



BOCES Wide Emergency Response Plan

Revised 2016

65 Parrott Road, West Nyack, New York 10994

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**Rockland BOCES
BOCES Wide School Safety Plan**

Commissioner's Regulation 155.17 Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. BOCES' are required to develop a BOCES Wide School Safety Plan designed to prevent or minimize the effects of serious, violent incidents and emergencies and to facilitate the coordination of schools with local and county resources in the event of such incidents or emergencies.

The BOCES Wide Plan is responsive to the needs of all schools within the BOCES and is consistent with the more detailed emergency response plans required at the school building level. Schools are at risk of a wide variety of acts of violence and natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the BOCES and its schools.

Rockland BOCES supports the SAVE Legislation and intends to facilitate the planning process. The District Superintendent of Rockland BOCES encourages and advocates on-going cooperation and support of Project SAVE.

GENERAL CONSIDERATIONS

A. Purpose

The Rockland BOCES Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Rockland BOCES' Board of Education, the District Superintendent appointed a BOCES Wide School Safety Team and charged it with the development and maintenance of the School Safety Plan.

B. Identification of School Teams

Rockland BOCES has appointed a BOCES Wide School Safety Team consisting of, but not limited to, representatives of the school Board of Education, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

- Dr. Mary Jean Marsico, Chief Operating Officer
- Cathy O'Brien, Assistant Superintendent of Career & Administrative Services
- Dr. Amy Albers, Assistant Superintendent for Student Services
- Dr. Charlene Jordan, District Superintendent
- David Gleason, Assistant Superintendent for Business and Operations
- Ana Reluzco, Assistant Superintendent for Human Resources
- John Gulino, Chief Emergency Officer
- Joanne Thompson, Director of Transportation
- Tim Adams, Facilities Manager
- Scott Salotto, Director of Communications & Governmental Relations
- Members of Fire Districts

- Members of Law Enforcement
- Members of Emergency Medical Services
- Board of Education Members

C. Concept of Operations

- The School Safety Plan is directly linked to the individual Building Level Emergency Response Plans as a matter of protocol. The activation of a Building Level Emergency Response Plan triggers the notification of the chain of command and the assessment of the activation of the BOCES Wide Emergency School Safety Plan and BOCES Wide Response Team.
- The School Safety Plan was developed through extensive analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration and local emergency services, the plan has been developed to address the specific needs of Rockland BOCES and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The building principal is responsible for notifying the District Superintendent or the highest ranking person in the chain of command of any necessary building level plan activation. This notification shall be accomplished through the use of telephone or the BOCES’ radio network.
- Upon the activation of the School Emergency Response Team, the District Superintendent or his/her designee, shall be notified and where appropriate, local emergency officials shall also be notified.
- County and state resources supplement the BOCES’ emergency action planning in a number of ways:
 - State and local law enforcement provide building reviews and employee training.
 - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing Building Level emergencies.
 - A protocol exists for the BOCES to use certain facilities for sheltering during times of emergencies.
 - A protocol exists for the use of county mental health resources during post incident responses.

D. Plan Review and Public Comment

- Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The BOCES’ Board of Education shall adopt the School Safety Plan only after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education.
- Full copies of the School Safety Plan and any amendments shall be submitted to the New York State Education Department within 30 days of adoption.
- This plan shall be reviewed periodically during the year and maintained by the BOCES Wide School Safety Team. The required annual review shall be completed on or before July 1 of each year after its adoption by the Board of Education.

RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies Program Initiatives

The BOCES has developed a number of programs and activities to aid in risk reduction. These initiatives are run at different age groups within the BOCES. Examples of the topics covered:

- Character Education Programming
- Anti-bullying Programs
- Positive Behavior Intervention and Support Programs
- Peer Leadership Programs
- Drug Abuse Resistance Education Programs
- Codes of Conduct
- Crisis Response/Intervention Plans.

Facilities Initiatives

The BOCES has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- Sign-in procedures and use of visitor ID badges with visual contact.
- Employees use faculty/staff ID badges.
- Schools have developed a single point of access for visitors at each building.
- Installation of interior and exterior surveillance cameras throughout our campuses.
- Key card distribution to employees and students to gain building access through door readers.

Training, Drills, and Exercises

- The BOCES has established policies and procedures for annual multi-hazard school safety training for employees and students. Training includes:
 - An annual review of the building level emergency guides and general employee awareness training for building employees conducted by each principal.
 - The annual early go home drill to test evacuation and sheltering procedures.
 - Each school building conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures.
 - A Building Level tabletop exercise run in cooperation with members of local emergency services.
- The BOCES shall conduct drills and other exercises to test and evaluate the effectiveness of the BOCES Emergency Response Plan. Each building principal will forward a schedule of planned emergency drills and fire drills to the District Superintendent by the beginning of each school year. Each principal will be required to complete a minimum number of student drills as follows:

4 lockdown drills, 8 fire/evacuation drills. 8 of which must be conducted by December 31 of each year, the balance must be conducted during the remainder of the school year
- The BOCES shall conduct tabletop exercises with the Building Level safety teams to test the components of the emergency response plan. The narratives, sequence of events and

messaging for each exercise shall be developed by select members of the BOCES Wide Safety Team, Emergency Management Consultants and local emergency services. A controller, evaluator and simulator shall conduct each tabletop exercise. The suggestions and necessary enhancements of the Building Level Plan noted during the evaluation shall be documented by the evaluator and provided to the Building Level Safety Team and BOCES Wide Safety Team for further evaluation.

- Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

In the execution of their duties, faculty, aides and monitors shall have responsibility for:

- Monitoring halls, lavatories, locker rooms, locker bays and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building(s), with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

Chief Emergency Officer

Shall be the Senior Safety and Health Technician. The Chief Emergency Officer shall act as the liaison between the BOCES and external agencies during times of emergencies as well as during plan development and maintenance.

School Safety Personnel

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in schools:

The building principal or his/her designee shall serve as the School Safety Representative for the school building. The responsibilities of the School Safety Representative are as follows:

- Monitor hallways, entryways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building level safety issues or concerns.
 - Represent the building on the BOCES Wide Health and Safety Committee.
 - Serve on Building Level School Building Response Team.
 - Attend school safety meetings and be a resource on school safety and security issues for building employees.
 - Develop plans and strategies for building security, crime and violence prevention, safety planning and employee training.
 - Participate in school incident investigations.
 - Respond to all school emergencies as part of the building's Emergency Response Plan.
 - Coordinate annual school safety multi-hazard training for students and employees. Multi-hazard training shall include crisis intervention, emergency response and management.
 - Employees and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lockdown, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.
 - Designate procedure for informing substitute teaching and non-teaching employees of school safety protocols.

- Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.
- Attend professional development activities on school safety and violence prevention. All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the District Superintendent or his/her designee.

Hiring and Screening of School Personnel

The following hiring and screening practices are followed for the hiring of all personnel:

Fingerprinting and Criminal Background Checks

For all employees hired by schools, the BOCES completes a fingerprinting and criminal background check prior to appointment. No employee works in the BOCES until fingerprint clearance is received. Employees include: any person receiving compensation for work from schools; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

Reference Checks

References are thoroughly checked prior to extending an employment offer.

- Reference check forms are used for instructional, non-instructional and transportation personnel.
- Reference checks are completed and reviewed by the administrative team along with the application.
- Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:
 - Do you have knowledge of any violations of safety or security by (prospective employee) related to students, employees or others?
 - Why did (prospective employee) leave your employment? Or, do you know why (prospective employee) is leaving your employment?
 - Would you rehire (prospective employee)? If no, why not?

B. Early Detection of Potentially Violent Behaviors

The BOCES has implemented policies and procedures related to the early detection of potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors to employees and parents each school year. In addition, employees shall receive training on the BOCES' Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the District Superintendent.

C. Hazard Identification

(Note: Below chart does not include adult education staff/students or non-school programs)

The following sites have the potential for internal or external emergency situations:

<u>Building</u>	<u>Employees</u>	<u>Students</u>	<u>Transportation Requirements</u>
BOCES Main Campus			

Kaplan School (Building 9)	98	262	7 Big Buses
CTEC:			
Building 1	3	33	1 Big Bus
Building 2	7	65	2 Big Buses
Building 3	161	35	4 Big Buses
Building 5	1	10	1 Van
CBI Tech – Buildings 1& 12		54	1 Big Bus
KCDC – Building 6	36	45	2 Big Buses
IDT—Building 2	10	16	
<u>Other BOCES Campuses</u>			
River View HS	53	107	3 Big Buses
Tappan Zee Elementary	28	65	2 Big Buses
Hilltop School (at Neary)	100	130	5 Big Buses

The buildings and grounds associated with each of these facilities have the potential for a main campus or Building Level emergency or incident.

Sites of potential emergency within Rockland County that have been identified by the Homeland Security task force include:

- Palisades Shopping Center
- The Shops At Nanuet
- Proximity to New York City
- The NY State Thruway
- Tappan Zee Bridge
- Indian Point Nuclear Facility
- Mirant/Bowline Generating Plant
- Mirant/Lovett Generating Plant
- Orange & Rockland Utilities
- United Water
- Major hospitals (Nyack Hospital, Good Samaritan, Helen Hayes, Summit Park)
- Rockland Psychiatric Center
- Rockland County Correctional Facility

RESPONSE

A. Notification and Activation (Internal and External Communications)

- In cases of a seriously violent incident, the BOCES would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and employees because of an imminent threat to their safety or health. This includes, but is not limited to, the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical, or biological weapons, knives or other dangerous instrument capable of causing death or serious injury, riots, hostage-taking, or kidnapping.

Communications systems are:

Internal

Administrators	Public Address System and Radios. <u>All Administrators are authorized by the District Superintendent to use ALL CALL on BOCES Phones or PA system to notify the Entire Campus of a threat (i.e. Lockdown, Safety Hold, Shelter in Place, etc.).</u>
Teachers and Building staff	Public address system and radios.
Students	Public address system and verbally from supervising teachers
District Superintendent	Public address system and radios.
Buildings and Grounds	Public address system and radios.
Board of Education	Phone

External

New York State Police: F Troop	911
Town of Clarkstown P.D.	911
Rockland Sheriff's Office	911
West Nyack Fire Department	911
Parents	<p>District Website: www.rboces.org</p> <p>Transportation Phone Emergency Information: (845)627-4756</p> <p>The district will also utilize radio frequency and Radio Stations:</p> <p>Radio Stations</p> <ul style="list-style-type: none"> • WRCR 1700 AM • WFAS 1230 AM / 103.9 FM • WVOX 1460 AM • WHUD 100.7 FM <p>Television Stations</p> <p>News 12 Hudson Valley</p> <p>FIOS 1 News</p>

The Director of Communications & Governmental Relations would be responsible for conveying emergency information to educational facilities within the Rockland BOCES. The Director of Communications & Governmental Relations would take appropriate steps to secure the following information about each educational agency within the BOCES: Number of students, number of employees, transportation requirements associated with the evacuation of each facility and the business and home telephone numbers of key officials of each agency. Such information would be updated at least annually by the Director of Communications & Governmental Relations. Each such agency would report material changes to such data to the Director of Communications & Governmental Relations, in writing, within seven days of such change.

Information will be provided to parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal through the use of telephone by employees at the building level using the student/parent directory and/or local and regional radio and TV stations. These are the same stations that are used to announce official delays or closings. This information is provided to parents through the website and building handbooks. Additionally, if an event occurs

at the campus where students cannot be released immediately, a parent/community public information center may be established at another campus building.

In the event that this public information center is established, parents and community members are encouraged not to report to the main campus where a building may be in crisis, but rather gather at a designated meeting place where regular public information statements will be made by the Director of Communications & Governmental Relations or designee.

B. Situational Responses – Multi-Hazard Response and Response Protocols

Staff cooperation is critical when an act of violence occurs. In the event of a criminal act, bomb threat, civil disturbance, intrusion, hostage taking, kidnapping or other threatening event, staff response may include:

1. Verbal instructions to cease the behavior.
2. Call for assistance from other staff.
3. Verbal instructions to follow classroom emergency procedures based on the main office's instruction over the public address system.
4. Call law enforcement and other necessary emergency response agencies.
5. Removal of any onlookers that could aggravate the situation.
6. Not invading the space of the individual(s) involved.
7. Removal of any potentially dangerous weapons or objects.
8. Physical restraint if other actions do not stop the violence.

In the event of a violent incident, the following policies and procedures are to be followed at the BOCES level:

- The District Superintendent will ensure the Building Level team has adequate resources to respond to the emergency.
- The Director of Communications & Governmental Relations will develop a public information strategy to communicate necessary information to the media, parents and staff.
- The Central Office will notify the Assistant Superintendent for Student Services who is the leader of the BOCES' Crisis Intervention Team of the event.
- The District Superintendent will notify appropriate Board of Education members of the incident.
- The District Superintendent will file any necessary information with the State Education Department (for example, school bomb threat data cards).

In the event of a violent incident, the following policies and procedures are to be followed at the school building level:

- Student reports an incident to an adult or adult observes an incident.
- Adult takes appropriate action as necessary to respond to the incident.
- A written referral is forwarded to the building principal.
- School guidance counselor, social worker and nurse are involved when necessary.
- Building principal will conference with the student(s) involved to determine the problems/issues.
- If parental notification is necessary, building principal will contact the parent(s) and may arrange a parent conference.
- Appropriate discipline will be administered following the District Code of Conduct and incident reported to the State Education Department when appropriate.

Follow-up of the violent incident should include:

1. Investigation of the incident by building principal and law enforcement, as necessary.
2. Preparation of written accounts of the incident by all involved.
3. Review of written accounts by the building principal for any disparities.
4. Appropriate disciplinary action according to the code of conduct.
5. Review of the entire incident by administration for future planning.
 - a. What happened?
 - b. Where did it happen?
 - c. When did it happen?
 - d. Why did it happen?
 - e. How did it happen?
 - f. How many individuals were involved?
 - g. Are the individuals associated with a group?
 - h. How could the incident have been prevented?
 - i. What warning signs were missed?
 - j. What can we do to prevent a future incident?
6. Counseling or other needed support for the victim(s), other students and staff involved in the incident.
7. Necessary reporting and parental notification.

Each school's Building Level plan lists building specific response actions to criminal acts, bomb threats, civil disturbance, intrusion, hostage taking, kidnapping, as well as technological and natural disasters.

Response Protocols

Rockland BOCES has a comprehensive multi-hazard Emergency Response Plan. This plan is updated annually. Copies of the plan are available in each Principal's Office as well as in the District Superintendent's Office and the Central Office. Elements of the plan include:

- Chain of Command and Incident Command Structure (ICS)
- Other Relevant Parties
- Emergency Planning Committee
- Emergency Telephone Numbers
- Telephone Tree
- CPR/AED List
- Fleet List
- A list of hazardous incidents and a response plan for each (e.g. bomb threat, hostage, intruder, natural disaster, structural failure, et. al.)

Chain of Command

- 1) District Superintendent
- 2) Assistant Superintendent for Career & Administrative Services
- 3) Assistant Superintendent for Student Services
- 4) Assistant Superintendent for Human Resources
- 5) Assistant Superintendent for Business and Operations

Arrangements for Obtaining Emergency Assistance from Local Government

The administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest ranking local government official for obtaining advice and assistance.
- The BOCES has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

District Resources Available for Use in an Emergency

Rockland BOCES has created a comprehensive list of resources available during an emergency, including fuel sources, communications, food service capability, maintenance vehicle lists, and medical supplies and AED, CPR and First Aid trained staff. Specific information in each of these categories is contained in the Building Level plans.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The BOCES shall use the following procedure to coordinate the use of school resources and manpower during emergencies:

- The Building Principal of the affected facility shall contact the District Superintendent or his/her designee and request the necessary manpower or resources.
- The District Superintendent or the highest-ranking person in the chain of command shall assess the request and allocate personnel and resources as necessary.

Protective Action Options

Rockland BOCES shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place or evacuate, shall be made in cooperation with state and local emergency responders, as appropriate.

- School Cancellation

- Monitor any situation that may warrant a school cancellation – Superintendent/Safety Team.
- Make determination – Superintendent.
- Contact local media – Superintendent or Director of Communications & Governmental Relations.
- School Delay
 - Monitor any situation that may warrant school delay – Building Administrators/ Superintendent/Safety Team.
 - If conditions warrant, delay opening of school.
 - Contact Transportation Supervisor to coordinate transportation issues.
 - Contact local media to inform parents of delayed opening.
 - Set up information center so that parents may make inquiries as to situation.
 - Provide for safety and security of employees and students who do come to school.
- Early Dismissal
 - Monitor situation – Superintendent/Safety Team.
 - If conditions warrant, close school – Superintendent.
 - Contact Transportation Supervisor to arrange transportation.
 - Contact local media to inform parents of early dismissal.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate personnel until all students have been returned home.
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat – Superintendent or Designee.
 - Contact Transportation Supervisor to arrange transportation – Superintendent or Designee.
 - Clear all evacuation routes and sites prior to evacuation.
 - Evacuate all employees and students to pre-arranged evacuation sites.
 - Account for all student and employee population. Report any missing employees or students to Building Principal.
 - Make determination regarding early dismissal – Superintendent or Designee.
 - If determination was made to dismiss early, contact local media to inform parents of early dismissal.
 - Ensure adult supervision or continued school supervision/security.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate personnel until all students have been returned home.
- Sheltering Sites (internal and external)
 - Determine the level of threat – Superintendent/Incident Commander /Designee.
 - Determine location of sheltering depending on nature of incident.
 - Account for all students and employees. Report any missing employees or students to designee.
 - Determine other occupants in the building.
 - Make appropriate arrangements for human needs.
 - Take appropriate safety precautions.
 - Establish a Director of Communications & Governmental Relations to provide information and current status of the situation to parents and other inquiring parties.

- Retain appropriate personnel until all students have been returned home.

RECOVERY

A. Central Administration Support for Buildings

The Rockland BOCES Wide Team will support the Building Level Emergency Response Team and the Crisis/Post-Incident Response Teams in affected schools.

B. Disaster Mental Health Services

The Central Office shall assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams in the affected schools.

Appendix 1 – Required Plan Development Procedures

Rockland BOCES has revised the District Wide School Safety Plan in accordance with the 2013 New York School Safety Guide.

The District Wide Safety Team listed below contributed to revision of this plan. The plan was re-adopted by the board and was filed with the Commissioner of Education no later than 30 days after its adoption.

Please note the original plan was made available for public comment and August 21, 2001 and adopted by the board on October 2, 2001.

Committee Members – District Wide Safety Team

- Dr. Mary Jean Marsico, Chief Operating Officer
- Cathy O'Brien, Assistant Superintendent of Career & Administrative Services
- Dr. Amy Albers, Assistant Superintendent for Student Services
- Dr. Charlene Jordan, District Superintendent
- David Gleason, Assistant Superintendent for Business and Operations
- Ana Reluzco, Assistant Superintendent for Human Resources
- John Gulino, Chief Emergency Officer
- Joanne Thompson, Director of Transportation
- Tim Adams, Facilities Manager
- Scott Salotto, Director of Communications & Governmental Relations
- Members of Fire Districts

Appendix 2 – Listing of all BOCES Buildings

Rockland BOCES is one of 37 BOCES in New York State. Rockland BOCES serves eight component districts, with a student population of approximately 42,000, covering a 200 square mile radius. Rockland BOCES has 785 employees, serving approximately 813 Special Education students.

Rockland BOCES' Building Names and Locations

Main Campus

65 Parrott Road
West Nyack, NY 10960
(845) 627-4700

Building 1	Automotive Shop Classrooms/CBI Tech
Building 2	Career Education Classrooms
Building 3	Career Education Classrooms AIP/GED
Building 4	Business Office, Personnel Dept., Health & Safety Dept.
Building 5	Transportation Garage and Facilities Department
Building 6	KCDC and IDT Classrooms
Building 7	District Superintendent's Office
Building 8	Storage
Building 9	Kaplan School
Building 10	Instruction Services and Conference Center
Building 11	Grounds Equipment Storage
Building 12	CBI Tech

CBI Tech

Telephone: (845) 624-5566
Principal: Pamela Charles

Kaplan School

Telephone: (845)627-4796
Principal: Gianluca DiMuccio

Hilltop School

20 George Street
Haverstraw, NY 10927
Telephone: (845)942-7550
Principal: Dr. Christine Ditrano

River View High School

131 Midland Avenue North
Nyack, NY 10960
Telephone: (845) 348-3518
Principal: Joyce Mucci

Tappan Zee Elementary School

561 Rt 9w,
Piermont, NY 10968
Telephone: (845) 680-1884
Principal: Natasha Shea

The secondary school programs serve students in grades 9-12 with severe emotional and learning disabilities. BOCES' secondary programs serve Regents, Local and IEP diploma bound students and provide transitional support and adult service linkages. Students are encouraged to participate in their home school athletic and extracurricular activities.

Director of Communications & Governmental Relations and Contact Information

Scott Salotto
Director of Communications & Governmental Relations
Telephone: (845) 627-4705

Website Address
<http://www.rboces.org>

Appendix 3 – The Early Detection of Potentially Violent Behaviors A Guide for Families and Communities

Early Warning Signs

It is not always possible to predict behavior that will lead to violence. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. School personnel and students, as well as parents, are often in a good position to observe these early warning signs.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate--and potentially harmful--to use the early warning signs as a checklist against which to match individual children. Rather, the warning signs are offered only as an aid in identifying and referring children who may need help. A good rule of thumb is to assume that these warning signs, especially when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

The information that follows and such other information as may be appropriate concerning Early Warning shall be made available to all employees in a form to be determined by the Superintendent. It is the policy of the Rockland BOCES that employees and students use the early warning signs only for identification and referral purposes. Trained professionals should make diagnoses in consultation with the child's parents or guardian.

The following early warning signs are cited by the United States Department of Education in its publication entitled **Early Warning, Timely Response: A Guide to Safe Schools** and is presented with the following qualifications: They are not equally significant and they are not presented in order of seriousness. They include:

- Social Withdrawal – In some situations, gradual and eventually complete withdrawal from social contacts can be an important indicator of a troubled child. The withdrawal often stems from feelings of depression, rejection, persecution, unworthiness, and lack of confidence.
- Excessive Feelings of Isolation and Being Alone – Research has shown that the majority of children who are isolated and appear to be friendless are not violent. In fact, these feelings are sometimes characteristic of children and youth who may be troubled, withdrawn, or have internal issues that hinder development of social affiliations. However, research also has shown that in some cases feelings of isolation and not having friends are associated with children who behave aggressively and violently.
- Excessive Feelings of Rejection – In the process of growing up, and in the course of adolescent development, many young people experience emotionally painful rejection. Children who are troubled often are isolated from their mentally healthy peers. Their responses to rejection will depend on many background factors. Without support, they may be at risk of expressing their emotional distress in negative ways-including violence. Some aggressive children who are rejected by non-aggressive peers seek out aggressive friends who, in turn, reinforce their violent tendencies.
- Being a Victim of Violence – Children who are victims of violence-including physical or sexual abuse-in the community, at school, or at home are sometimes at risk themselves of becoming violent toward themselves or others.

- Feelings of Being Picked On and Persecuted – The youth who feels constantly picked on, teased, bullied, singled out for ridicule and humiliated at home or at school may initially withdraw socially. If not given adequate support in addressing these feelings, some children may vent them in inappropriate ways-including possible aggression or violence.
- Low School Interest and Poor Academic Performance – Poor school achievement can be the result of many factors. It is important to consider whether there is a drastic change in performance and/or poor performance becomes a chronic condition that limits the child's capacity to learn. In some situations such as when the low achiever feels frustrated, unworthy, chastised, and denigrated acting out and aggressive behaviors may occur. It is important to assess the emotional and cognitive reasons for the academic performance change to determine the true nature of the problem.
- Expression of Violence in Writings and Drawings – Children and youth often express their thoughts, feelings, desires, and intentions in their drawings and in stories, poetry, and other written expressive forms. Many children produce work about violent themes that for the most part is harmless when taken in context. However, an overrepresentation of violence in writings and drawings that is directed at specific individuals (family members, peers, other adults) consistently over time, may signal emotional problems and the potential for violence. Because there is a real danger in misdiagnosing such a sign, it is important to seek the guidance of a qualified professional such as a school psychologist, counselor, or other mental health specialist to determine its meaning.
- Uncontrolled Anger – Everyone gets angry; anger is a natural emotion. However, anger that is expressed frequently and intensely in response to minor irritants may signal potential violent behavior toward self or others.
- Patterns of Impulsive and Chronic Hitting, Intimidating and Bullying Behaviors – Children often engage in acts of shoving and mild aggression; however, some mildly aggressive behaviors such as constant hitting and bullying of others which occur early in children's lives, if left unattended, might later escalate into more serious behaviors.
- History of Discipline Problems – Chronic behavior and disciplinary problems both in school and at home may suggest that underlying emotional needs are not being met. These unmet needs may be manifested in acting out and aggressive behaviors. These problems may set the stage for the child to violate norms and rules, defy authority, disengage from school, and engage in aggressive behaviors with other children and adults.
- Past History of Violent and Aggressive Behavior – Unless provided with support and counseling, a youth who has a history of aggressive or violent behavior is likely to repeat those behaviors. Aggressive and violent acts may be directed toward other individuals, be expressed in cruelty to animals or include fire setting. Youths who show an early pattern of antisocial behavior frequently and across multiple settings are particularly at risk for future aggressive and antisocial behavior. Similarly, youth who engage in overt behaviors such as bullying, generalized aggression and defiance, and covert behaviors such as stealing, vandalism, lying, cheating and fire setting also are at risk for more serious aggressive behavior. Research suggests that age of onset may be a key factor in interpreting early warning signs. For example, children who engage in aggression and drug abuse at an early age (before age 12) are more likely to show violence later on than are children who begin

such behavior at an older age. In the presence of such signs it is important to review the child's history with behavioral experts and seek parents' observations and insights.

- Intolerance for Differences and Prejudicial Attitudes – All children have likes and dislikes. However, an intense prejudice toward others based on racial, ethnic, religious, language, gender, sexual orientation, ability, and physical appearance when coupled with other factors may lead to violent assaults against those who are perceived to be different. Membership in hate groups or the willingness to victimize individuals with disabilities or health problems also should be treated as early warning signs.
- Drug Use and Alcohol Use – Apart from being unhealthy behaviors, drug use and alcohol use reduces self-control and exposes children and youth to violence, either as perpetrators, as victims, or both.
- Affiliation with Gangs – Gangs that support anti-social values and behaviors--including extortion, intimidation, and acts of violence toward other students cause fear and stress among other students. Youth who are influenced by these groups those who emulate and copy their behavior, as well as those who become affiliated with them may adopt these values and act in violent or aggressive ways in certain situations. Gang related violence and turf battles are common occurrences tied to the use of drugs that often result in injury and/or death.
- Inappropriate Access, Possession and Use of Firearms – Children and youth who inappropriately possess or have access to firearms can have an increased risk for violence. Research shows that such youngsters also have a higher probability of becoming victims. Families can reduce inappropriate access and use by restricting, monitoring, and supervising children's access to firearms and other weapons. Children who have a history of aggression, impulsiveness, or other emotional problems should not have access to firearms and other weapons.
- Serious Threats of Violence – Idle threats are a common response to frustration. Alternatively, one of the most reliable indicators that a youth is likely to commit a dangerous act toward self or others is a detailed and specific threat to use violence. Recent incidents across the country clearly indicate that threats to commit violence against oneself or others should be taken very seriously. Steps must be taken to understand the nature of these threats and to prevent them from being carried out.

Identifying and Responding to Imminent Warning Signs

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or to others. Imminent warning signs require an immediate response.

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, employees, or other individuals. Usually, imminent warning signs are evident to more than one employee member--as well as to the child's family.

Imminent warning signs may include:

- Serious physical fighting with peers or family members.
- Severe destruction of property.
- Severe rage for seemingly minor reasons.

- Detailed threats of lethal violence.
- Possession and/or use of firearms and other weapons.
- Other self-injurious behaviors or threats of suicide.

Threat Assessment

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be written, spoken, or symbolic – as in motioning with one’s hands as though shooting or strangling another person. There are principally four types of threats – direct, indirect, veiled and conditional.

Threats are made for a variety of reasons: as a warning signal, a reaction to fear of punishment, anxiety, demand for attention or as retribution for a perceived or actual slight or affront. Threats may be intended to taunt, intimidate, assert power, punish, manipulate, coerce, frighten, terrorize, compel desired behavior, to strike back for an injury, injustice or slight; to be disruptive, to challenge authority or to protect oneself.

Individuals who make threats normally manifest other behaviors or emotions that are indicative of a problem. These can include: signs of depression, prolonged brooding, evidence of frustration or disappointment; fantasies of destruction or revenge in conversations, writings, drawings or other actions; expressions of intense love, fear, rage, revenge, excitement or pronounced desire for recognition. Use of alcohol or drugs can be an aggravating factor, as can a romantic breakup, failing grades or conflicts with parents or friends.

Personality Traits

Personality traits and behaviors that should be considered in assessing the likelihood of a student carrying out a threat include:

- A student intentionally or unintentionally revealing clues to feelings, thoughts, fantasies, attitudes, or intentions that may signal an impending violent act;
- Low tolerance of frustration, easily hurt, insulted, angered by real or perceived injustices;
- Poor coping skills, demonstrating little ability to deal with frustration, criticism, disappointment, failure, rejection or humiliation;
- Lack of resiliency, is unable to bounce back from frustrating and disappointing experiences; failed love relationships, cannot accept or comes to term with humiliation or rejection;
- Injustice collector, nurses resentment over real or perceived injustices, will not forgive or forget those who s/he believes are responsible;
- Depression manifested by lethargy, physical fatigue, morose or dark outlook on life, malaise, lack of interest in activities once enjoyed, unpredictable anger, generalized or excessive hatred to others, hopelessness about the future, psychomotor agitation, restlessness, inattention, sleep and eating disorders;
- Narcissism, self-centered, lacking insight to the needs/feelings of others, blames others for failure and disappointment, may embrace the role of victim, displays signs of paranoia, self-importance or grandiosity, masking feelings of unworthiness, notably thick or thin skinned;
- Alienation, feels different or estranged from others, more than being a loner, involves feelings of isolation, sadness, loneliness, not belonging or fitting in;
- Dehumanizes others, fails to see others as humans, sees them as objects to be thwarted;
- Lacks empathy, demonstrates inability to understand feelings of others, may ridicule displays of emotion as weak or stupid;
- Exaggerated sense of entitlement, has a sense of being superior and constantly expects special treatment and consideration;
- Attitude of superiority, has a sense of being superior to others, smarter, more creative, talented, experienced, more worldly;

- Exaggerated/pathological need for attention, positive or negative, regardless of the circumstances;
- Externalizes blame, consistently refuses to take responsibility for own actions, blames others, often seems impervious to rational argument and common sense;
- Masks low self-esteem, may display arrogance, self-glorifying attitude, avoids high visibility or involvement, may be considered a “non-entity” by peers;
- Anger management problems, manifested by consistent temper tantrums, melodramatic displays, brooding, sulking, seething silence, reacts out of proportion to cause, may direct anger to those who have no connection to triggering incident;
- Intolerance, racial, ethnic, religious and other, displays symbols and slogans of intolerance on self or possessions;
- Inappropriate humor, macabre, insulting, belittling, or mean.
- Attempts to manipulate others, attempts to con and manipulate to win trust so others will rationalize aberrant behavior;
- Lack of trust, is untrusting and suspicious of the motives and intentions of others, may approach clinically paranoid state;
- Closed social group, introverted, with acquaintances rather than friends, may associate only with a single small group to the exclusion of others;
- Manifests a dramatic change in behavior, academic performance, disobedience of school rules, schedules, dress codes etc.
- Rigid and opinionated, judgemental and cynical, strong opinions on topics about which little knowledge is possessed, disregards facts, logic and reasoning;
- Demonstrates unusual interest in sensational violence;
- Fascination with violence-filled entertainment, movies, TV, computer games, music videos, printed material, inordinate amount of time with violent computer games and websites involving violence weapons and disturbing objects;
- Has negative role models, drawn to negative, inappropriate role models, Hitler, Satan or others associated with violence and destruction;
- Manifests behavior that is relevant to carrying out a threat, spends inordinate amount of time practicing with firearms, on violent websites, begins excluding normal pursuits such as homework, classwork, time with friends.

Family Dynamics

Family dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Turbulent parent/child relationship, relationship is particularly difficult, can be uniquely evident following recent or multiple moves, loss of parent, addition of step-parent, dismisses parents’ role in his/her life, evidence of violence in the home;
- Acceptance of pathological behavior, parents do not react to behavior that most would find disturbing’ parents appear unable to recognize or acknowledge problems in their children, respond quite defensively to real or perceived criticism of child, parents appear unconcerned about, minimize or reject reports of inappropriate behavior by child;
- Access to weapons, family keeps guns, weapons, explosives materials in the home and accessible to the children, weapons treated carelessly, without normal safety precautions, parent or role model may handle weapons irresponsibly or use as device for intimidation;
- Lack of family intimacy or closeness;
- Student “rules the roost,” few limits set for children, parents regularly submit to child’s demands, student insists on inordinate degree of privacy, parents have little information about student activities, school life, friends, or other relationships.

- No limits or monitoring of TV or Internet, parents do not supervise, limit or monitor TV, Internet, computer use or access.

School Dynamics

School dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Student attachment to school, student appears detached from school, other students, teachers, and school activities;
- Tolerance for disrespectful behavior, school does little to prevent or punish disrespectful behavior between students, bullying is part of the school culture, school authorities are oblivious to bullying, little or no intervention by school authorities, school atmosphere promotes racial or class divisions, allows them to remain unchallenged;
- Inequitable discipline, discipline is inequitably applied or is perceived as such by students or employees;
- Inflexible culture, official and unofficial patterns of behavior, values and relationships among students, teachers and administrators are static, unyielding and insensitive to changes in society and the changing needs of newer students;
- Pecking order among students, certain groups have more prestige and respect – both officially and unofficially by students and school officials;
- Code of silence, prevails among students, little trust between students and employees;
- Unsupervised computer access, access is unsupervised and unmonitored, students are able to play violent games, explore inappropriate websites, promote violent hate groups, give instruction in bomb making, etc.

Social Dynamics

Social dynamics that should be considered in assessing the likelihood of a student carrying out a threat include:

- Media, entertainment and technology, easy, unmonitored access to media, entertainment and Internet sites with violent themes and images;
- Peer groups, intense and extensive involvement with a group that shares fascination with violence or extremist beliefs;
- Drugs and alcohol, knowledge of students' use of drugs or alcohol or changes in such use is important;
- Outside interests, outside interests of students are important to note as they can mitigate or increase the school's level of concern in assessing a threat;
- Copycat effect, school shooting and other violent incidents that receive intense media attention can generate threats or copycat violence elsewhere, school employees should be highly vigilant in their aftermath of such incidents.

Appendix 4 – Eleven Questions to Guide Data Collection in a Threat Assessment Inquiry

DOE and United States Secret Service Threat Assessment Guide

Eleven Key Areas

1) What are the student’s motives and goals?	
<ul style="list-style-type: none"> What motivated the student to make the statement or take action that caused him/her to come to attention? 	
<ul style="list-style-type: none"> Does the situation or circumstance that led to these statements or actions still exist? 	
<ul style="list-style-type: none"> Does the student have a major grievance or grudge? Against whom? 	
<ul style="list-style-type: none"> What efforts have been made to resolve the problem and what has been the result? Does the potential attacker feel that any part of the problem is resolved or see any alternatives? 	
2) Has the student shown inappropriate interest in any of the following?	
<ul style="list-style-type: none"> School attacks or attackers; weapons (including recent acquisition of any relevant weapon); incidents of mass violence (terrorism, workplace violence, mass murders). Ask about Columbine, Santana, etc. 	
3) Have there been any communications suggesting ideas or intent to attack?	
<ul style="list-style-type: none"> What if anything has the student communicated to someone else (targets, friends, other students, teachers, family, others) or written in a diary, journal, or website concerning his/her ideas and/or intentions? 	
<ul style="list-style-type: none"> Have friends been alerted or “warned away”? 	
4) Has the student engaged in attack-related behaviors? These behaviors might include:	
<ul style="list-style-type: none"> Developing an attack or plan 	

<ul style="list-style-type: none"> • Making efforts to acquire or practice with weapons
<ul style="list-style-type: none"> • Casing or checking out, possible sites and areas for an attack
<ul style="list-style-type: none"> • Rehearsing attacks or ambushes

5) Is the student's conversation and "story" consistent with his or her actions?	
<ul style="list-style-type: none"> • Does information from collateral interviews and from the student's own behavior confirm or dispute what the student says is going on? 	

6) Does the student have the capacity to carry out an act of targeted violence?	
<ul style="list-style-type: none"> • How organized is the student's thinking and behavior? 	
<ul style="list-style-type: none"> • Does the student have the means; e.g., access to a weapon, to carry out an attack? 	

7) Is the student experiencing hopelessness, desperation and/or despair?	
<ul style="list-style-type: none"> • Is there information to suggest that the student is experiencing desperation and/or despair? 	
<ul style="list-style-type: none"> • Has the student experienced a recent failure, loss and/or loss of status? 	

<ul style="list-style-type: none"> Is the student known to be having difficulty coping with a stressful event?
<ul style="list-style-type: none"> Is the student now, or has the student ever been, suicidal or “accident-prone”?
<ul style="list-style-type: none"> Has the student engaged in behavior that suggests that he or she has considered ending their life?

8) Does the student have a trusting relationship with at least one responsible adult?

<ul style="list-style-type: none"> Does the student have at least one relationship with an adult where the student feels that he or she can confide in the adult and believes that the adult will listen without judging or jumping to conclusions? (Students with trusting relationships with adults may be directed away from violence and despair and toward hope.)
<ul style="list-style-type: none"> Is the student emotionally connected to – or disconnected from – other students?
<ul style="list-style-type: none"> Has the student previously come to someone’s attention or raised concern in a way that suggested he or she needs intervention or supportive services?

9) Are other people concerned about the student’s potential for violence?

<ul style="list-style-type: none"> Are those who know the student concerned that he or she might take action based on violent ideas or plans?
<ul style="list-style-type: none"> Are those who know the student concerned about a specific target?

<ul style="list-style-type: none">• Have those who know the student witnessed recent changes or escalations in mood or behavior?
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10) What circumstances might affect the likelihood of an attack?	
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<ul style="list-style-type: none">• What factors in the students life and/or environment might increase or decrease the likelihood that the student will attempt to mount an attack at school?
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<ul style="list-style-type: none">• What is the response of other persons who know about the student's ideas or plan to mount an attack? (Do those who know about the student's ideas actively discourage the student from acting violently, encourage the student to attack, deny the possibility of violence, passively collude with an attack, etc.?)
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11) Does the student see violence as an acceptable – or desirable – or the only – way to solve problems?	
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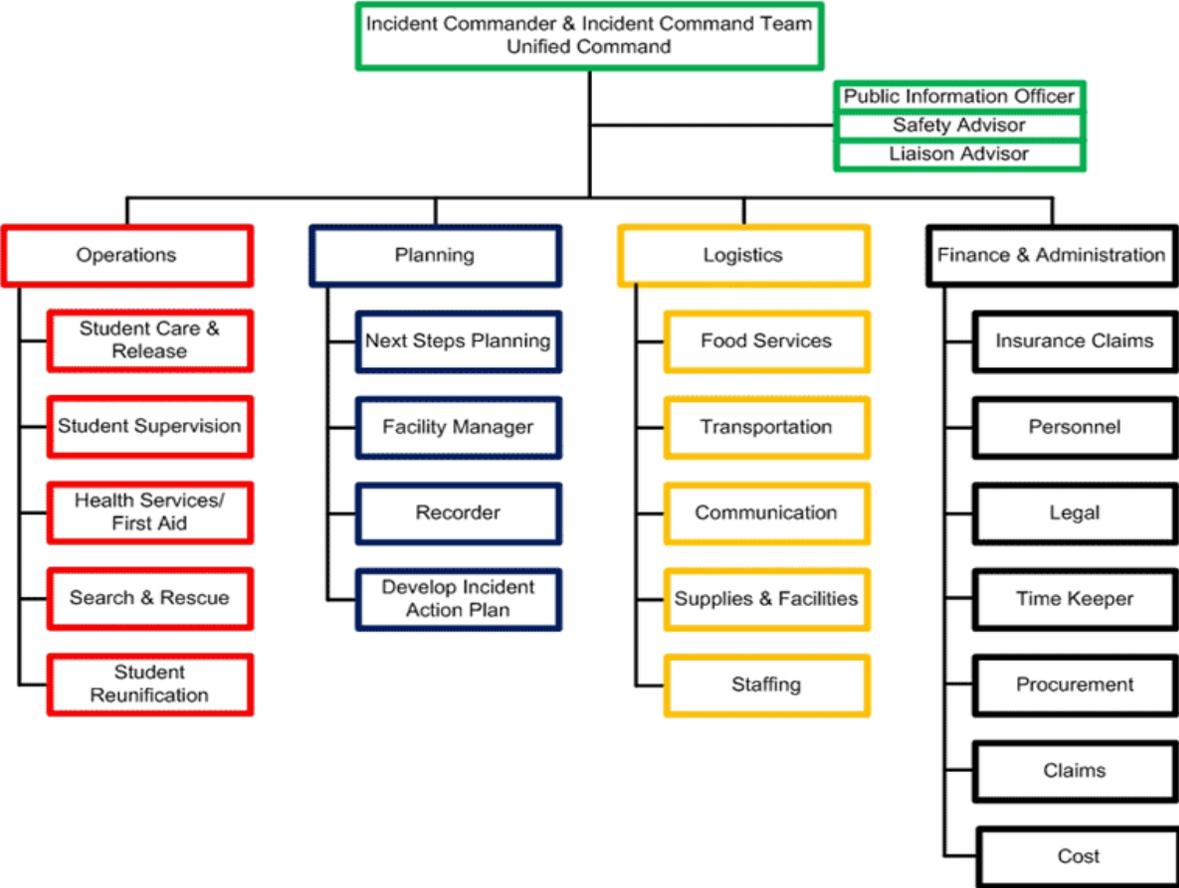
<ul style="list-style-type: none">• Does the setting around the student (friends, fellow students, parents, teachers, adults) explicitly or implicitly support or endorse violence as a way of resolving problems or disputes?
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<ul style="list-style-type: none">• Has the student been “dared” by others to engage in an act of violence?

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Appendix 5 – Incident Command System Organizational Chart Template



ROCKLAND BOCES INCIDENT COMMAND SYSTEM ORGANIZATION

Title	Person Holding Position	Description of Duties
Incident Commander	Dr. Mary Jean Marsico	Person in charge at the incident and who is fully qualified to manage the incident. Sets objectives and priorities and has overall responsibility at the incident.
Operations Section Chief	Cathy O'Brien	Conducts tactical operations to carry out the plan and directs all resources.
Planning Section Chief/Chief Emergency Officer	John Gulino	Develops the action plan to accomplish the objectives and maintains resource status.
Logistics Section Chief	Tim Adams	Provides support to meet incident needs.
Finance/Administration Section Chief	David Gleason	Monitors costs related to incident. Provides accounting, procurement and cost analysis.
Public Information Officer	Scott Salotto	Point of contact for the media and other organizations seeking information.
Safety Officer	Keith Lewandosky	Monitors safety conditions and develops measures for ensuring the safety of personnel.

Rockland BOCES' Chain of Command

(Please Note: The chain of command is different from the Incident Command Structure)

- This chain of command is meant to be a hierarchy for decision-making for normal day to day activities, not for emergencies. Should a crisis arise, the highest-ranking person in the below chain shall implement the incident command structure (ICS) on the previous page. If emergency services are necessary, BOCES will integrate their ICS with the municipalities ICS.

Name	Title	Office #
Dr. Mary Jean Marsico	Chief Operating Officer	845-627-4701
Cathy O'Brien	Assistant Superintendent of Career & Administrative Services	845-627-4703
Dr. Amy Albers	Assistant Superintendent for Student Services	845-627-4790
Dr. Charlene Jordan	District Superintendent	845-627-4725
Ana Reluzco	Assistant Superintendent for Human Resources	845-627-4712
David Gleason	Assistant Superintendent for Business and Operations	845-627-4721

Appendix 6 – Local Resources And Telephone Numbers

Agency	Telephone Number	Contact Name (if applicable) and Address
Nyack Hospital	845-348-2000	160 N Midland Ave, Nyack, NY 10960
Good Samaritan Hospital of Suffern	845-368-5000	255 Lafayette Ave, Suffern, NY 10901
Clarkstown Police Department	845-639-5800	20 Maple Ave, New City, NY 10956
Rockland County Sheriff's Department	845-638-5401	53 New Hempstead Road, New City, NY 10956
New York State Police	845-353-1100	8 Thiells Mount Ivy Road, Pomona, NY 10970
West Nyack Fire District	845-358-6377	42 Strawtown Road, West Nyack, NY 10994
Rockland County Department of Mental Health	845-364-2378	Sanatorium Road, Pomona, NY 10970
Rockland County Emergency Medical Services	911 or 845-364-8922	35 Fireman's Memorial Drive, Pomona, NY 10970
Rockland County Environmental Health	845-364-2608	
Rockland County Public Health Social Work	845-364-2620	
Department of Mental Health Crisis Service	845-364-2200	24 hours/7 days a week
Department of Mental Health Suicide Hot Line	845-364-6500	
Poison Control	1-800-222-1222	
NYS Emergency Management Office	Warning Point 457-2200 Office 457-2222 Fax 457-9930	
Statewide School Health Services Center	Office 716-349-7632 Fax 716-352-9131	
American Red Cross	1-800-733-2767	
American Red Cross of Rockland County Chapter	1-800-272-4290	143 North Broadway, Nyack, NY 10960

Center for Disease Control	1-800-311-3435 1-404-639-3311	
NYS DEC Spill Hotline	1-800-457-7362	
Verizon	1-800-722-2300	
Orange and Rockland Utilities (Rockland Electric Company and Pike County Light and Power Co)	1-877-434-4100 1-800-533-5325 1-877-434-4100	Customer Service Gas Emergency Hot Line Power Outage
NYS Crime Victims Board	518-485-5719	Christina Hernandez

Appendix 8 – Alternative Pickup Locations For BOCES Buses

Rockland BOCES has established off – campus locations for student and staff assembly if an emergency requires evacuation from their campus. Rockland BOCES has made arrangements for each of these locations to accommodate both students and staff. School Busing arrangements have also been established. Security and safety requirement mandate that these locations are confidential. If students are relocated, parents will be notified electronically. Additionally, information will be released on the following media sites:

Radio Stations

- WRCR 1700 AM
- WHUD 100.7 FM
- WFAS 94.3 FM
- WVOX 1460 AM

Television Stations

News 12 Hudson Valley
FIOS 1 News

Appendix 9 – Indian Point Plan

Rockland BOCES District Emergency Response Plan

Annex for the Distribution of Potassium Iodide (KI)

Section I: General Considerations and Planning Guidelines

A. Introduction

Federal regulations have been established that require public officials to develop emergency plans for accidents at commercial nuclear power plants. The purpose of such plans is to provide reasonable assurance that adequate measures can and will be taken, in the event of a radiological emergency. Guidelines for choice actions during an emergency consistent with federal guidelines are developed and in place.

State and local officials may implement a range of protective actions that can be utilized for protecting the public from radioactive plume exposure. Traditionally, the range of public protective actions for severe accidents has been limited to evacuation and in-place sheltering. Recent federal guidance has prompted state and local governments to implement procedures to include the prophylactic use of potassium iodide (KI) as an additional public protective action. This outlines the district's strategy for implementing an effective plan to provide KI as a protective measure.

B. Purpose

This Annex applies to an accident at the Indian Point Nuclear Plant that would prompt public health officials to make the recommendation to administer KI. The purpose of this Annex is to ensure that appropriate designated personnel can adequately and effectively administer KI to students and staff in the event of such a radiological emergency. This Annex identifies the plan to effectively manage a KI program on a district-wide basis.

Each school building shall also develop a building-level plan for the distribution of KI to students and staff in the event of radiological emergency. Such plan shall be annexed to the Building-Level Emergency Response Plan.

C. Situation

A severe accident at a commercial nuclear power plant may result in the release of radioactive isotopes (radioactive material), including radio iodide. Communities within a 10-mile radius of a nuclear facility, known as the Emergency Planning Zone (EPZ), stand at considerable risk of exposure to isotopes that may be present during a release. At this time the only Rockland BOCES School located within the EPZ is Hilltop School.

Iodide is readily absorbed by the thyroid gland. The inhalation or ingestion of radio iodide increases the risk of thyroid cancer in individuals or populations, at risk. The ingestion of stable potassium iodide (KI) to block the uptake of radio iodide by the thyroid has been identified as an effective protective action. Although KI may still have a substantial protective effect if taken within three-four hours after exposure, optimal protection is achieved if KI is administered prior to, or concurrent with, exposure. KI is only effective against one form of radiation and it is NOT an alternative to evacuation.

D. Assumptions

1. An accident at the Indian Point Nuclear Power Plant may or may not result in the release of radio iodide and thus, may or may not, warrant the administration of KI. This can only be determined by thorough assessment by public health officials during the emergency.
2. The evacuation of the school population to a reception center may not have begun, be in progress, or be complete at the time that the recommendation to administer KI is made by state and/or county Department of Health officials.
3. "Designated individuals" may need to administer KI while in the school, en route, or at the designated reception center.
4. Parents/guardians of school children may choose to decline participation in the KI administration program and thus, not authorize the District, by its "designated individuals", to administer KI to their children.
5. Current guidance from the World Health Organization (WHO) and the FDA suggests that allergic reactions to KI are rare, but may occur in those who have known allergies to iodide.
6. An emergency at the Indian Point Nuclear Power Plant can create confusion and may result in inaccurate or unreliable information. School district administrators need to be cognizant that rumors may exist and should only implement protective actions as directed by state and/or county officials.

E. Concept of Operations

1. An emergency at a nuclear power plant may begin with and escalate through a series of Emergency Classification levels (ECLs). An emergency may also begin without escalating at any level, including an Immediate General Emergency, the highest Emergency Classification Level.
2. Emergencies that progressively escalate may allow time for the school liaison to be represented at the county Emergency Operations Center (EOC). This liaison serves as the conduit of information between public officials and the school districts.
3. If the emergency escalates and radioactive materials are released, an analysis will be done by public health officials to determine if radio iodide has been, or will be, released. If plant conditions indicate that radio iodide has been, or may be released, public health officials will make a determination on the impact to the population.
4. If conditions warrant, public health officials will make the recommendation to administer KI. The recommendation to administer KI will be issued by the New York State Commissioner of Health and/or the County Health Commissioner.
5. In an escalating emergency, with the school liaison present at the county Emergency Operations Center, the notification of the recommendation to school officials to administer KI will be disseminated through the school liaison to the school districts and through the Emergency Alert System (EAS) to the population at risk.
6. If the emergency begins at the Immediate General Emergency level, public officials will activate the Emergency Alert System (EAS), and inform the population to "shelter-in-place and await further

instructions". If plant conditions indicate that radio iodide has been, or may be released, public health officials will make a determination of the impact on the population.

7. If conditions warrant, public health officials will make the recommendation to administer KI. The recommendation to do so will be made by the New York State Commissioner of Health and/or the County Health Commissioner, and a follow-up Emergency Alert System (EAS) message will be disseminated to the population to recommend the administration of KI.
8. Upon receipt of the recommendation to administer KI, "designated individuals" will begin administering KI to the school population.

Section II: Preparedness

A. Identification of KI Recipients and Emergency Personnel

1. Identification of Potential KI Recipients

- a) Participation in the KI program is voluntary. Each building principal will ensure distribution of the attached cover letter and opt-out form to parents/legal guardians that will allow parents to "opt-out" of participation in the KI program. Such cover letter and opt-out form were distributed to parents/legal guardians upon registration of a student in the Rockland BOCES. Such cover letter and opt-out form shall, thereafter, be provided to the parents/legal guardians of each new student who enrolls in the district. The district will aggressively communicate with our parents/guardians about KI through the following methods:

- Sending the "opt-out" letter to all parents/guardians.
- Placing a notice and the "opt-out" form on our website.
- Notifying parents of back-to-school night and parent/teacher conference days.
- Soliciting the assistance of the PTA.

- b) If an opt-out form is not promptly received for a student with a known allergy to iodide (shellfish), the school nurses will follow-up with the student's parents/legal guardians to determine whether they wish to submit an opt-out form.
- c) Each building principal will maintain current listings of the "opt-out" students. These listings will be distributed to all "designated individuals" and members of the building level Emergency Response Team.
- D) "Opt-out" forms shall be maintained in each school nurse's office. When an "opt-out" student transfers from one school to another school within the district, the school nurse shall ensure that the "opt-out" form follows the student to his/her new school, and the new school's "opt-out" list is updated accordingly.

2. Identification of "Designated Individuals"

- a) Each building principal will develop and maintain a list of "designated individuals" who can be called upon to administer KI to the school population, except for "opt-out" students.
- b) "Designated individuals" may include members of the nursing staff, the building level Emergency Response Team and others, as deemed appropriate.
- c) Provisions must be made for each school building so that "designated individuals" will be available to administer KI during school hours, as well as during before and after school programs.

- d) Provisions must be made for each school building to ensure that “designated individuals” have access to the KI storage location(s) and the current opt-out list at all times.
3. Identification of Building Level Emergency Response Team
- a) Each building principal shall ensure that a building level Emergency Response Team is designated and is fully familiar with the provisions of the district-wide and building-level procedures for the distribution of KI.

B. Identification of Storage and Dispensing Points

1. Identification of storage facilities/mobile facilities for KI
- a) Within each school building, a KI storage location shall be identified. This location needs to be secure, centrally located and environmentally controlled.
 - b) The storage location needs to be accessible to “designated individuals” and members of the building level Emergency Response Team.
 - c) Each school building shall utilize mobile storage of KI, such as “go-kits” or “fly-away kits” to allow quick access, in the event that the order to evacuate comes in advance of the recommendation to administer KI. A mobile storage system must include a copy of the current “opt-out” list. This would allow the KI to be brought with the school population on the buses of the reception center(s) in an efficient and timely manner.
2. Identification of dispensing point(s) to administer the KI
- a) Within each school building, one or more physical location(s) where KI is to be administered on-site shall be identified. This can be done systematically – classroom by classroom, or may be done at a central assembly area.
 - b) Each school building shall also incorporate into its building level Emergency Response Plan, procedures for the administration of KI en route to and at the designated evacuation center.

C. Training and Exercising

1. Training
- a) The District Wide School Safety Team will support training activities for “designated individuals” and building level Emergency Response Teams. Training will include the proper administration of KI and the correct procedures for carrying out the assigned tasks in each building level Emergency Response Plan.
2. Exercising
- a) The District Wide Safety Team and each building level Emergency Response Team will incorporate the district wide and building level plans for distribution of KI into their annual exercise.

Section III: Response

A. Notification and Activation before Evacuation

1. The Superintendent or his/her designee will receive the recommendation to administer KI from either the Emergency Alert System (EAS), the School Liaison at the County Emergency Operations Center (EOC), or the state and/or the county Department of Health.
2. Upon receipt of the recommendation to administer KI, a decision will be made by the Superintendent or his/her designee to administer KI. This decision will be communicated to each building principal who shall, in turn, communicate the decision to members of the building level Emergency Response Team and "designated individuals".
3. If a predetermined central location for the distribution of KI to students has been identified, the building principal will instruct the staff to accompany their respective class to the assembly area.
4. The building level Emergency Response Team and "designated individuals" will retrieve the KI from the designated storage places or "go-kits" and proceed to the pre-determined location or classroom(s).

B. Notification and Activation During or After Evacuation

1. If the order to evacuate comes in advance of the recommendation to administer KI, the building level Emergency Response Team and "designated individuals" will retrieve the KI from the designated storage places or "go-kits".
2. "Designated individuals" will take the "go-kit" with the students on the buses to the designated reception center(s).
3. If the recommendation to administer KI is made during evacuation, such information shall be disseminated to the buses by means of communication from the superintendent or his/her designee to the emergency transportation carriers for transmission over two-way bus radios.
4. The bus driver or radio operator will relay the information to the "designated individuals" who will, in turn, administer KI to the students.
5. If the recommendation to administer KI is made after the buses arrive at the reception center, "designated individuals" will administer KI to the students at the reception center.
6. Evacuation will not be delayed to allow for the administration of KI.

C. Administration of KI

1. In the absence of parents/guardians, "designated individuals" are the only persons authorized to administer KI to the students.
2. By utilizing current "opt-out" listings, "designated individuals" will ensure that only those students who participate in the KI program will be administered KI.
3. The prescribed doses and administration of KI will be in concurrence with FDA recommended guidelines, (a 65 mg dose administered to children up to 12 years who weigh less than 150 pounds and a 130 mg dose administered to children 12-18 years who weigh at least 150 pounds) in accordance with the recommendation by Dr. Antonia Novello, Commissioner of Health, dated May 22, 2002.
4. "Designated individuals" will ensure that students are not administered more than one dose of KI. Each building level plan must include appropriate procedures to accomplish this.

5. District staff may choose to self-administer KI. According to the FDA, however, it is not necessary for persons over 40 years of age to take KI in the event of radiological emergency.
6. "Designated individuals" shall be aware of the signs and symptoms of an allergic reaction and shall report such findings to the appropriate nursing or medical personnel as soon as possible. Appropriate actions should be taken with any allergic reaction to relieve symptoms. If an anaphylactic reaction occurs, non-patient specific order epinephrine and/or other agent to treat anaphylaxis may be used, as appropriate. CPR should be initiated, if needed, and the individual transported to the nearest medical facility, if possible.

D. Documentation

1. Each building level plan shall identify a means for members of the Emergency Response Team and designated individuals to document their actions during the emergency. Information may include notification times, doses administered, control rosters and any observed adverse reactions.
2. Documentation should be assembled, per school policy and should be secured where sensitive material is normally kept.

Section IV: Recovery/Return

1. Once public health officials determine it is safe to return, each building principal should implement recovery (post-incident) procedures as specified in their building level Emergency Response Plan.
2. The district shall conduct a post-incident critique of its KI program and the effectiveness of that program. The critique may prove to be valuable in identifying ways to build upon the KI plan and improve its effectiveness.
3. Information supplied from the critique shall be incorporated into the district wide and building level KI plans and be utilized upon replenishment of KI from public health officials.

PARENT NOTIFICATION

Our school building is located in proximity to the Indian Point nuclear power plant. In January 2001, the federal Nuclear Regulatory Commission amended its policy on the availability and usage of the over-the-counter drug, potassium iodide (KI), during a radiological emergency. As a result, New York State also revised its policy regarding providing KI to the general population in the 10 mile emergency planning zones surrounding the Indian Point, Nine Mile and Ginna commercial nuclear power sites.

KI is an over the counter drug. We have been advised by the New York State Department of Health that KI protects the thyroid from exposure to radioactive iodide. KI is not an alternative to evacuation or sheltering (see attached KI information sheet).

Should the county and/or state Department of Health recommend the use of KI during an emergency, our schools will have appropriate doses of KI available on-site for your child(ren).

If you do not want the school to provide your child with KI in a radiological emergency, you must sign and return the enclosed Refusal/Opt-Out form to the school nurse. This form will remain in effect as long as your child attends a Rockland BOCES school. Please note that if you do not return the enclosed form and KI use is recommended by health officials, your child will receive KI.

If you have any concerns regarding the emergency use of KI or questions about your child's health and the use of KI, please discuss this with your child's healthcare provider.

If you have any further questions about the school's program, please contact our school nurse.

Sincerely,

School Principal

encl: Opt-Out Form
KI Information Sheet

List of Rockland BOCES schools within the ten mile EPZ.

Hilltop School