudson	800	527-2714
Gas Odors	800	942-8274

Procedures to Coordinate the Use of BOCES Resources and Manpower During Emergencies

A listing of all resources by building is located in the Emergency Response Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. A listing is also available of the BOCES fleet for evacuation purposes.

In the event of an emergency, telephone numbers and pager numbers are listed for the Lead Building Administrator, Director of Facilities, BOCES Administrative Staff and Lead Building Custodian.

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

The BOCES fleet consists of three buses with a seating capacity of 93. Cargo vans for transport of materials are listed as 18 persons. The rest of the fleet consists of 21 other

vehicles with seating capacity of 40 persons.

The Special Education Center has a gymnasium and a kitchen that can serve meals. Food would have to be brought in from other sources in the event of a prolonged emergency. The Technical Center has two Food Prep Classrooms that can be used in the event of emergency. However, there is no provision for food storage, and a prolonged emergency would require bringing food in from the outside.

Telephone communication exists throughout the facilities. There is also intercom communication. All classroom facilities have short wave radio communication within the facilities. There are three generators located on the main campus. They are 40kw, 50kw, and 60kw. These generators can be used to assist in the emergency lighting of the facilities. They cannot, however, generate electricity for the furnaces, cooking, telecommunications and lighting. On the BOCES main campus electricity would be needed to run the pumps for water as well water is used and electricity is needed to pump the water.

The BETA site has city water, and electricity is not needed for water.

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

Protective Action Options

The nature of certain emergencies may demand that classes be dismissed or cancelled, and in some cases, students and staff may have to be evacuated from the building. They will then be transported and housed temporarily in another district school building. The following procedure should be followed in the case of evacuation:

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

Cancellation of Classes/Notification of No School

If a severe blizzard, a heavy snow storm or ice occur during the night that make driving hazardous, and such conditions are known by 6 A.M., a "No School" announcement will be made over the public radio stations. The decision to cancel and related notification

is the responsibility of the BOCES District Superintendent/designee.

Dismissal During School Day

If during the school day, there is a situation that would make it necessary to protect the health and safety of the school children, the BOCES school building or the BOCES would then close. The radio stations would be notified, and the buses would transport the children to their home school destinations. BOCES will also notify the component schools' Transportation Department to pick up and/or drop off students at the appropriate sites.

Notification of Parents

If it becomes necessary to close school before the regular closing time, the home school district and parents who transport their students will be notified. Students will be returned home depending on the home school policies and procedures.

Sheltering Sites (Internal and External)

Some emergencies may require persons to stay in the building. The Lead Building Administrator shall initiate the necessary actions upon notification that the school is threatened. Students, faculty and other employees at the school will go immediately to their designated stations previously assigned.

Other emergencies may demand a limited evacuation requiring building occupants to go outside, move away from the building and wait for danger to pass. In extreme emergencies, the evacuation may consist of transporting building occupants to another district building or designated emergency site. In extreme emergencies, the following procedures will be followed:

1. The BOCES Superintendent/designee, in consultation with the Lead Building Administrator, will make the decision to evacuate.
2. The Lead Building Administrator/designee will notify the local police, security system, Fire Department, the Emergency Response Team and the media.
3. If students are to be transported any distances, the Lead Building Administrator will notify the component school districts or contracted transportation service to send buses to transport children to the new destination. The Lead Building Administrator/designee will also notify parents who transport their students.
4. The Lead Building Administrator of the evacuating facility will notify the Lead Building Administrator at the alternate site.
5. The Lead Building Administrator will then evacuate the building.
6. Teachers will walk all students to the assembly area (ball field or playground away from the building).
7. Each member of the faculty shall take his/her attendance register.
8. Students will line up in an orderly fashion and attendance will be taken.

9. School personnel will be dispatched to the alternate site to prepare receiving areas.

Evacuation Sites

Administration
Special Education Building
Technical Center
BETA Site

Primary/Alternate

Special Education Building/Technical Center
Technical Center
Special Education Building
Town of Poughkeepsie Police Parking Lot

If more than one building is to be evacuated, the BOCES District Superintendent/designee and the Lead Building Administrators will then determine the site locations. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the building administrator. The Lead Building Administrator/designee and staff to ensure that all children have been evacuated will inspect the building. Home school district notification and transportation procedures will be implemented.

Dismissal from the Alternate Site

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

Upon final building inspection, the Lead Building Administrator/designee on a need basis will release the school personnel. The Lead Building Administrator/designee will provide a status report to the BOCES Superintendent/designee.

Section IV: Recovery

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

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

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

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

The BOCES Agency office, under the direction of the BOCES District Superintendent, shall facilitate the coordination of disaster mental health resources by interfacing with the State Emergency Management Office, the New York State Office of Mental Health and the American Red Cross.

At all times the BOCES shall maintain close cooperation with investigating authorities to facilitate completing investigations and minimizing complications.