

# Chappaqua School District

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## District Wide Safety Plan 2022-2023

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.

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# SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

## PURPOSE

The Chappaqua Central School District's District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

## DISTRICT SAFETY & SECURITY REPRESENTATIVES

Christine Ackerman	Superintendent of Schools
Joseph Gramando	Chief Emergency Officer
Andrew Lennon	Chief Emergency Officer

## CHIEF EMERGENCY OFFICER (CEO) 155.17 (c)(1)(xix)and (xx)

The CEO's role may include the following activities:

- Coordination of the communication between school staff, law enforcement, and other first responders
- Lead the efforts of the Chappaqua CSD's District-Wide Safety in the completion and yearly update of the Chappaqua CSD's District-Wide Safety Plan and the coordination of the Chappaqua CSD's District-Wide Safety Plan with the Building Level Emergency Response Plans
- Ensure staff understanding of the Chappaqua CSD's District-Wide Safety Plan
- Ensure the completion and yearly update of Building Level Emergency Response Plans for each school building
- Assist in the selection of security-related technology and development of procedures for the use of such technology
- Coordinate appropriate safety, security and emergency training for District and school staff, including required training in the emergency response plan
- Ensure the conduct of required evacuation and lockdown drills in all District buildings as required by Education Law section 807
- Ensure the completion and yearly update of Building Level Emergency Response Plans by the dates designated by the Commissioner
- Ensure the development of protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the Labor Law

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## IDENTIFICATION OF TEAM (155.17 (b)(14))

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The District Wide Safety Team includes the following representatives:

Andrew Lennon	Assistant Superintendent for Business
James Carroll	Police Chief – Town of New Castle
Joseph Gramando	Director of Facilities, Operations & Maintenance
James Mahoney	Maintenance Forman
Matthew Friedler	High School Representative
Ellen Caruso	High School Nurse
Tara Ramirez	PTA representative
Mary Marchionno	Ed Center Representative
Samuel Tainsky	Student Representative
Justin Olive	Middle School Representative
Astrid Jarzembowski	Elementary Nurse Representative
David Forsberg	Elementary School Representative
Dawn Dellner	COSA and Elementary School Representative
Michelle Mazzocchi	School Resource Officer

## CONCEPT OF OPERATIONS

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The District-Wide Team has built on what was already in place, specifically the existing Emergency Response Plan that had been developed pursuant to previous Commissioner’s Regulations. The plans have been revised over the years to adapt to changes in recommendations and regulations. The current update will incorporate best practices from state police and SED as presented by the “Guidance Document for School Safety Plans.”

Staff development activities for the future will address issues related to school violence, the planning process for dealing with crises, violent behavior in our society, assessing threats and violent potential of students.

The District-Wide School Safety Plan is linked directly to the individual Building-Level Emergency Response Plans. In the event of an emergency or violent incident, the initial response at an individual building will be by the Building Level Safety/Emergency Response Team. The Building Level Safety/Emergency Response Team will immediately notify the Superintendent and, where appropriate, will notify local emergency officials. If the emergency or violent incident has an impact beyond the individual building, the District Safety/Emergency Response Team will be activated and will coordinate the response.

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As a part of developing the District-Wide School Safety Plan, input was gathered from both local police and state police. We will continue to work closely with the law enforcement agencies, the ambulance departments and fire departments that have jurisdiction over our campuses. We will also continue to seek resources and support through other state and county agencies.

This Plan seeks to develop a solid framework upon which the District can provide:

- A safe learning environment for our students and a safe working environment for staff.
- A thorough and thoughtful process for responding to a wide range of emergency situations.

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## PLAN REVIEW AND PUBLIC COMMENT

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The Plan will be reviewed periodically and will be maintained by the District-Wide School Safety Team. The required annual review of the Plan will be completed on or before August 1 of each year to allow for 30-day comment period and adoption on or before September 1. A copy of the plan will be available in the offices of the Assistant Superintendent for Business and the Director of Facilities.

Pursuant to Commissioner’s Regulation 155.17 (c) (3) (i) this plan was made available for public comment. The District-wide and building-level plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education.

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

The District-Wide School Safety Plan will be posted to the Chappaqua webpage within 30 days of its adoption. The URL for this page will be submitted to NYSED as part of the BEDS. Building Emergency Response Plans will be supplied to state police using the portal and to local police in hard copy.

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## SECTION II: RISK PREVENTION AND INTERVENTION

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Risk Reduction/Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or to reduce the impact of an emergency if one does occur.

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### PREVENTION/INTERVENTION STRATEGIES

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#### PROGRAM INITIATIVES

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The Chappaqua Central School District, through its District-Wide and School Building-Level teams, will examine a wide range of prevention and intervention programs and activities to determine the most appropriate and effective approaches to achieve a safe environment.

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Currently in place are:

- Non-violent conflict resolution training programs
- Peer Mediation Programs
- Extended Day and after school programs
- Youth Run Programs
- Mentors for students concerned with bullying and violence
- Anonymous reporting process for school violence
- All staff and students are educated on the reasons for emergency preparedness.
- Safety Stations have been established throughout all school buildings
- PBIS has been implemented

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### TRAINING, DRILLS, AND EXERCISES

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All staff will receive training on our emergency plans, violence prevention procedures and mental health by September 15 of each year or within 30 days employment if they are hired after September 15. Students will receive this training in an age-appropriate manner within their buildings.

All personnel who regularly answer telephones will receive updated training on protocols for data gathering in the event of a bomb threat made over the telephone. This training will be provided by the District

We may have one or more of the following trainings this school year that will be coordinated with local agencies, which may include but are not limited to police, fire, ambulance, local emergency management offices and PNW BOCES:

- Early release or go home early drill
- Shelter in place, evacuation or lock down
- Tabletop exercises and drills for specific responses for instance bomb threats, hostage taking etc.
- Emergency Response Team Exercises

Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of **8** drills each school year. Four of these drills must be through use of identified secondary means of egress.

8 NYCRR Section 155.17 (c)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

Each school building at Chappaqua holds **8** evacuation drills and **4** lockdown drills each year. In October of each year, we participate in an early dismissal drill. Additional drills and exercises are held as needed. The building level emergency response teams meet regularly to discuss safety, security, drills and exercises.

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## VITAL EDUCATIONAL AGENCY INFORMATION

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Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs, and telephone numbers of key educational officials.

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## IMPLEMENTATION OF SCHOOL SECURITY

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- Each building, as a part of developing the Building-Level Emergency Response Plan, examines specific security needs for their building. Different strategies are required to address needs specific to individual schools as indicated by the programs offered and the age of the students that are served. Administrators conduct a comprehensive security assessment survey of their school’s physical design, safety policies, and emergency procedures.
- Each building develops and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions are included in the student handbook/Code of Conduct.
- The principal, as well as, key office staff in each building has a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out and to wear identification badges to indicate their “visiting” status.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.
- The hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day. Entries at the high school are monitored by security personnel and cameras.
- In order for a private citizen to carry a concealed firearm or any firearm for that matter on Chappaqua Central School District property, he/she must have written permission from the educational institution. Written permission may be granted by the Board of Education.

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## DESCRIPTION OF DUTIES OF SECURITY GUARDS

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The security guards report to the building administrator and may perform the duties as listed below:

- School security staff is not responsible for student discipline, this role is delegated to the school administration.
- Patrols assigned area on foot to ensure personal, building and equipment security.
- Examine doors, windows and gates to ensure security; monitor closed buildings for unauthorized persons and/or suspicious activities.

- Informs and warns violators of rule infractions, such as loitering, smoking or carrying forbidden articles.
- Provides escort services for visitors, students, staff and faculty, as necessary; provides other public assistance, such as lockout services and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards and emergency situations; contacts emergency responders, such as police, fire and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Patrols and monitors assigned parking areas to provide public security and assistance.
- Assist with bus arrival/dismissal.
- Assist with traffic control as needed.

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### EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

The District-Wide Safety Team will recommend training so that staff attends workshops and training that address issues related to threat assessment strategies, characteristics in children that predict violent behavior and the appropriate actions to be taken. (Threats are alarming statements or behaviors that give rise to concern about subsequent violence.)

Training will be conducted by in house, local agencies or others and will include topics such as:

- What constitutes school violence and the School Code of Conduct
- Written information on potentially violent behavior
- How to report incidents of violence including threats and verbal abuse.
- Review measures implemented to prevent school violence including threats and verbal abuse such as: security equipment, safety procedures and diffusion of hostile situation
- Emergency response procedures
- Post incident procedures

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### HAZARD IDENTIFICATION

The Chappaqua Safety Team, in conjunction with local officials has identified areas outside of school property that may affect a District facility during an emergency. Things that were considered were population, presence of hazardous materials, potential for emergency based on national trends and proximity to District property.

The Chappaqua Safety Team has recognized that there are many factors that could cause an emergency in our facilities. There are also factors that need to be considered when responding to an emergency. In our area, high wind events have become more common, and in the winter, we are at risk for ice and snowstorms that cause hazardous travel and loss of power. **Each Building Level Emergency Response Plan addresses the hazards that affect that building.**

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## SECTION III: RESPONSE

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### NOTIFICATION AND ACTIVATION

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#### INTERNAL AND EXTERNAL COMMUNICATION

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In case of an emergency within the District, whether it is a violent incident or other emergency, the Incident Commander (usually a school Building Administrator) is authorized to contact local law enforcement or other first responders. When **any** faculty or staff member believes that a situation warrants it, they are authorized to call 911 to report an emergency. They should contact the superintendent's office as soon as possible to report that 911 has been called.

The Superintendent will notify all Building Administrators/designees of facilities within the District to take the appropriate action. The internal phone system as well as the emergency cell phone system will be utilized. The Superintendent will also determine if the District Safety/Emergency Response Team requires activation. The District's emergency response procedures follow the NIMS ICS (National Incident Management System Incident Command System) guidelines.

The District's procedures include maintaining a list of local law enforcement agencies, and instructions that, in the event of an emergency, all individuals are authorized to contact the law enforcement agencies. These procedures are located within the Building Level Emergency Response Plans.

Policies and procedures exist to contact student's parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. These procedures include emergency contact cards provided by students, and Blackboard Connect, which is an automated system that enables us to contact parents and staff via telephone and/or e-mail quickly and efficiently with important information.

The following media stations are also notified: ***WFAS; 1230 AM; WFAS 103.9 FM; WHUD 100.7 FM. Television Stations: NCCTV Channels 75/77/78 and Westchester News Channel 12.***

#### EMERGENCY RESPONSE PROTOCOLS

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**ALL SPECIFIC RESPONSES TO EMERGENCIES ARE MAINTAINED WITHIN THE BUILDING-LEVEL EMERGENCY RESPONSE PLANS.**

#### MULTI-HAZARD RESPONSE

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The Chappaqua Central School District has developed multi-hazard response plans to the various types of emergencies. Included in these documents are plans for responding to active shooters, bomb threats, missing or kidnapped students, hostage situations and threats of violence. Other responses have been developed as identified by the building teams.

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## THREATS OF VIOLENCE IN SCHOOL

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The Chappaqua Central School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated, whether or not such threats occur on school grounds or during the school day. Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, Chappaqua Central School District policies and regulations, as well as the Code of Conduct and collective bargaining agreements, as may be necessary. All staff who are made aware of physical acts and/or threats of violence directed against students, staff or property are to report such incidents to the building administrator, who shall report such occurrences to the Superintendent or designee. Additionally, the building administrator will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence to the Superintendent or their designee. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent or designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware to a faculty member or the building administrator.

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### RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

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In the event of an implied or direct threat (threats are alarming statements or behaviors that give rise to concern about subsequent violence) of violence by a student, staff member or visitor to a school, the Building Administrator should be informed immediately by the threatened individual (or a staff member who becomes aware of the threat). The Building Administrator or their designee will determine the steps to be taken based on the nature of the threat. The steps may include further investigation, threat assessment, notification of the Superintendent, activation of the Building Emergency Response Team and/or notification of local authorities and notifying the parents of the student against whom the threat was made. Students, staff, parents and community members have access to our anonymous reporting system, Anonymous Alerts.

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate state, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan. Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

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### ACTS OF VIOLENCE

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Acts of violence by students, staff members or visitors to the schools will not be tolerated. In the event of such an incident, any staff member who feels that it is necessary may call 911. The victim or the staff member who becomes aware of the incident should inform the Building Administrator immediately. The Building Administrator or their designee will determine the steps to be taken based on the nature of the incident. The steps may include further investigation, threat assessment,

and notification of the Superintendent, activation of the Building Emergency Response Team and/or notification of local authorities. Refer to the building level emergency response plans for more detailed response protocols (building-level plans are confidential and are not made available to the public). Depending on the nature of the situation, other actions (e.g., lockdown, hold in place or emergency evacuation) may be necessary.

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### ARRANGEMENT FOR OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT AND OTHER AGENCIES

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In an emergency or in case of a crime, we will call **911**.

Town of New Castle Police – Chief Carroll	914-238-4422 (non-emergency)
Town Supervisor – Lisa Katz	914-238-7281
Department of Public Works	914-238-3968
Chappaqua Fire Department Chief's Office	914-238-0819 (non-emergency)
New Castle Fire District No. 1	914 238-6287 (non-emergency)
Millwood Fire Company	914-941-2222 (non-emergency)

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### PROCEDURES TO COORDINATE THE USE OF DISTRICT RESOURCES IN AN EMERGENCY

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In an emergency that requires the activation of the District Emergency Response Team, the coordination of District resources will be through the District Team with the Superintendent of Schools (or his/her designee) as Incident Commander. If the District Team is not activated, the coordination of resources will be managed through the Office of the Superintendent of Schools. The Director of Buildings and Grounds will oversee the allocation of custodial and maintenance staff, as well as heavy equipment and non – transportation needs. Where needed, the building administrators will coordinate the use of support staff. In cases where computers and related technology are necessary to provide support, the Director of Technology will also become involved.

CPR/AED and First Aid trained individuals and their contact information are listed within the Building Level Emergency Response Plans and are maintained by each building.

Emergency supplies are located throughout the District buildings and may include flashlights, hand-held radios, fax machines, fire extinguishers, AEDs, first aid kits, cell phones, and PA systems.

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### PROTECTIVE ACTION OPTIONS

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During certain emergencies, one of a variety of protective actions may need to be employed.

Summaries of the options are found below. Detailed plans associated with procedures for each school building are maintained in each Building Level Emergency Response Plan. Each building has plans to respond to bomb threats, hostage taking, intrusion and kidnapping, in addition to other responses.

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## SCHOOL CANCELLATION

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School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all staff and students. Examples include events such as weather-related incidents for which ample warning is normally provided, or utility failures.

## EARLY DISMISSAL

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Early dismissal will be used when school is in session and there is time to return staff and students to their homes before the expected emergency occurs. The superintendent of schools or his /her designee activates early dismissal. It will be communicated to student's home school districts, parents and guardians via the following methods: Automated message, radio and television and, in some cases, text message.

## SHELTER IN PLACE

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Suitable for a variety of reasons shelter in place is used in response to a situation outside of the building such as a weather emergency, or a chemical spill or other environmental hazard. The Building Administrator or their designee will usually activate the shelter in place. Locations for specific sheltering sites are maintained in the Building Level Emergency Response Plan.

## HOLD IN PLACE

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Suitable for a variety of responses, hold in place offers the ability to isolate and control the movement and/or to relocate building occupants by rooms, halls, or areas to other parts of the building determined to be safe. In addition, it can be used as a precautionary measure prior to building evacuation. The Building Administrator or their designee will usually activate the hold in place annex.

## EVACUATION

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Evacuation/relocation will be used when school is in session and it has been determined that an occupied building or location does not provide a safe environment for staff and students. The Building Administrator or their designee usually activates an evacuation. In case of fire or large chemical spill, any staff member who becomes aware of the issue may activate the evacuation procedures.

## LOCKOUT

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In response to incidents of actual or potential threat from outside the building, a lockout may be initiated. The nature of the incident will determine if 911 should be called. For example, local law enforcement may contact school officials to advise them of a suspected fugitive in the immediate area of the school building. If a wild animal, such as a bear or raccoon that is acting strangely, were to wander onto school grounds, school officials could initiate a lockout and contact police. Any staff member who becomes aware of a threat outside the school may activate the lockout annex.

## LOCKDOWN

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In response to incidents of actual violence, a lockdown may be initiated if it is determined that a lockdown is necessary. Any staff member who becomes aware of an immediate threat of violence in or around the school is authorized to activate the lockdown annex.

## RESPONSE PROTOCOLS

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Chappaqua Central School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan. For reasons of student safety, these specific plans are confidential and will remain secure. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to staff and students.

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

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

## DISTRICT EMERGENCY RESPONSE TEAM

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The Superintendent or his/her designee will act as Incident Commander. When the Incident Commander has been notified that an emergency exists, he/she will activate the Plan and direct the operation from the Command Post.

All members of the District Emergency Response Team will assemble at the Command Post and implement the emergency response as directed by the Incident Commander.

## PURPOSE OF THE DISTRICT EMERGENCY RESPONSE TEAM

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The following are the functions of our District Emergency Response Team:

- To identify the level of the emergency.
- To support the efforts of a Building Emergency Response Team to minimize the traumatic impact on staff and students and return the site to educational normalcy.
  - Resource allocation
  - Staff reallocation: substitutes, extra human services, transportation, etc.
  - Security of the campus
  - Media

- To coordinate efforts of Building Emergency Response Teams when numerous or all sites are impacted.
  - Interface with law enforcement, fire, medical
  - Media
  - Resource allocation
- To manage:
  - Communication with media
  - Legal considerations, specialized equipment
  - Communication with component school districts
  - Communication with outside agencies.
- To plan
  - Educate staff, students and parents about plan
  - Conduct drills.

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### RESPONSE TO AN INCIDENT:

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The Chappaqua CSD will use the Incident Command System for schools to respond to incidents. Roles for the response by District Administration is below. The Superintendent, or designee, will act as the Incident Commander and will activate additional roles as needed and as dictated by the incident.

**Incident Commander:** Sets the incident objectives, strategies and priorities; has overall responsibility for the incident response and coordinates all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders and for establishing and maintaining liaison with other agencies participating in the incident.

**Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all response personnel. The Director of Facilities, Operations, and Maintenance or their designee will function as the safety officer.

**Liaison Officer:** Assists establishing contacts with and coordinating outside agencies that provide services or resources – Red Cross, Westchester County, etc. The Assistant Superintendent of Business, or designee, will function in the role of liaison for the District.

**Public Information Officer:** Media liaison, official spokesperson for school; coordinates information for parents and staff. The role of public information officer will be coordinated out of the Superintendent’s office for low and high impact incidents.

Additional ICS roles can and will be activated as need. District personnel receive annual training in ICS, roles and responsibilities.

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## SECTION IV: RECOVERY

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As part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The Chappaqua Central School District Safety/Emergency Response Team is charged with providing support to the Building Teams.

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The Chappaqua Central School District will support any building to recover from an emergency. School mental health staff may be assigned to respond to assist the affected staff and students. If the need is greater than that which can be managed by district personnel, the Regional Crisis Team may be requested. The Chappaqua CSD Crisis Response Team will be available to assist.

## SECTION V: STATE DISASTER EMERGENCY INVOLVING PUBLIC HEALTH

These protocols have been developed in response to a state disaster emergency involving public health. Directives shall come from the New York State Education Department, New York State Department of Health, Westchester County Department of Health or another authorized agency for this protocol to be activated. It includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### DEFINITIONS

**Essential Employee:** shall refer to a designation made that a public employee is required to be physically present at a work site in order to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. NYS Labor Law Section 27-C (1)(c).

**Non-essential Employee:** shall refer to a designation made that a public employee is not required to be physically present at a work site in order to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. NYS Labor Law Section 27-C (1)(c).

**Communicable Disease:** shall mean 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 individual NYS Labor Law Section 27-C (1)(e).

**Personal Protective Equipment:** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

### IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state-ordered reduction of in-person workforce, the below positions will be considered essential. Essential staff may be required to report to work in the event of a public health emergency.

Position	Title
District Administration	Superintendent Assistant Superintendents Directors

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Building Administration	Principals Assistant Principals
Custodial & Maintenance	Head Custodians Custodians Cleaners Maintenance Staff
District Secretarial & Support Staff	District Clerk Treasurer Payroll Clerk Accountant Benefits Assistant Human Resources CSE/504 Secretarial Staff
Building Secretarial Staff	Main Office & Position-Specific Secretarial Staff
Security - Contract Personnel	Security Staff NCPD SRO
Food Services - Contract Personnel	Director Cafeteria & Kitchen Staff
Information Technology - Contract Personnel	Supervisors and Technicians

Essential staff have staggered work shifts. Additional adjustments will be made when necessary by building and District administration.

### IDENTIFICATION OF NON-ESSENTIAL POSITIONS & TELEWORK PROTOCOLS

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**

Position	Title
Instructional Staff	Teacher, Psychologist, Guidance Counselor, Related Service Provider
Specialized Faculty	CSE Chairs PD Staff
Support Staff	Full-Time Teacher Assistant/ Teacher Aide
Support Staff	Nurse
Support Staff	Full Time Building Subs

There may be some staff who will not be able to telecommute, nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

## TECHNOLOGY SUPPORT FOR DISTRICT STAFF

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Area	Strategy
Computer Access	The District will provide all employees teleworking a laptop computer if requested
WIFI Access	The District will provide WIFI access onsite if staff do not have WIFI at home
Equipment Repair	If a device needs repair, the District will use a non-contact process onsite at Horace Greeley High School for repair/replacement
Primary Instructional Platforms for Students	Faculty will primarily leverage Google classroom, canvas, zoom and Microsoft teams to communicate with students when our buildings are closed
Software Access and Updates	All software used with faculty and students is web-based, and accessible from any device.

**IF** students are on-site, please note all staff are essential.

## BUILDING & DISTRICT COMMUNICATION

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### FOR FAMILIES & STAFF

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Communication Mechanism	Strategy
Phone	Building calls will be rerouted to a designated phone when necessary during normal business hours The District will continue to push phone messages to staff and families as appropriate using our automated communication system
Email	District and Building Staff will continue to communicate with parents using Infinite Campus Messenger
Website	The District will continue to post messages on a designated page for parents during the public health emergency

The administrative team will be issued District cell phones to support community communication.

## INSTRUCTIONAL REMOTE ACCESS SUPPORT

### FOR STUDENTS & FAMILIES

Area	Strategy
Computer Access	Students in grades K-8 will be issued a District device Students in grades 9-12 will be provided a District device upon request
WIFI Access	The District will provide access to all families who do not have WIFI
Equipment Repair	If a District device needs repair, the District will use a non-contact process onsite at Horace Greeley High School for repair/replacement
Primary Instructional Platforms for Students	Faculty will primarily leverage Google classroom, Canvas, Zoom and Microsoft teams to communicate with students when our buildings are closed
Software Access and Updates	All software used with faculty and students is web-based, and accessible from any device.

### STAGGERING OF WORK SHIFTS AND/OR WORKFORCE REDUCTION

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 Westchester County Department of Health and/or the District Physician. If essential staff are not working onsite due to workforce reduction, to the fullest extent possible, staff are expected to perform their job functions remotely.

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

The administrative team onsite will be responsible for ensuring that 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.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide of personal protective equipment to each essential employee during any given work shift. The District will procure items through contract bidding and BOCES purchasing processes when applicable.

### CHAPPAQUA CENTRAL SCHOOL DISTRICT - PPE STOCKPILE REQUIREMENTS FOR ESSENTIAL STAFF

Approximate Number of Essential Staff	Masks (cloth)	Gloves	Face Shields
160			

### ADDITIONAL SUPPLIES

Approximate Number of Non-Essential Staff	Masks (cloth)	Gloves for Specific Staff	Face Shields for Specific Staff
450			

Number of Nurses	Masks (cloth)	Gloves	Face Shields	Gowns	N95 Masks
7					

All District PPE will be stored in the District Maintenance Building and secured appropriately by the Director of Facilities, Operations and Maintenance

## PROTOCOL FOLLOWING EXPOSURE

A description of the protocol to follow in the event an employee 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.

### DISTRICT ACTION STEPS

#### PREVENTING & ADDRESSING EXPOSURE

Action Steps	Task 1	Task 2
<p><b>SCREENING TO REDUCE EXPOSURE ONSITE</b></p> <p>All Staff &amp; Students will be screened prior to building entry with online platform</p>	<p>Leverage Google doc/Operoo to reflect public health issue and determine if individual has been exposed or has symptoms prior to traveling to site</p>	<p>Prohibit visitors until public health crisis concludes</p>
<p><b>IMMEDIATE RESPONSE TO POTENTIAL EXPOSURE ONSITE</b></p> <p>Individual Has Symptoms</p>	<p>Nurse contacts building administration</p> <p>Individual is isolated and sent home</p> <p>Individual is directed to seek medical care and nurse verifies this occurs</p> <p>Superintendent contacted by building principal</p>	<p>CDC Clearing Protocol is Followed</p>
<p><b>CONFIRMED POSITIVE CASE</b></p>		
<p>Step 1</p>	<p>Employee or parent contacts building principal or superintendent (if District office personnel)</p>	<p>Employee or parent shares written positive result from lab/medical professional with administrator</p>
<p>Step 2</p>	<p>Principal/Supervisor contact</p>	

	Superintendent of Schools	
Step 3	Superintendent Contacts WCDOH and/or School District Physician & Follows Recommendations	Superintendent Shares written confirmation of Positive Case & Contact Tracing List with WDOH
Step 4	Superintendent Contacts District Leadership Team	Director of Facilities, Operations and Maintenance authorizes cleaning protocols aligned with CDC/WDOH recommendations
Step 5	Building Administrator communicates with School Staff	Superintendent communicates with District Staff (when applicable) & Transportation
Step 6	Building Administrator & Superintendent (when applicable) communicates with the impacted students	Superintendent Communicates directly with the impacted building's parents/staff and District (when applicable)
Step 7	Superintendent posts building communication on District website	

District Approach on available leave in the event of the need for an employee to receive testing, treatment, isolation, or quarantine if the employee provides the appropriate documentation from a qualified medical professional is outlined below.

Staff Member Need	District Approach
Testing	Staff will be permitted to access sick time while testing is pending due to exposure or work remotely if applicable
Treatment	Staff will be permitted to access sick time while treatment is underway
Isolation	Staff will be permitted to access sick time while in isolation due to onsite exposure or work remotely if applicable

Quarantine	<p>Staff will be permitted to access sick time while in quarantine due to exposure at work or work remotely if applicable</p> <p>Staff 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</p>
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The District will follow executive orders, regulations or laws issued by federal and state officials that provide additional language or guidance regarding employee exposure and/or illness in relation to the public health crisis at hand, with the understanding that the approach outlined above will be adjusted.

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### EMERGENCY HOUSING

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If needed, the District will arrange for emergency housing for essential employees at the following on site areas: The District Maintenance Building and Horace Greeley High School.

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### REQUIREMENTS DETERMINED BY THE DEPARTMENT OF HEALTH

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Any other requirements determined by the department of health such as contact tracing or testing, social distancing, hand hygiene and disinfectant or mask wearing. NYS Labor Law Section 27-C 3 (h).