

Emergency Management Plan Manual

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YONKERS PUBLIC SCHOOLS

DISTRICTWIDE EMERGENCY MANAGEMENT PLAN

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INTRODUCTION

In the Spring of 2001, the Yonkers Board of Education adopted a policy in compliance with New York State SAVE Legislation –Education Law §2801-a requiring the development of a districtwide school safety plan and building-level school safety plans regarding crisis intervention and emergency response. This policy is reviewed and updated as required.

Yonkers Public Schools **Districtwide Emergency Management Plan** and building-level plans are designed to prevent or minimize the effects of emergencies and to facilitate the coordination of local, county and state resources with schools and the school district.

Pursuant to New York State Board of Regents August 10, 2011 amendment to subdivision (e) of section 155.17 of the Regulations of the Commissioner of Education, the following **Districtwide Emergency Management Plan** is available for review.

Board of Education Policy 8130 DISTRICT / SCHOOL EMERGENCY MANAGEMENT PLANS

The Board of Education recognizes the necessity for preparing an emergency management plan in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop such a plan for each school and for the district.

The Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the district. The Superintendent is to notify the Board of Education and District (BOCES) Superintendent whenever the Emergency Management Plan is activated and results in the closing of a school building in the district.

Under the Superintendent's guidance, each building-level school safety team shall develop a school emergency management plan, which shall include the following elements:

- 1) policies and procedures for the safe evacuation of students, teachers, other school personnel as well as visitors to the school in the event of a serious violent incident, natural disaster or other emergency, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student. For purposes of this subdivision, "serious violent incident" means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff, as defined in regulations of the Commissioner developed in conjunction with the division of criminal justice services;
- 2) designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident or natural disaster;
- 3) procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area;
- 4) establishment of internal and external communication systems in emergencies;
- 5) definition of the chain of command in a manner consistent with the national interagency incident management system/incident command system;
- 6) coordination of the school safety plan with the state-wide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident or natural disaster;
- 7) procedures for review and the conduct of drills and other exercises to test components of the emergency response plan; and
- 8) procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

Ref: NYS Safe Schools Against Violence in Education (SAVE) Act 2000
Part 155 Regulations – Section 155.17 School safety plans
Adoption date: July 20, 2011

Components of the Yonkers Districtwide Emergency Management Plan

Policies and procedures for:

- Working with the Yonkers Office of Emergency Management, senior staff and building principals will be trained in FEMA protocols.
- Responding to civil disturbances, acts of violence or threats, and protocols for bomb threats, hostage taking, intruders and kidnapers – Section E
- Responding to environmental problems, fire and explosion, systems failure and medical emergency – Sections F, G, H and I
- Appropriate prevention/intervention strategies
 - Training for security personnel
 - Conflict resolution / Peer mediation
 - *Second Step* promotes social competence and reduces students' social and emotional problems
 - *Andrus Children's Center* provides on-site counseling to high risk students and families
 - *Nepperhan Community Center* providing prevention program regarding alcohol, tobacco and drug use
 - *My Sister's Place*, a domestic violence education and prevention program
 - *Student Assistance Program* prevents and reduces substance use and abuse by providing on-site counseling to high risk students
 - *Westchester Jewish Community Services* provides on-site counseling to high risk students
 - *Community Planning Council* coordinates school and community efforts, addressing substance abuse prevention, violence prevention, and safety
 - Youth courts
- Pupil Support

If the need arises, the Crisis Intervention Team works with the school principal to assist the school community in coping with the aftermath of a violent incident and if necessary, works in conjunction with the Westchester County Department of Mental Health.
- Contacting law enforcement

The Superintendent of Schools works with Police, Fire and Emergency Management officials, and may mobilize Central Office personnel, maintenance/cafeteria vehicles, and school buses as needed (contractual). Tabletop exercises are conducted with police, fire and emergency medical services. These exercises are coordinated by the City of Yonkers Office of Emergency Management/Civil Defense.
- Contacting parents and/or guardians

Information is disseminated to parents/guardians or staff by the Superintendent of Schools, his/her designee and/or building-level administrators depending on the nature of information (i.e. potentially dangerous or violent). Immediate communication may be provided in person and/or via the District's automated communications by telephone, e-mail and text messaging. Timely information is available at the District's website – www.yonkerspublicschools.org and the District's television station WDMC-TV broadcast on Cablevision Channel 75 and Verizon FiOS Channel 38
- School building security

The District exercises a one-door policy for each of its buildings. Video surveillance is present in all secondary schools and the district exercises the use of random hand-held metal detection in all schools. The District Code of Conduct clearly explains the responsibilities of staff, students, parents and visitors. The Code of Conduct identifies levels of student conduct in addition to proposed teacher and administrative response.
- Dissemination of informative materials regarding early detection of potentially violent behaviors – Section D-40
- Annual school safety training for staff and students

The District provides multi-hazard training for staff during annual professional development sessions. Fire drills and rapid dismissal drills are conducted with students and staff as prescribed by law.
- The District implements a *Code of Conduct* (BOE Policy 5300), and programs to improve communication among students and between students and staff.

Yonkers Public Schools
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EMERGENCY TELEPHONE DIRECTORY

POLICE 911

FIRE 377-7777

SUPERINTENDENT OF SCHOOLS 376-8100

EXECUTIVE DIRECTOR OF FACILITIES MANAGEMENT 376-8008

**Local Emergency Resources
City of Yonkers**

Mayor, City of Yonkers 377-6300

Police Commissioner 377-7203

Fire Commissioner 377-7500

Civil Defense Director 377-7325

Hospitals

St. Joseph's Medical Center 378-7000

St. John's Riverside Hospital 964-4444

Lawrence Hospital 787-1000

Westchester County Medical Center 493-7000

Con Edison Gas Leak 967-0552

Electric 925-6900

Westchester County

Office of Emergency Management (24 Hour) 231-8010
231-7325

Health Department 966-6600

New York State Child Abuse Hotline 1-800-342-3720

Poison Control Center 1-800-336-6997

