

**PROJECT SAVE
(Safe Schools Against Violence in Education)**

**BRONXVILLE SCHOOL DISTRICT
DISTRICT-WIDE EMERGENCY SAFETY PLAN
Commissioner's Regulation 155.17**

EFFECTIVE SEPTEMBER 2001 (REVIEWED ANNUALLY)

Introduction:

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

The Southern Westchester BOCES, in coordination with the Bronxville School District, supports the SAVE legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Bronxville School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Bronxville School District Board of Education, the Superintendent of the Bronxville School District appointed a District-wide School Safety Committee and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Bronxville School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, and other school personnel.

C. Concepts of Operations

- In the event of an emergency or violent incident, the initial response to all emergencies will be by the Incident Management Team.
- Upon the activation of the Incident Management Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by Village, Town, County and State resources through existing protocols.

D. Plan review and public comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team, as well as our BOCES Safety Specialist. The plan will be reviewed on an annual basis of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption as a second reading. The School Board may adopt the district-wide plan only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, District-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 District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. District-level Emergency Response Plans will be supplied to local police, the State Police and the fire department having primary jurisdiction within 30 days of adoption.

Section II: General Emergency Response Planning

The Bronxville School District is contained on one campus site. The elementary, middle and high schools are on the site.

The school district uses three off-campus locations for their athletic events: Sarah Lawrence College, Concordia College and Scout Field. The administration is in contact with the governing agencies of these areas to insure that safety and emergencies are handled correctly.

Although the district does not use buses on a daily basis because of its size, buses are used for field trips and athletic events. Contracts with the bus companies and their drivers are constantly reviewed to be certain that all safety requirements are handled properly.

A. Identification of sites of potential emergency:

- The district-wide school safety committee in conjunction with local officials has identified areas outside of school property that may impact 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 following is a list of areas that have been identified as having a possible impact within the district. This list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities during an emergency.
 - Bronx River
 - Bronx River Parkway
 - Bronxville Metro North Railroad Station
 - Con Edison Electric Sub-Station
 - Con Edison Natural Gas Pipelines
 - Concordia College
 - Cross County Parkway
 - Cross County Shopping Center
 - Lawrence Hospital
 - Metro North Rail Line
 - Midland Avenue
 - Pondfield Road
 - Sarah Lawrence College
 - Scout Field
 - Sprain Brook Parkway
 - Meadow Avenue

The district-wide school safety committee has recognized that there are many factors that could cause an emergency in our facilities within the district. There are also factors that need to be considered when responding to an emergency. Below is a list of environmental factors that we have identified:

- Asbestos locations
- Transformers located on property
- Gas lines
- Science Chemicals
- Grounds/Maintenance shop
- Sewer/Sanitary lines

B. Basic Plans of Action

In an emergency, time is a critical factor in the decision making process. Decision-makers need to know if the plans have current and accurate information (Phone numbers, number of students, building resources and sources of communication other than telephone, etc.) Basic components of such a plan include:

- Integration of police, fire emergency, medical services, hospitals, gas and electric, and transportation.
- Delineation of the roles, legal responsibilities and duties of personnel at the accident sites.
- Notification of whom should be contacted in an emergency and in what order.

To account for the variable character of disaster emergencies and the extent of advance warning, there are four differing plans of action for the health and safety of students and staff. They include:

- The Early Dismissal Plan
- The Sheltering Plan
- The Evacuation Plan
- Cancellation Plan.

Let us define these four plans:

1. **The Early Dismissal Plan** meets the need to return students to their homes and family as rapidly as possible. Schools need to have current plans, which include names and telephone numbers of family and designated surrogates. The District also has a telephone notification system which automatically dials parents or guardians with information on an early dismissal or other emergency conditions. Special students' needs should also be identified and planned for appropriately. Procedure for

early dismissal can be found listed in the faculty and staff **Guide A** located in Appendix I of this binder.

2. **The Shelter Plan** is a decision to be made when the situation is safer inside than outside. During conditions when the roads are closed for outside travel or are extremely hazardous, sheltering is called for. Generally, sheltering is for a short time; however, conditions could warrant extended sheltering. Sheltering plans should include provisions for at least 24 hours. School buildings should be surveyed to identify the “safest areas” for occupants. Procedure for shelter plan can be found listed in the faculty and staff **Guide A** located in Appendix I of this binder.
3. **Evacuation** to a safe place requires that a building’s inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be housed temporarily in some other building. School plans need to include provisions for use of alternate sites. Procedure for evacuation can be found listed in the faculty and staff **Guide A** located in Appendix I of this binder.
4. In regard to the **Cancellation Plan**, snow days are the most common example of this. Other situations may require the same response. School plans must include notification procedures for both students and staff. This may apply to an individual school, but will usually be a district-wide decision. Procedure for cancellation plan can be found listed in the faculty and staff **Guide A** located in Appendix I of this binder.

C. Plans for taking the following actions in response to an emergency where appropriate, including but not limited to:

- School cancellation.
- Early dismissal
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes), and
- Sheltering sites (internal & external)

Emergencies include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

Others as determined by the District-level School Safety team.

D. The identification of district resources which may be available for use during an emergency:

During an emergency, all district resources will be made available. The following equipment is available throughout the district since the school is housed in one building:

- Flashlights
- Bullhorns
- Portable radios
- Food
- Blankets & Cots
- Fire Extinguishers
- Fax Machines
- Athletic Fields
- First Aid Kits
- Cell Phones
- Pumps
- Evacuation Chairs

First Aid Kits are found in a number of school offices and other items can be found in the principals' and health offices, as well as the Facility Manager's office.

In addition to these commodities, the school district will utilize all available manpower during an emergency. Facilities and Operations will call in all available maintenance and custodial staff to provide support during an emergency.

E. During an emergency, if it becomes necessary for extra manpower, the Superintendent will call upon his/her staff to provide all needed support.

The district uses its' own staff, as well as outside agencies, in cases of potential incidents. Counselors and other school personnel will help the response team, if the need arises.

- During an emergency, the following people are authorized to make decisions on behalf of the district:
 - Superintendent of Schools
 - Assistant Superintendent of Schools, who is the **Incident Coordinator**
 - Assistant Superintendent of Schools for Business

F. During each school year the Incident Management Team must conduct a drill to ensure the procedures in place are the most accurate. This drill should cover at least two emergency situations at the same time. The drill can be a tabletop, simulation, or full-scale exercise.

The Incident Management Team meets regularly to discuss emergency procedures to respond to a variety of situations. Our safety report in the following sections has specific details as to how we go about our business during a specific emergency situation. Fire drills are coordinated routinely in compliance with the New York State Education Department's Plan. Students and staff are trained to respond in the proper way during these types of emergencies.

In addition, our district Safety Committee meets regularly to discuss responses to emergencies such as unwanted persons in our school building. Each season, the District Safety Committee will select two types of emergencies listed in our response plan as examples of events we should plan for. Our response plan contains thirty potential emergencies. We have already dealt with flooding emergencies and crimes against persons. Incidental emergencies have also been dealt with and all responders, staff and students have been given information to properly deal with a variety of episodes.

The Police Chief of our local police department is a member of the District Safety Team and acts as a point person in coordinating any emergency situations. Analysis and feedback in exercises is very critical in how we respond to each situation.

The District Safety Team shall conduct annual drills to test the system's responsiveness. Lock-down drills have been used to secure the building from outsiders and control egress. Forums have been held with the administrators annually on the importance of the fingerprinting process. Loss prevention analysis has been completed to review anti-theft measures and building access issues. The District instituted a photo ID system to control building access. Faculty has been in-serviced on the ID system and what should be done with an intruder and how to challenge someone who is unauthorized to be in the building. Tabletop exercises are discussed every other month at the Safety Committee meeting. The school's science and health departments regularly deal with appropriate safety concerns through their curricula.

Cameras and magnetic door locks have been installed.

Section III: Responding to Threats and Acts of Violence

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

All threats of violence made within the Bronxville School District will be taken seriously and investigated.

When school staff is notified of a threat by a student, faculty, or staff member the building principal or assistant principal must be contacted immediately.

Besides contacting the appropriate administrator, there is a detailed emergency response procedure to be followed by personnel. The incident coordination approach is used in our district and evaluation of a specific incident is conducted upon notice. If necessary, staff trained in diffusing violent situations is called in to intervene. Our Incident Management Team approach is activated. If needed, local law enforcement, which is available within two minutes, can be counted on to assist the district team.

B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

All students, teachers, school personnel and visitors in the school are expected to comply with the District's Code of Conduct, available on District's website or in school offices.

If there are any acts of violence that cause property damage or inflict physical harm on any other person, the school district will react. If the violent incident has not been resolved immediately, such as a fight, the Incident Management Team may be utilized to stabilize the situation.

Upon the resolution of a violent incident the district will consult the student Code of Conduct. The punishment for the student or staff member will not infringe on the rights of those involved. The district will assure that the punishment is also consistent with all state and local legislation.

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

The Assistant Superintendent is the liaison with the police and fire departments. He is in routine contact with the Chief of the Bronxville Police Department, the Youth Officer and the Fire Chief. Emergencies are responded to through the use of "911." Meetings are held with these responders to create better routine procedures that will prevent emergency situations from occurring. If the incident of violence is deemed as a criminal act under state or local laws, the school administration will notify the police department immediately. Delay in reporting could hamper investigations and could infringe on an individual's rights.

D. The district has protocols in place for responding to many types of threats. These protocols can be found in the Appendix of this manual.

Please see the attachment for procedures utilized in response to hostage-takings, intruders, civil disobedience and crimes against persons.

E. In the event of a building or district-wide emergency, the school district will utilize established procedures to communicate with parents. In addition, local media will be involved, if appropriate, for further communication efforts.

The district has established procedures. Emergency contact information is available in each school office, as well as in the health office. Phone trees are coordinated by the Parent Council in each building to be activated in emergencies, or when the need arises for information to be disseminated. The school website and Cable TV Channel 76 have been additional supports in communicating messages to the community. This media has been utilized during weather related emergencies and deemed successful by parents, faculty and administration.

In addition, the District has contracted with K12 Alerts to establish an emergency voice broadcast, text messaging and e-mail capability. This instrument is used to create thorough lists which will send out information from the District to keep parents and others apprised of any emergency situation in the school. The District is optimistic that this addition will further allow us to better communicate information in case of an emergency.

Section IV: Communication with Others

- A. The Bronxville School District is fortunate to have substantial ties to the village of Bronxville. If there were to be an emergency within our facility, the district personnel should call 911 for assistance from police, fire department or other community agencies. If involvement is needed from other local government agencies, the Superintendent and/or his designee will be the contact person.**

Emergency assistance is generated through a variety of methods. The Superintendent, Incident Commander or building principal will dial “911,” for fire, police or emergency medical services. The district fire system is connected to an alarm company that notifies the County Fire Dispatcher. In the event of other types of emergency, the Superintendent or Incident Commander will contact the Bronxville Village Hall to gain assistance from the Mayor and Village Administrator.

In addition, the staff of the school district participates in events provided by the local police department, New York State Police Department and the Westchester County Bureau of Emergency Services. The county has provided information on procedures to be followed in case of an emergency related to the Indian Point Nuclear Power Plant.

- B. In addition, if there is an emergency within the school district that may have the potential to impact the surrounding community, the Superintendent and/or his designee will notify the mayor, village administrator, police chief and fire chief. Likewise, should there be an emergency within the community that has the potential to impact the facilities of the school district, the Superintendent should be notified immediately.**

Counselors’ services are available to the school through local religious organizations, if they deemed necessary due to the seriousness of the emergency.

- C. If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, specifically,**
- St. Joseph’s Parochial School**
 - Chapel School**
 - Concordia College**
 - Reformed Church Nursery School**
 - Eliza Corwin Frost Child Center**

We will activate a phone tree to inform all parties necessary. The phone tree is attached to this section. See Appendix I.

Appendix I contains demographic information on the educational agencies within the Bronxville School District. Telephone communication is the most obvious method to reach all involved groups. Inside our school, cell phones and two-way radios support our efforts. Faxes and e-mails can be used as a back ups to inform all agencies in and around the district.

D. In the case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

- School population
- Number of staff
- Transportation needs
- Telephone numbers of key officials of each such educational agency.

SECTION V: Prevention and Intervention Strategies

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

1. Bronxville School uses a controlled entry system whenever possible.
 - All doors except the Elementary, High School, and Pondfield Road main entrances are locked between 8:00 a.m. and 3:00 p.m.
 - Main entrances are monitored and visitors must sign in and out.
 - Visitors are required to wear identification while in buildings during the school day.
 - Visitor access is limited to a specific location.
 - Staff members wear visible identification badges.
 - Visitor without identification will be directed to the sign-in area by all staff.

2. The Bronxville School District does not engage in the use of hall monitors. There are three staff members who are trained as school safety personnel. Their duties include building access and egress. There is a sign-in desk at three prime locations in the district. These persons have been hired, screened and trained for their role and are monitored by a supervisor. These school safety personnel have been fingerprinted and references were checked to insure clean backgrounds. The District has hired additional security persons who will be responsible during the evening hours and weekends. Their responsibilities are limited to monitoring the building conditions and communication with administration. There are two-way radios and cell phones which enable the school administration to insure the safety of our students, faculty and staff. The sign-in procedures and ID photo system help the safety personnel identify those people with proper business in our school building.

There is no school resource officer in our building. The Bronxville Police Department is across the street from the school building and response time is inside of two minutes. Our Youth Officer routinely interacts, both formally and informally, in our building with the students.

B. Appropriate prevention and intervention strategies such as:

- Collaborative agreements with state and local law enforcement officials designed to ensure that personnel are adequately trained including being trained to de-escalate potentially violent situations.
- Non-violent conflict resolution training programs.
- Extended day and other school safety programs.

C. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:

- Youth-run programs
The Bronxville Youth Council is an organization affiliated with the school, run by adults and students. The council creates events and forums to lead to wholesome student behaviors.
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence.
- Establishing anonymous reporting mechanisms for school violence.
- Others based on district need.

Bronxville UFSD is a one building district housing its High school, Middle school, and Elementary school on one campus. Students in the Elementary School are in self-contained classrooms with their teachers. Middle School students are grouped in advisories in a home base concept. High school students are divided into homerooms and forum groups for discussion purposes. In addition, guidance counselors are assigned to work with students in a counseling capacity.

Students know they have scheduled opportunities to discuss issues of safety and other areas of concern and build good relationships with adults who respect confidentiality.

The programs listed above, in addition to active student government organizations, allow students to learn about healthy and unhealthy behaviors and know that they should report violent or potentially violent behaviors to adults who will give good, confidential advice. There are numerous examples of students reporting issues of concern to the proper authorities.

There is a School Safety Hotline for reporting purposes: 914-395-0525.

D. Early Detection of Potentially Violent Behaviors

Staff members of the district have been certified in Violence Prevention Training strategies. Certified trainers, through Southern Westchester BOCES, conducted these age appropriate sessions and helped staff members identify early warning signs of potentially violent incidents. In addition, programs will continue to be conducted as outlined above to act as early intervention and prevention mechanisms to prevent violence.

Programs for students are developed through high school forum events, advisory/advisee programs at the middle school and parent circles and conversations in the elementary classroom. Parent presentations are developed through the school and other resource groups in the Bronxville community.

Appendix 1

The phone tree calls are initiated by Barbara Vitaliano, Secretary to the Assistant Superintendent. In her absence, the calls are initiated by Connie Lourentzatos, Secretary to the Superintendent.

EDUCATIONAL AGENCIES WITHIN THE BRONXVILLE SCHOOL DISTRICT AREA

Name of School	Address	Phone Number	# Staff Members	# Students	Contact Person
St. Joseph's Parochial School	30 Meadow Avenue Bronxville, NY	337-0261	28	238 (K-8)	Ms. Margaret Kazan, Principal
Chapel School	172 White Plains Road Bronxville, NY	337-0207	75	353 (Pre-K to 8)	Mr. James Dhyne, Principal
Concordia College	171 White Plains Road Bronxville, NY	337-9300 Ext. 2131	165	1,156	Mr. Paul Schultz, Director of Support Services
The Reformed Church Nursery School	6 Kraft Avenue Bronxville, NY	337-6332	30	261	Mrs. Margaret Murtaugh, Director
Eliza Corwin Frost Child Center	17 Sagamore Road Bronxville, NY	779-4852	25	118	Ms. Kara Polinsky, Director
The Bronxville School K-12	177 Pondfield Road Bronxville, NY	395-0500	280	1,686	Dr. David Quattrone, Superintendent

Bronxville Village is one square mile. There are no regular school bus routes for our school.

**BRONXVILLE SCHOOL DISTRICT
DISTRICT-WIDE EMERGENCY SAFETY PLAN**

FACULTY AND STAFF

Appendix I

Guide A

Elementary School Procedure

The Bronxville Emergency Dismissal Plan, which was designed in response to New York State Emergency Disaster Plan Requirements, permits us to act under emergency conditions. The Superintendent of Schools in consultation with the building administrators makes the determination for school closing. Examples of conditions leading to an emergency dismissal are heavy snowfall, high winds, flooding, lack of heat or any unexpected condition, etc. A responsible adult (over 18 years of age) **must** pick up a child in the event of an emergency closing.

The school administration's general policy in an emergency will be to hold the children at the school or at the Reformed Church. Parents will be notified of an Emergency Dismissal via the established telephone chain, Cable TV, the emergency notification system or website. The class parent will call the designated emergency contact only if a parent cannot be reached. It is therefore important for parents to talk to their children about emergency contacts.

Emergency Pick-Up/Parking Procedures

In the event of an Emergency Dismissal, the Police Department will permit parking on Meadow, Midland and Pondfield Road in front of the Village Hall and Library. Parents are urged to use the multiple entrances available to the Elementary School: Midland (canopy) and Pondfield (Main Entrance) and High School (Meadow Avenue). Parents who are close to school are urged to walk, if possible.

Parents and/or designated contacts must enter the building and pick up students at the following locations:

K-2 nd grade	Children's regular classrooms
3 rd Grade	South Play Room (near the Elementary Office)
4 th Grade	North Play Room D-143 (near the cafeteria)
5 th Grade	Multi-Purpose Room

Those picking up more than one child are asked to pick up the youngest child first.

Emergency Dismissal Checklist

Classroom teachers will be with their classes while special area and support teachers will offer direction and assistance to parents. An Emergency Dismissal checklist, which includes the adults listed on the Emergency Information Cards, will be posted in each classroom.

Teachers will keep a record of all students who have been dismissed and to whom they have been dismissed. Students for whom neither a parent nor a designated emergency contact is available will be sent home with a neighbor or other responsible adult (i.e. class parent, friend of family).

When all students have been dismissed, **the checklist will go to the Elementary Office.** Parents who were unable to be reached initially in an emergency should contact their emergency contacts listed on the Non-Medical Emergency Information Card directly prior to contact the school. The Elementary Office will remain open following dismissal for a reasonable amount of time as a communication check station for parents.

Middle and High School Procedures

Early dismissal consists of returning students to their homes or other appropriate locations before the end of the school day. Students who cannot be dismissed early will be sheltered until normal dismissal time or beyond.

It is recognized that, even with the procedure described above, some students will become involved in unsupervised situations. For this reason, early dismissal will only be used when either sheltering or evacuation are not practical alternatives.

If it is necessary to close school early during the school day, students will be sent home without notifying parents. Family members are urged to inform each other of each day's plans so parents and children can reach each other in the event of a change.

The Shelter Plan

1. Sheltering consists of keeping students in school buildings and providing them with shelter when it is deemed safer for students and staff to remain inside rather than to return home or to be evacuated.
2. Upon notification of an actual situation or drill, building principals shall direct pupils and staff to designate assembly areas or to remain in classrooms as appropriate. Designated areas are as follows:

Personnel

School students/Faculty
Faculty without classes
School Office Personnel
Maintenance Personnel
Grounds Personnel

To

Remain in or go to classroom
Principal's office
Remain at workstation
Facilities Manager's Office
Facilities Manager's Office

3. In the event of severe weather conditions, students and staff should be instructed to go to structurally secure areas such as corridors or basements away from windows or doors.
4. Large areas such as auditoriums and gymnasiums may be used for sheltering during severe weather conditions.
5. When a sheltering condition is announced, faculty with classes should:
 - Maintain Order
 - Check the attendance register
 - Continue class at end of period
 - Restrict and record bathroom visits
 - Obey instructions given by Administration
 - Do not leave class unsupervised.
6. The principals in coordination with the Superintendent of Schools and the Incident Coordinator may authorize the use of the school building as a shelter for the public or students from other schools.
7. The responsibility for maintaining records when students are sheltered in another school will be assigned to the Principals of both the evacuated and host schools.
8. When a shelter is established for students, the Crisis Response Team may be activated by the Superintendent of Schools to counsel students.
9. For situations where the school is used as a shelter for the general public, the American Red Cross or the appropriate agency will assume responsibility for shelter operations.

Evacuation

Evacuation involves moving students and staff for their protection from a school building to a predetermined location in response to an emergency. This may include transfer to another building.

1. Building Evacuation and Transfer

A building evacuation involves moving students from one building to a predetermined location as per a fire drill.

A building transfer involves moving students from one building to another within the Village of Bronxville. This will be performed when an emergency situation impacts the Bronxville School. Whenever possible, students will be transported to parallel facilities, i.e. High School to Concordia College, Middle School to St. Joseph's, and Elementary to the Reformed Church Nursery School.

However, depending on the reason for evacuation, availability of transportation, weather conditions, time of day, etc. the Incident Coordinator or Superintendent of Schools may decide to evacuate to other locations.

2. District Evacuation and Transfer

District evacuation and transfer consists of moving all students from the Bronxville school system to another location such as mentioned above or a district not affected by

the emergency. A district evacuation and transfer will be made in conjunction with the Westchester County Emergency Services.

Emergency Evacuation of Handicapped Persons

The purpose of this procedure is to provide guidance for the emergency evacuation of handicapped students and staff from Bronxville School during emergencies and drills.

1. Terminology
 - a. Emergency Evacuation An evacuation from a school building under emergency conditions.
 - b. Evacuation Drill A practice evacuation from a school building enabling students and staff to become familiar with evacuation procedures.
 - c. Walking Handicapped Semi-ambulatory individuals capable of evacuating a building unassisted and with minimal supervision.
 - d. Wheelchair-Bound Non-ambulatory, immobilized individuals who are not in wheelchairs and who must be physically carried during an actual emergency evacuation.
 - e. Immobile Handicapped Non-ambulatory, immobilized individuals who are not in wheelchairs and who must be physically carried during an actual emergency evacuation.
 - f. Evacuation Point A place inside the building at which the handicapped are assembled for evacuation.
 - g. Assembly Area Pre-designated areas on school grounds where the handicapped are assembled for roll call after evacuation.
2. Emergency Procedures for Bronxville School
 - a. Elevator shall not be used for emergency evacuations or practice drills.
 - b. When handicapped classes and activities are conducted above the first floor, designated teachers, staff members, and other persons responding to the emergency or practice drill will use the following

evacuation procedures:

1. Escort walking handicapped from multi-level evacuation points to designated first level assembly areas outside building when alarm is sounded.
2. Escort wheelchair-bound/immobile handicapped to AORS (Areas of Rescue) when alarm is sounded. Responding persons will remain at the stairwell landings which are their designated evacuation points during evacuations/drills.
3. Roll call will be taken at all assembly areas to ensure that all persons are accounted for.
4. The Incident Coordinator will be contacted immediately and advised of any person not accounted for.
5. Fire drills will be held as dictated by state regulations.
6. The Incident Coordinator will contact the local Fire Department for their assistance in establishing building evacuation plans and procedures.

School Cancellation

In the event of an emergency which is weather related, such as snow, the determination to cancel classes and close schools is made by the Superintendent of Schools. This will usually occur during the evening or early morning hours.

Subsequent to the decision to close schools, K12 Alerts notifies staff and parents of school closings and is updated regularly.

In addition, the Superintendent or his designee is responsible for contacting various media outlets.

JFK/bv
Safety Plan

**PROJECT SAVE
BRONXVILLE SCHOOL DISTRICT
DISTRICT-WIDE SAFETY PLAN**

APPENDIX II

Committee Members:

David Quattrone, Chair	Superintendent
Marcellus Lessane	Asst. Principal, Middle and High Schools
Rachel Kelly	Assistant Superintendent for Human Resources/Pupil Services
Daniel Carlin	Assistant Superintendent for Business
Thomas Nichols	Board Member
Michael Lee	Buildings and Grounds
Steven Feaster	Maintenance Mechanic
Jeanmarie Herrschaft	School Nurse
Marijke Briggs	Elementary Teacher
James Agnello	High School Guidance
Eileen Bonfiglio	Support Staff
Chief Chris Satriale	Bronxville Police Department
Cathy Flanagan	High School Parent Rep
Susan Conniff	Middle School Parent Rep
Dana MacNaughton	Elementary Parent Rep

History:

The original committee began its deliberations on November 1, 2001. Meetings are held approximately every four to six weeks during the school year.

The committee's mission was to develop and refine a District-Wide Emergency Safety Plan. The plan was written by the assistant superintendent, and reviewed by the members of the committee at subsequent meetings as listed above.

The District-Wide Emergency Safety Plan was presented to the public at the Board of Education meeting in October 2001, and adopted by the Board of Education on December 17, 2001.

Adopted: December 17, 2001 (formerly Part IX; Art. XVI)

First Reading: September 28, 2015 (Staff changes only)

Last Reviewed: November 19, 2015