District-Wide Safety Plan

2019-2020

Approved – May 8, 2019

REVISED: September 18, 2019
Introduction

While schools remain among the safest places for our students, one incident of violence is too much. This plan seeks to insure the safety of students, staff, and visitors to our school.

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 School Safety Plan is responsive to the needs of all schools within the agency and is consistent with the more detailed emergency response plans required at the school building level. School districts and other educational agencies stand at risk from a wide variety of acts of violence, natural, and technological 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 risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

School personnel and community representatives serve on the District-Wide Health Advisory Committee, (once known as the SAVE committee). Members of this committee are approved by the Board of Education.

The New Paltz Central School District supports the SAVE Legislation and an ongoing planning and review process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation with and support for Project SAVE.

Section I: General Considerations and Planning Guidelines

Purpose

The New Paltz Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the New Paltz Central School District Board of Education, in conjunction with the Superintendent’s appointment of a District-Wide School Safety Team and charge it with the development, maintenance, and update of the District-Wide School Safety Plan for the protection and education of the school community.

Identification of School Teams

The New Paltz Central School District has created a District-Wide Health Advisory Committee (H.A.C.) consisting of, but not limited to:

- CENTRAL ADMINISTRATOR
- FACILITIES & OPERATIONS DIRECTOR
- SCHOOL BOE MEMBER
- TRANSPORTATION DIRECTOR
- STUDENTS
- BUILDING ADMINISTRATORS
- TEACHERS
- SCHOOL SAFETY PERSONNEL
- SCHOOL PERSONNEL
- COMMUNITY SAFETY PERSONNEL
- PARENTS
- STATE OR COUNTY AGENCY
- COMMUNITY
- PRIVATE SCHOOL REP
- DIRECTOR OF HEALTH, PE, HEALTH SERVICES

The District-wide Safety sub-committee will be formed from within the H.A.C.

Concept of Operations

The New Paltz Central School District has policies and procedures which incorporate New York State Homeland Security measures. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans. All plans will be based upon the Incident Command System.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools, or his/her designee, will be notified and, where appropriate, local emergency officials will also be notified.

The District is a member of the Local Town/Village Emergency Planning Committee. Through this committee information, communication and training will be cooperatively accomplished with the recommended local agencies. The District has direct communication capabilities with local emergency services and has developed interagency protocols for emergent situations. County and State resources through existing protocols are also available and will be used to supplement response efforts. (BOE Policy 3120)
Plan Review and Public Comment

Pursuant to Commissioner’s Regulation 155.17 (e)(3), the New Paltz Central School District safety plan is made available for public comment. The District-Wide plan will be adopted by the School Board after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

This District-Wide plan will be reviewed annually and/or after all critical incidents and will be maintained by the District-Wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education (policy 5618). A copy of the plan will be available at the following locations:

- New Paltz Central School District Office, Eugene L. Brown Drive, New Paltz, NY 12561
- New Paltz Central School District High School, S. Putt Corners Road, New Paltz, NY 12561
- New Paltz Central School District Middle School, 196 Main Street, New Paltz, NY 12561
- New Paltz Central School District Lenape School, Eugene L. Brown Dr., New Paltz, NY 12561
- New Paltz Central School District Duzine School, Sunset Ridge, New Paltz, NY 12561
- New Paltz Central School District Transportation/ Facilities & Operations Building, S. Putt Corners Road, NP, NY 12561
- WWW.NEWPALTZ.K12.NY.US

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

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. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

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

Prevention/Intervention Strategies

Program Initiatives

- The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:

**Duzine offers the following prevention programs:**
- Fire Safety
- Personal Safety
- Banana Splits
- Kindness to Animals
- Justice Challenge
- Responsive School Bus

**Lenape offers the following prevention programs:**
- Responsive Classroom
- Fire Safety
- Banana Splits
- Individual and Group counseling, for all in need.
- Cultural Proficiency Action Plan

**Middle School offers the following prevention programs:**
- Team Skills Building (6th grade)
- Diversity Training (6th grade and all new)
- Mix It Up Day
- Anti-Bullying Unit (art classes)
- Red Ribbon Week
- Drug Awareness
- Individual and Group Counseling
- Kindness Campaign
- Developmental Designs
- Personalized locker project through art
- Start With Hello
- Social Media Campaign
High School staff offer the following prevention programs:

- Anti-bullying program
- Addressing Dignity Act
- Stress Busters
- Astor Counseling Services
- Black History Week presentations
- C.A.F.E. - Cafeteria Alternative for Everyone
- DASA - Dignity
- GSA - Gay Straight Alliance Club
- Individual and Group counseling - Student Support Services
- Mental Health Awareness
- Peer Leadership
- Teen Closet
- Wellness Center HS (7 to 4:30 pm)

Youth for Unity Club

Along with:

- Non-violent conflict resolution training programs
- ATOD Prevention Programs
- Peer mediation programs and youth courts
- Extended day and other school safety programs
- Youth-run programs
- Partner with Community Partnership for a Safer New Paltz
- "Developmental Design" (Middle School)
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Others based on building needs and as indicated in the District code of conduct
- Parenting workshops geared to student behavior issues.
- District consults with Ulster County Mental Health, Ulster County Department of Health, Ulster County BOCES,
- Institute for Family Health, New Paltz Police Department and other agencies to provide staff and student training in areas of prevention and intervention

Other resources
Center for Disease Control – www.cdc.gov
NYS Center for School Health - www.schoolhealthny.com
NYS Department of Health - www.health.ny.gov
NYS Center for School Safety - www.nyscfs.org
NYS Office of Alcoholism & Substance Abuse Services (OASAS) – www.oasas.ny.gov
NYSED Student Support Services - www.p12.nysed.gov/sss
Substance Abuse and Mental Health Services Administration (SAMSHA) Suicide Prevention and Awareness- www.samhsa.gov/suicide-prevention
Astor Counseling Center at New Paltz – Village Clinic- 845-419-0850, 845-452-6077 ext. 129
- New Paltz High School Clinic – 845-256-4190

Training, Drills, and Exercises

• The New Paltz Central School District shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training shall include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of schools.

• The New Paltz Central School District annually performs eight fire drills at each of its school buildings, which are timed and documented for review prior to the annual Fire Safety Inspection. Also, the District conducts three bus evacuation drills annually. In addition, the New Paltz Central School District participates in the annual “Go-Home Early” Drill and practices at least one Relocation/Sheltering Drill per building per school year and the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service. [The efficacy of these drills is assessed annually by building administrators and teaching staff.]

• The District has repeatedly reviewed and revised the policy and procedure for pre-clearance, sanitizing of school buildings, evacuation of buildings, early dismissal for students and staff, and emergency closure of buildings. The reviews and revisions enabled the District to upgrade communication procedures to staff, students and community in the event of violent incidents. The communication procedures were also revised to include use of media, including radio, television (local cable), public meetings to address questions and concerns, and letters sent to parents and community members. Working relationships with Local, County and State Police regarding the implementation of school safety and security are well established. State and Federal Officials also made presentations to staff members on procedures and safety measures when confronted with threats, intruders and crisis situations.

• The District will conduct tabletop exercises in coordination with local and county emergency officials.

• The District maintains membership on the Town of New Paltz Local Emergency Planning Committee.
The District will maintain participation in the Readiness and Emergency Management for Schools program.

Implementation of School Security

New Paltz Central School District uses the following security procedures in its school buildings:

- Securing those exterior doors not routinely used for student or staff entrance.
- To the extent possible, limiting entrance to the main door of each school building.
- Requiring all visitors to sign in at the single point of entry at each school building.
- Use of entry buzz-in system with camera monitoring at single point of entry.
- Posting a staff member to monitor the sign-in area who is in radio/phone contact with the main office.
- Requiring all visitors to wear identification badges.
- Require each building to designate an emergency release point.
- Continue planning for updates/upgrades to District security and alarm systems that may include security cameras, door alarms, swipe cards, etc.
- Monitors are hired as per contract. Fingerprinting is required. Training is provided by the Principal and/or Vice Principal. Hall duty is provided by assigned teachers at the Middle School and High School. No other staff has been appointed for security purposes at elementary buildings.
- Requiring all faculty and staff to wear ID badges.
- Use of “blocking” software to assure internet and e-mail users are protected from inappropriate interactions and web-sites.
- Other security measures as deemed appropriate by the Board of Education and the Superintendent of schools.

In accordance with New York State Education Law §2801-a (10), as amended effective July 1, 2019, the roles and areas of responsibility of the police officers shall be defined by the New Paltz Central School District’s Memorandum of Understanding (MOU) with the Town of New Paltz for services by the New Paltz Police. The MOU is an addendum to the Intermunicipal Agreement for Police Security Services and clearly states that the role of school discipline is delegated to the school administration (see Attachment A page 26).

Vital Educational Agency Information

Each individual educational program within the New Paltz Central School District collects and maintains vital educational information such as student enrollment, and the number of staff and teaching stations. Transportation needs are assessed by the Transportation Department in conjunction with agency administrators. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the District and school buildings. The following table indicates location of students and adults in the district:

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
<th>Phone Number</th>
<th>Student</th>
<th>Staff</th>
<th>Café</th>
<th>Fac. &amp; Oper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Dr. Mario Fernandez</td>
<td>845-256-4100</td>
<td>755 746</td>
<td>82 92</td>
<td>2 6</td>
<td>6 7</td>
</tr>
<tr>
<td>Middle School</td>
<td>Ann Sheldon</td>
<td>845-256-4200</td>
<td>545 494</td>
<td>89 80</td>
<td>9 7</td>
<td>5 7</td>
</tr>
<tr>
<td>Lenape</td>
<td>Sean Inglee</td>
<td>845-256-4300</td>
<td>442 423</td>
<td>73 71</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>Duclene</td>
<td>Ross Hogan</td>
<td>845-256-4350</td>
<td>376 370</td>
<td>82 86</td>
<td>5 4</td>
<td>4</td>
</tr>
<tr>
<td>New Paltz Day Care</td>
<td>Carol Bacon</td>
<td>845-256-0045</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Office</td>
<td>Supt., Deputy Supt., &amp; Assist Supt.</td>
<td>845-256-4020</td>
<td>0</td>
<td>18 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Garage/Facilities</td>
<td>Maureen Ryan /Guy Gardner</td>
<td>845-256-4070</td>
<td>0</td>
<td>14 15 Drivers/ Attend.</td>
<td>68 74</td>
<td></td>
</tr>
<tr>
<td>Mt. Laurel</td>
<td></td>
<td>845-255-0033</td>
<td>132 94</td>
<td></td>
<td>28 27</td>
<td></td>
</tr>
<tr>
<td>Ulster BOCES - NP</td>
<td></td>
<td>845-255-1400 0 115</td>
<td>0</td>
<td>100 141</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulster BOCES – Port Ewen</td>
<td>Amy Storenski</td>
<td>845-331-6680</td>
<td>473am/402pm</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulster BOCES - Port Ewen</td>
<td>CSE Jillaine Berardi</td>
<td>845-339-8707</td>
<td>200</td>
<td>135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ulster BOCES Rifton</td>
<td>Peter Harris</td>
<td>845-334-5912</td>
<td>82</td>
<td>21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following table indicates day care providers in the district to which the district transports students:

<table>
<thead>
<tr>
<th>DAY CARE</th>
<th>HIGH SCHOOL</th>
<th>MIDDLE SCHOOL</th>
<th>LENAPE</th>
<th>DUZINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little Peoples</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-4 2 PM-2 4</td>
<td>AM-2 PM-2 4</td>
</tr>
<tr>
<td>Tots In Toyland</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-4 2 PM-0 1</td>
<td>AM-4 5 PM-2 5</td>
</tr>
<tr>
<td>Shining Stars</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
</tr>
<tr>
<td>Bumble Bee</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
</tr>
<tr>
<td>Little Hands</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-4-2 PM-4 3</td>
<td>AM-4 6 PM-6 10</td>
</tr>
<tr>
<td>Montessori</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-1 PM-7</td>
<td>AM-1 PM-6</td>
</tr>
<tr>
<td>YMCA Schools Out</td>
<td>N/A</td>
<td>N/A</td>
<td>AM-14</td>
<td>PM-19</td>
</tr>
<tr>
<td>Bright Beginnings</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-6 3 PM 5 2</td>
<td>AM-4 2 6 PM-9 8</td>
</tr>
<tr>
<td>Little Explorers</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-4 9 PM-2 6</td>
</tr>
<tr>
<td>Building Blocks</td>
<td>AM-0 PM-0</td>
<td>AM-0 PM-0</td>
<td>AM-2 1 PM-3 2</td>
<td>AM-2 4 PM-3 7</td>
</tr>
</tbody>
</table>

Early Detection of Potentially Violent Behaviors or Acts of Violence

- The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for New Paltz Central School District instructional staff.
- The District is currently investigating instituting alternative methods of detecting potentially unsafe behaviors. Crisis Assessment Procedures plans are constantly under revision.
- “Emotionally Safe Learning Communities” training for all Pre K-2 staff and faculty being implemented.
- Where a student is deemed by an appropriate staff member to require attention in this area the school principal, guidance counselor, and/or the CSE Chairperson of the district in which the student is enrolled shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to another. Parents/guardians will be notified and family court may also be contacted. If concerns are raised about a student’s mental health, parents/guardians and school district personnel shall be contacted.
- The District Wide Code of Conduct identifies conduct which has been deemed inappropriate and/or dangerous to the school community.
- Professional development opportunities will include warning signs and ways to help potentially violent students. “Warning Signs” will be included in handbooks.
- Student files are reviewed upon entrance to the district. Conferences are held with parents, students, guidance staff (middle and high school, and an administrator). There are guidance counselors, social workers, psychologists, a student assistance counselor (HS), and nurses who provide information and referral and counseling information to students and their families. The district also works with Family of Woodstock, UCMHS, MHA, Public Health Dept., Social Services, BOCES, Police and local hospitals/treatment centers.

Detection of Suicidal/Self-Injurious Behaviors

- The District Guidelines for Suicide/self-injurious Assessment outlines procedures to be taken by faculty and staff to identify behaviors which indicate a student may be at risk of personal injury. In accordance Section 155.17 of the Commissioner’s Regulations regarding School Safety Plans the specifics of these protocols qualifies for inclusion in the building plan, but not the public, district-wide Safety plan.
Hazard Identification

- Each of the buildings within the New Paltz Central School District has been evaluated for the location of potential hazards, both on and off school grounds. This hazard identification shall be updated at least once each year. The hazard identification list shall be incorporated into each Building-Level School Safety Plan. Field trip locations should also be evaluated for hazards prior to each trip taking place. The District maintains site plans for each of the facilities.
- Building systems and structures are evaluated through the Building Conditions Survey (every 5 years by a licensed architect or engineer) and the annual visual inspections which are performed in years in which the Building Conditions Survey does not occur. (performed by members of the health and safety sub-committee of the Health Advisory Committee in conjunction with Ulster BOCES risk management)
- There is a SUNY Campus in town, a Central Hudson Storage facility about 5 miles away, and the New York State Thruway. There are no major industries in the school community that would create hazardous situations. The High School is however, within ¼ miles of the New York State Thruway. Any hazard that would occur would be dealt with in conjunction with local, county and state emergency services.
- Blood Borne pathogen and Right to Know trainings occur each year for staff members.
- The following Hazard mitigation plans are reviewed yearly:
  - Exposure Control
  - Chemical Hygiene
  - Energy Control
  - Hazard Communications
  - Respiratory Protection

Section III: Response

Notification and Activation (Internal and External Communications)

- In the event of a violent incident, either implied or direct, New Paltz Central School District shall utilize the Ulster County’s 911 system to contact available appropriate emergency response personnel.
- In the event of an emergency or disaster that may impact school facilities or programs, New Paltz Central School District will use the following means to communicate with all educational facilities:
  - Telephone/Cell Phone
  - Fax/Email
  - Radio Systems
  - Local Media
  - Hand held radios walkie-talkies
  - Current Snow chain
  - Current Parent Phone trees within buildings
  - Transportation
  - Emergency Messages
  - District Emergency Message Phone Lines
  - Auto- Dialer - School Messenger

- The New Paltz Central School District requires emergency information transportation sheets to be completed by parents/guardians for all students. This emergency notification information must be updated whenever changes are made.
- In the event of a non-emergency situation in one/more of the District buildings when the building(s) becomes uninhabitable, an Early Dismissal will be enacted. An Early Dismissal is defined as any Dismissal which is outside the School Buildings’ designated dismissal times.
- Emergency Evacuation is defined as the need to Leave a building(s) as quickly as possible. This is an emergent situation and students will be relocated to designated buildings/areas as per building level safety plans.
- In the event of an early dismissal, or other event that warrants such action, persons in parental relation shall be notified via the local media and/or the use of auto-dialing, text messaging, email, emergency hotline, and/or parent phone trees.
- Parent, staff and the community are provided information on District safety procedures through the annual calendar mailing, district mailings and the District web-site.
- The district acknowledges that student and staff safety is paramount and that this may preclude getting information to parents as the incident is unfolding. The district recognizes the need to provide Timely and Accurate information as soon as it becomes available and is prudent to release this information. Information will not be released which jeopardizes students, staff or the ability of the authorities to conduct an investigation into any incident.
**Situational Responses**

**Multi-Hazard Response Protocols**

- New Paltz Central School District has developed multi-hazard response plans, based on the Incident Command System, and the National Incident Management System (NIMS) for the following emergency situations:

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Disturbance</td>
<td>Homeland Security Alert</td>
</tr>
<tr>
<td></td>
<td>Bomb Threat</td>
</tr>
<tr>
<td></td>
<td>Biological Terrorism</td>
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<tr>
<td></td>
<td>Intruder Alert</td>
</tr>
<tr>
<td></td>
<td>Hostage Taking/Kidnapping</td>
</tr>
<tr>
<td></td>
<td>Physical Assault or Threat</td>
</tr>
<tr>
<td>Weather Emergency</td>
<td>Flood</td>
</tr>
<tr>
<td></td>
<td>Snow/Ice Storm</td>
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<tr>
<td></td>
<td>Tornado Warning/Thunder/Lightning Storm</td>
</tr>
<tr>
<td>Building Structure Emergency</td>
<td>Water Emergency</td>
</tr>
<tr>
<td></td>
<td>Hazardous Materials Incident</td>
</tr>
<tr>
<td></td>
<td>Fire/ Explosion</td>
</tr>
<tr>
<td></td>
<td>Gas/Oil Leak</td>
</tr>
<tr>
<td></td>
<td>System Failure</td>
</tr>
<tr>
<td></td>
<td>Structural Failure</td>
</tr>
<tr>
<td></td>
<td>Telephone System Failure</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>Sick/Injured Person</td>
</tr>
<tr>
<td></td>
<td>Mass Illness/Epidemic</td>
</tr>
<tr>
<td></td>
<td>School Bus Accident</td>
</tr>
</tbody>
</table>

**Responses to Acts of Violence: Implied or Direct Threats**

- Students and staff of New Paltz Central School District are expected to abide by normal standards of civility. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. The administrator shall make the appropriate contacts (e.g. parents, crisis intervention, law enforcement, District Superintendent) based on the nature of the threat.

- The New Paltz Central School District Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

**Acts of Violence**

Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by New Paltz Central School District. In the event of such an incident the building administrator or his/her designee shall notify law enforcement and the Superintendent, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.
Arrangements for Obtaining Emergency Assistance from Local Government

- When appropriate, New Paltz Central School District will make use of the following local government agencies during emergencies:
  - Fire, Police, Medical: 911
  - Central Hudson (Gas Odors): 800-942-8274
  - Town of New Paltz Police Department: 845-255-1323
  - Family Court: 845-340-3600 845-481-9430
  - New York State Police: 845-691-2922
  - Poison Control Center: 800-222-1222
  - Congressional Offices: 845-331-4466
  - Department of Environmental Conservation: 845-256-3000
  - Ulster County American Red Cross: 845-338-7020
  - Ulster County District Attorney: 845-340-3280
  - Ulster County Emergency Management: 845-331-7000
  - Ulster County Health Department: 845-340-3150
  - Ulster County Highway/Bridge Department: 845-340-3131
  - Ulster County Mental Health Services: 845-340-4000
  - Ulster County Safety Office: 845-340-3410

Procedures for Obtaining Advice and Assistance from Local Government Officials

- When deemed appropriate, the Superintendent or his/her designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation including the county or city official responsible for implementing Article 2-B of the Executive Law.

District Resources Available for Use in an Emergency

- Each New Paltz Central School District Building is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, AEDs, food/water, fire extinguishers, flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, duct tape, hardware) are located in the maintenance shops and with the supplies of the Head Custodian of each building. Each school building of the New Paltz Central School District can serve as a Relocation/Sheltering site, if required, during emergencies.

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

- The use of manpower and resources during an emergency shall be coordinated at each building by the building administrator or director with direction from the Superintendent or his/her designee. The coordination of manpower may be further broken down into internal departments or divisions.
- An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level Safety Plan.

NYS Homeland Security Definitions for Protective Action

- **Clear and Sanitized Area:** An assembly space, such as the gymnasium, that is used to shelter students, faculty and staff after it has been thoroughly searched by school volunteers and law enforcement for suspicious packages and objects.

- **Emergency Response Team:** Designation of an emergency response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies, other appropriate incident response teams and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident. (see individual building plans)

- **Incident Command System:** The Incident Command System, also known as ICS, is defined as a standardized on-scene emergency management system that allows multi-agencies to work together without any jurisdictional boundary problems. ICS defines the chain of command as a series of management positions in order of authority. Individuals in the chain of command are from different agencies and positions.

- **Lockdown:** A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger. Most commonly used when building has an intruder. (See Lockdown instructions and procedures.)
**Lockout:** Allows no unauthorized personnel into the building. All exterior doors are locked and main entrance is monitored by administrators, security or school resource officer. This procedure allows the school to continue with the normal school day, but curtails outside activity. Most commonly used when incident is occurring outside school building, on or off school property. (See Lockout instructions and procedures.)

**Short-Term Shelter in Place:** A procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population) that has been clear and sanitized. Most commonly used during bomb threats and weather emergencies. (See Short-Term Shelter in Place instructions and procedures.)

**National Terrorism Advisory System (NTAS)***
The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

**NTAS Alerts – Imminent Threat Alert**
Warns of a credible, specific, and impending terrorist threat against the United States.

**Elevated Threat Alert**
Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an [imminent threat](#) or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

**Sunset Provision**
An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves. NTAS Alerts contain a [sunset provision](#) indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.


**NEW PALTZ PROTECTIVE ACTION OPTIONS**

**Emergency Procedures**
The school district realizes that knowing your child is safe is paramount. In emergency situations District personnel’s first response is to attend directly to this safety. This precludes getting information out at the moment an incident occurs. The District does recognize the need to provide [TIMELY](#) and [ACCURATE](#) information to our parents. We ask your patience with the brief lag between incident and information availability as inaccurate information can cause more harm than good. Emergency situations are dangerous to all, and by going to your child’s building it impedes emergency services response. Students will be released to parents as soon as the situation is deemed safe to move students by emergency personnel. Should there be an emergency situation, as soon as information is available it can be found by calling our emergency hotline at (845) 256-4099 and/or listening to one of the radio stations listed in the District Calendar and or web-site. Information provided will include where to pick up your child and the protocols for doing so.

**School Cancellation or Delay**
The cancellation or delay of New Paltz Central School District educational programs shall take place pursuant to New Paltz Central School District policy 3510.
Early Dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending blizzard). The decision to dismiss school early shall be made by the Superintendent or his/her designee. The New Paltz Central School District Transportation Supervisor is then notified to contact school bus drivers during impending weather notifications, school bus drivers are instructed to be available and within easy reach of the Transportation Department. Persons in parental relation are notified via the local media, auto-dialer, e-mail and/or telephone chains.

Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Evacuation areas will be checked for safety prior to exiting the building, as per individual building emergency plans. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the New Paltz Central School District administration. If the decision is made to dismiss for the day, the conditions of Early Dismissal apply. Drills will be conducted yearly.

Relocation/Sheltering

Relocation/Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building’s lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). A code or similar system is in place to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Relocation/Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged. Arrangements to seek approval for off-site Relocation/Sheltering will begin as soon as possible and may include, but not be limited to SUNY New Paltz, BOCES, Elks Lodge, St. Joseph’s, Church of Nazarene, New Paltz Christian Church, New Paltz Reformed Church, Christ the King Church.

Hold-in-Place

Hold-in-place is used if there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue, or medical emergency that requires students and staff movement be limited. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Lockout

Lockout is implemented when an incident is occurring outside the school building or off school property. (i.e. NYS Thruway incident) No unauthorized personnel allowed into the building. All exterior doors will be locked. All students outside the building will return inside. Appropriate monitoring of the main entrance and all doors will occur. All normal school day activities will continue with no outside activities. NO cell phone activity is allowed.

Lockdown

Lockdown is implemented when there is an immediate or imminent threat to the school building population. (i.e. intruder) All building doors are locked, including classrooms and offices. Students in activities outside the building will be instructed either to reenter the building or move to a secure area away from the building. School staff and students are to remain in the rooms they are currently in until the situation is resolved. NO movement in the building is allowed. NO one will enter or leave the building until the situation is resolved. Campus will be secure, NO Unauthorized personnel will be allowed onto the site or into the building. NO cell phone activity is allowed. Drills will be conducted yearly.
New Paltz Specific Protective Action Plans and Training

**Fire Lanes**
The New Paltz Central School Board of Education has established fire lanes around each school facility, hereby prohibits the parking of vehicles in the prescribed fire lanes and uses the assistance of the New Paltz Police Department in the enforcement of this policy. The Superintendent of Schools is directed to ensure that such lanes are appropriately designated, and clearly marked.

**Cross Walks**
In conjunction with NYS Department of Transportation and local police cross walks have been established in various high pedestrian areas in both parking lots and across streets adjacent to school building.

**After-School Programs**
The building principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

**Outside User Groups**
The Director of Facilities and Operations shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

**Single Point of Entry Protocols**
Visitors to the District’s buildings will be required to be ‘buzzed in” from a single point of entry. Visitors will be required to show ID to the front desk personnel and sign both in and out of the building. Visitors will be instructed to allow no one else through the door with them. Visitors will wait for their child at the front desk or be instructed to go directly to the room they are visiting.

Staff and students will be constantly reminded that they are not to open the door to anyone for entry into the building. HS students and all District staff will be issued proximity cards and assigned specific doors that they may enter through. Faculty and staff will need permission to enter the building when school is not in regular session from their building administrator.

**CIVIL DISTURBANCE**
NPCSD Utilizes the NYS Homeland Security Guidelines. For Lockdown, Lock out, Intruders Evacuation, Relocation, Sheltering and Bomb Threat. Training is provided for employees and students. Incident directions are posted in each classroom and located in all substitute teacher folders.

**Bomb Threats**
In an effort to ensure the safety and protection of the students, staff and other occupants of the District’s buildings and facilities while minimizing the potential disruption to the educational programs, the New Paltz Central School District directs the School Administration to take reasonable and appropriate action when confronted with a bomb threat. Each bomb threat must be analyzed for its potential authenticity and assessed in terms of the level of the threat, taking into consideration the specificity of the threat, the location, if any, and time of detonation. The Building Principal will determine, based upon the level of threat, whether or not to evacuate the building and order the reentry of the facility. The following are acceptable responses to a bomb threat, depending upon the nature and level of the threat:

- **Pre-clearance** of the building and maintenance of security to ensure no suspicious objects have been brought into the building by students, staff or visitors.
- **Relocation/Sheltering** students in an area which has been “sanitized and cleaned”.
- **Evacuation** of the building after searching exit routes and evacuation areas.
Dissemination of Information/Criminal Behavior
Information should be disseminated informing students and staff that the mere reporting of a false bomb threat is a crime that may result in imprisonment and/or civil penalties being imposed against the individual. The building administrator will be responsible for informing school staff and students as to the appropriate procedures to be followed in the event of a bomb.

Biological Terrorism
The District has developed protocols for handling mail or packages. Common sense and care should be used in inspecting and opening mail or packages. Mail and packages are delivered to a central receiving area and then disseminated to the respective buildings.

WEATHER EMERGENCIES
The District monitors weather reports, and receives alerts from Fleetweather- Compu-Weather. Service and weather emergency radios and state and local emergency services. Cancellation of educational programs will be done if deemed necessary.

Flood
The District maintains an active set of transportation plans to deal with locally flooded roads. Flood plans are reviewed annually. Parents in these areas receive information about their particular situation directly.
PLAN A - Flooded area is Springtown Road (between Dug Road and Kleine Kill Road).
PLAN B - Flooded area is in two areas on Springtown Road (between Rt. 299 & Dug Road).
PLAN C - Flooded areas on Springtown Road between 299 & Cragswood Road. The bus routes will need to be split and the following two plans will be in effect:
PLAN D - Flooded areas are Route 299 from the Wallkill Bridge to Libertyville Rd. as well as Libertyville Rd between Rt 299 and Unity Lane.

Snow/Ice Storm
The guidelines and procedures presented in this notice will be followed except in very unique circumstances which would cause school officials to take alternate action.
1. SURFACES: Road conditions, school driveways, and parking lots need to be declared safe for use by the responsible governmental units.
2. ICE: Surfaces must be sanded. It is expected that buses will not end the routes with the sanded surface covered by new icing.
3. TEMPERATURE: When the temperature is below -15 degrees Fahrenheit at 5:15 AM, a delay will occur. At 7:15 AM the final decision to open or close schools for the day will be made. This decision will be based on the temperature at that time and the forecast for the day provided by the professional weather service contractor.
4. WIND CHILL: When the wind chill factor is predicted to be below -25 degrees Fahrenheit at 5:15 AM, a delay will occur. At 7:15 AM the final decision to open or close schools for the day will be made. This decision will be based on the temperature at that time and the forecast for the day provided by the professional weather service contractor.
5. AFTER SCHOOL STARTS: When a storm arrives after school starts, the schools will remain open unless a heavy snowfall is predicted to continue into the afternoon hours. If this is the case, then the schools may close earlier. The Transportation Office will notify the radio stations of early dismissal times. Lunches will be served prior to dismissal whenever possible.

Tornado, Thunder/Lighting Storm Watch/Warning
Students are trained annually in personal safety during weather emergencies as per the “Tornado Preparedness Tips for School Administrators” &” Thunderstorms… Tornadoes… Lightening..., A Preparedness Guide”, issued by the National Oceanic & Atmospheric Association (NOAA) Establishment of Sheltering locations within each school building is ongoing. These locations should be on the building’s lowest level and interior locations away from windows and doors (i.e. corridors). Areas with long-span roofs & skylights (e.g. gymnasiums) should be avoided.

BUILDING STRUCTURE EMERGENCY
Every five years the District performs a building conditions survey in compliance Rebuilding Schools to Uphold Education (RESCUE) - 8 NYCRR 155 and Education Law 3641. Due to changes to this legislation which may not allow a BCS to be done as necessary, but rather on a state-wide staggered schedule, the district will be considering the need to conduct a similar assessment of its facilities in the next school year, if warranted. Preventive maintenance checks are performed on an ongoing basis, and areas that are in need are addressed. Maintenance and repairs are made in all areas of deficiency.

Structural Failure
Structural plans are available for all District buildings which indicate all egress points, classrooms, and mechanical systems.
**Water Emergency**
Plans are in place for the provision of water in the event of a boil water alert. Other types of water emergencies are dealt with through implementation of associated building structure emergency plans.

**System Failure**
All relevant personnel are familiar with the basic operation of the major systems in the building (e.g. HVAC, electrical). Mechanical systems drawings are available.

**Hazardous Materials Incident (Hazmat)**
Training is provided for those individuals who are likely to encounter a HazMat Incident. Copies of current Emergency Response Guidebook. The District will provide local Emergency Services with copy of hazardous materials located on District property. Material Safety Data Sheets (MSDS) are available in each of the building.

**Fire / Emergency Drills**
Students and staff are provided instruction and training, through fire drills in compliance with NYSED regulations. Training will be in procedures for leaving the building in the shortest possible time and without confusion or panic. Emergency escape plans are posted in all classrooms and other locations of pupil occupancy. Drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one (1) of the twelve (12) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school.

**Gas/Oil Leak**
Applicable people will be trained in the location of the following: main gas shut-off to building; gas meter; and, emergency gas shut-offs in science labs and other relevant locations and the correct procedures to safely close off these valves. The phone number for Central Hudson gas leak response (800-942-8274).

**Telephone System Failure (District-Wide)**
The district wide phone system is not like household phone systems. One phone line does not equal one phone call. There are dedicated emergency use phone lines for specialized equipment such as automatic dialers for intrusion and fire alarms, our main phone lines branch out and have the ability to handle several phone calls at the same time. In case of failure back up cell phones and radios a provided to attend to essential safety functions.

**MEDICAL EMERGENCY**
Standing medical procedures have been established in conjunction with the District physician. The District employs Registered Nurses in each of the educational buildings. 911 will be called to any District emergency which is out of the scope care of the District Registered Nurses. (BOE 7520)

**Sick/Injured Person**
First aid kits and medical supplies readily available at each educational building. Eye-wash stations are provided as per OSHA regulations. A listing of those staff members certified to perform First Aid and/or CPR is maintained. CPR training is available to all District personnel and is mandatory for all coaches and professional rescuers. Standing procedures are followed for all medical emergencies. Confidential health listings are maintained by each of the buildings and those with notification in the event of a contagious illness is made. Incident reports will be filed in the Health office of the injured’s respective building.

**Mass Illness/Epidemic**
An open dialogue with county health officials is maintained. The Ulster County Department of Health will take the lead in determining the number of incidents of disease which constitute an epidemic. All disease incidents required by NYS DOH as reportable are reported to the Ulster County Health Department.
District Vehicle Accident

ACCIDENT PROCEDURE/NON SCHOOL BUS DISTRICT VEHICLES

In the event of an accident, all personnel will utilize the following procedure:

DRIVER RESPONSIBILITIES

1. Check to see if there are any injuries.
2. Contract Transportation base by radio or contact by phone 256-4070 or 4090 and give the following information:
   a. Location – street and nearest intersection.
   b. Advise if ambulance is needed.
3. Wait for district and/or emergency personnel to arrive, or proceed as directed by your Supervisor

When/if emergency personnel arrive **EMERGENCY PERSONNEL ARE IN CHARGE ON THE SCENE.**
Driver/passenger(s) are to do the following:
   a. Follow the directions of emergency personnel.
   b. Give them the accident information. Give the investigating officer your license, insurance card and registration for the vehicle.
   c. Make sure to get license, insurance and registration information from the other driver.

Supervisor(s) will coordinate with emergency personnel to resolve the accident scene.
4. When you return to the Transportation/Facilities center **DO THE FOLLOWING:**
   a. Notify your Supervisor(s)
   b. Fill out a preliminary accident report immediately

TRANSPORTATION/FACILITIES OFFICE RESPONSIBILITIES

1. A Supervisor, Dispatcher, or TX/FO Secretary will phone 911 requesting they dispatch emergency personnel for all off campus incidents, and if needed for on campus incidents.
2. Dispatcher/Secretary will notify appropriate Supervisor(s).
3. Facilities and/or Transportation (if needed) Supervisors will report to the scene with the camera and incident forms.
4. A mechanic will report to the scene (if needed) to determine damage to the vehicle and ascertain along with the responding Supervisor(s) if vehicle should be driven or towed.
5. Supervisor(s) will coordinate with emergency personnel to resolve the accident scene.
6. Supervisor(s) will coordinate all documentation of incident (i.e. pictures, police reports, medical reports)
7. Supervisor(s) will complete all necessary accident/insurance paperwork and submit to the appropriate agencies.
8. Supervisor(s) will notify the Assistant Superintendent for Business and District Superintendent.

IN ANY CASE OF SUSPECTED PERSONAL INJURY - CALL 911

New Paltz Police - 255-1323 (non-emergency number)
NY State Police, Highland – 691-2922 (non-emergency number)
Tom’s repair/towing – 255-1288

School Bus Accident

Bus Emergency Drills

The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first week of the fall term, the second between November 1st and December 31st, and the third between March 1st and April 30th. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following: Students, parents and staff receive a yearly reminder of expected conduct when riding a bus.

a) Safe boarding and exiting procedures;
b) The location, use and operation of the emergency door, fire extinguishers, ax, first-aid equipment and windows as a means of escape in case of fire or accident;
c) Orderly conduct as bus passengers.

Students who ordinarily walk to school are also be included in the drills.
Bus Accident Response

Bus Owner/Operator Response:

- Driver will:
  - ascertain if there are any injuries or hazardous conditions.
  - Report the accident to transportation dispatcher/supervisor and/or school administrative personnel.
  - If communication with the district cannot be established, then the driver will attempt to report the accident directly to 911.
  - Stay with the students in the bus. Evacuate only if necessary. Driver shall provide assistance within their level of training.

- The transportation dispatcher, utilizing a standardized form provided by Ulster County Emergency Management,
  - Will call 911, at the earliest possible opportunity,
  - Will ensure that all notifications have been made. A call list shall be prepared and made available with at least one phone number per necessary school person.

School District Personnel Response:

- Upon notification the transportation dispatcher/supervisor shall:
  1. Immediately notify 911
  2. Notify the Superintendent of Schools or his/her designee
  3. If passengers are from more than one district, the transportation supervisors in each district should be notified, who will then in turn contact their Superintendent of Schools or designee

- District officials may communicate with officials in the district where the accident occurred to ask for assistance (this is particularly applicable for shuttles, field trips and sports activity trips).
- District official(s) or their designee shall respond to the scene and report to the Incident Commander.
- District official(s) or their designee shall take overall responsibility for students deemed not injured and not requiring transport by EMS. This may include arranging for alternate transportation.
- The home school district officials shall make all parental notifications.

Emergency Services Response:

- Emergency Services shall determine if the accident involves evident personal injury or property damage.
- Personal injury auto accidents involving a school bus (PIAA) - Police, fire and, emergency medical services (EMS) will be sent upon the initial receipt of the accident notification.
- Property damage auto accidents involving a school bus (PDAA) - As with all reported property damage or unknown personal injury auto accidents, a police agency will be dispatched to assess the scene and take an accident report. If subsequent calls report personal injury, or if the arriving police officer reports personal injury or other hazardous conditions, or if the information received from any caller indicates the potential for personal injury (such as bus rollover accident, head on accident involving loaded school bus, etc.) appropriate emergency services will be dispatched.
- Police, fire and EMS agencies shall work with school district officials in a coordinated effort to efficiently and effectively provide appropriate treatment and transport for all injured parties.
- EMS providers will be following Policy Statement 99-11 (EMS Response to School Incidents) issued by the New York State Department of Health, Bureau of Emergency Medical Services.

Critical to the success of any incident involving a school bus is the cooperation and communication among all involved parties. This can be greatly enhanced by informational meetings and conducting training prior to an event. A full accident investigation will be done including seating chart, injury chart (even if blank) and photographs of the scene.
In July 2000, Governor Pataki signed the SAVE legislation that requires schools to develop policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property. Crime scenes often have some of the most important evidence.

This pamphlet was designed to give guidance in developing your policies and procedures. Police agencies are available to assist with further education and training.

New York State Police
Division Headquarters
1220 Washington Ave., Building 22
Albany, New York: 12226-2252

For information about other State Police crime prevention programs, contact the nearest Troop Headquarters.

Troop "A" Headquarters
4525 West Sale Drive
Batavia, N.Y. 14020
(716) 340-2200

Troop "B" Headquarters
Rt. 86, Box 100
Ray Brook, N.Y. 12977
(518) 897-2090

Troop "C" Headquarters
Rt. 7, Box 300
Sidney, N.Y. 13838
(607) 561-7400

Troop "D" Headquarters
Rt. 5, P. O. Box 30
Onondaga, N.Y. 13421
(315) 366-6500

Troop "E" Headquarters
P. O. Box 25220
Canandaigua, N.Y. 14425
(716) 398-3200

Troop "F" Headquarters
Crystal Run Road
Middletown, N.Y. 10941
(845) 344-3300

Troop "G" Headquarters
504 Loudon Road
Loudonville, N.Y. 12211
(518) 783-3211

Troop "K" Headquarters
Box 3000
Poughkeepsie, N.Y. 12603
(845) 677-7300

Troop "L" Headquarters
7140 Republic Airport
Farmingdale, N.Y. 11735
(631) 756-3300

Troop "NYC" Headquarters
2 Pennyfield Avenue
Bronx, N.Y. 10465
(718) 319-5100

Visit us at:
www.troopers.state.ny.us

Developed as a community service
by the New York State Police
Forensic Investigation and
School and Community Outreach Units
February 2001

George E. Pataki
Governor of New York State
James W. McMahon
Superintendent of New York State Police
School Crime Scene Management

Evidence is very important in criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. These professionals are called crime scene technicians.

If you ask a crime scene technician to name the biggest problem that they encounter on the job, you will consistently hear—crime scene contamination.

Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence.

Since school employees will be first at a school crime scene, the State Police recommend that a person from the school staff be designated to manage the crime scene prior to police arrival.

The following pamphlet outlines an easily retainable acronym designed to assist responding school personnel in managing a school crime scene.

Respond . . .
- Personal safety - Your safety comes first! You can’t help others if you are injured.
- Organize your thoughts and formulate a plan on how to handle the situation.
- Make mental notes of your observations.

Evaluate . . .
- Evaluate the severity of the situation. Is the crime/incident in progress or not? School Emergency Response Team should be calling 9-1-1 if appropriate.
- Identify all involved and uninvolved individuals in the area. Emergency response personnel should be offering aid to the victims.
- Be aware of weapons and hazards.
- Be aware of potential evidence.
- Don’t touch anything unless necessary.

Secure . . .
- Clear away uninvolved people.
- Establish a perimeter with survey or custodial tape, cones, desks.
- Police will adjust the perimeter if they need to.

Protect . . .
- Safe guard the scene - limit and document any people entering the area.
- Don’t use phones or bathrooms within the scene area.
- Don’t eat, drink or smoke in the area of the scene.

Observe . . .
- Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.
- Record detailed information - don’t rely on your memory.

Notify . . .
- Call 911 (Police/EMS/Fire Personnel), if not already called or there.

Document . . .
- Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture.
- Be prepared to provide your notes and information to police.
PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK:
1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Number at which call was received: ____________________________

Time: __________ Date: __________________

CALLER'S VOICE:
- Loud
- High
- Intoxicated
- Calm
- Fast
- Stutter
- Distinct
- Accent (type)
- Other Characteristics: ____________________________

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:
- Voices
- Quiet
- Animals
- Street Traffic
- Office Machinery
- Other
- Airplanes
- Trains
- Music
- Factory
- Machinery

THREAT LANGUAGE:
- Well spoken/educated
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker

REMARKS:

Sex of caller: ______ Race: ______

Age: ______ Length of call: ______

Report call immediately to:

Phone Number: ____________________________

Additional Information on Reverse

BOMB THREAT INSTRUCTIONS

New York State Police Bomb Threat Instruction Card

As a community service, the New York State Police invites you to download, duplicate and distribute this information for educational and safety purposes and non-profit use.

Please do not alter the cards in any way.

The Bomb Threat Instruction Card should be be printed double-sided, four across on 11 x 14-inch, card stock with .25-inch border.
Characteristics of a Suspicious Package

Always remain aware!
Look for the anomalies:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage
- No postage
- Foreign writing, postage, or return address
- Missing, nonsensical, or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound
CHECKLIST OF ACTIONS TO TAKE

1. Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance.

2. Clear the immediate area of all persons and keep others away.

3. Instruct people in the immediate area to wash hands and other exposed skin with soap and water.

4. Direct these people to a designated area away from the substance to await further instruction.

5. List the names of the persons in the immediate area of the mail piece or substance.

6. Cordon off the immediate area.

7. Shut down all equipment in the immediate area and HVAC systems (heating, ventilation, and air conditioning).

8. If possible without disturbing the mail piece or substance, document:
   Location of mail piece or substance:
   ____________________________________________
   ____________________________________________
   ____________________________________________

   Description of substance:
   ____________________________________________
   ____________________________________________
   ____________________________________________

   Description of mail piece (markings, labels, declarations, postage):
   ____________________________________________
   ____________________________________________
   ____________________________________________

   Addressee’s name and address:
   ____________________________________________
   ____________________________________________
   ____________________________________________

   Mailer’s name and address:
   ____________________________________________
   ____________________________________________
   ____________________________________________

9. Contact and pass information to the appropriate agency. A list of Contacts in Case of Emergency is provided at right.

10. Take actions and make appropriate notifications as directed or as published in your local emergency plan.

Contacts in Case of EMERGENCY

FEDERALLY LEASED OR OWNED FACILITIES

Life-threatening Emergencies
Dial 911 & follow your building’s procedures, then:
Notify the Federal Protective Service (FPS)
National Toll Free Number: 1-877-4FPS-411 (1-877-437-7411)

Non-Life-threatening Emergencies

Security Issues
Contact local building security management representative, then call:
Federal Protective Service (FPS)
National Toll Free Number: 1-877-4FPS-411 (1-877-437-7411)

NEBRASKA AVENUE COMPLEX PROCEDURES

Medical Emergencies
Dial 911, then call:
NAC Security Desk
Phone: (202) 282-9700

Non-Life-threatening Emergencies
NAC Security Desk
Phone: (202) 282-9700

NON-FEDERAL BUILDINGS
Dial 911 or follow your building’s procedures.
Section IV: Recovery

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

A. New Paltz Central School District will support the Emergency Response Teams and the Post- Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The District will also assist these teams by interfacing with relevant regulatory agencies and the media.

B. The New Paltz Central School District office, under the direction of the Superintendent, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

CRITICAL INCIDENT RECOVERY PLAN

Upon the event of a crisis, the administrators in each building will convene a meeting with the social workers, psychologists, counselors, nurses and other pertinent personnel to develop an action plan. Facts of the incident need to be established and verified.

For the Faculty
Faculty will be informed either on prep periods, lunch periods, or at an emergency faculty meeting at the end of the day. Crisis team members will be available for debriefing and processing throughout the day. Information will be disseminated in the form of a memo as well. An area in each building will be designated as a support room for staff to go to talk, make phone calls, etc. Information on speaking with students will be disseminated. Follow up faculty meetings will be conducted as per the gravity of the situation.

For the Students
Crisis team members will distribute guidelines for teachers on talking to their classes about the incident. Crisis team members will be available to support teachers in conducting these discussions.

Crisis team members will be available for debriefing/processing for individuals and/or small groups of students. Parents of distraught children will be notified. The crisis team member will conduct follow up sessions with the child as deemed necessary. If additional intervention is necessary, a referral to community services will be made. The crisis team will assess the need for ongoing monitoring of students in the event of a long term crisis and report results to building administration.

For the Parents/Community:
Crisis team will assess the need for outreach with parents and will discuss with building Administration. Outreach may include informational memos, informational group meetings. Meetings would be held at the district wide level in one location then broken down by appropriate developmental stage. Memos will be sent out with each student from each building to notify parents of an informational meeting. A resource list will be compiled and available for parents and community members upon request.

For the Crisis Team:
Crisis team will debrief with each other as a team at the earliest availability not to exceed forty eight hours. In the event of a long term crisis, these meetings will take place on a regular basis. In the event that additional personnel are needed, the BOCES county wide plan will be implemented.

RESPONSE TO SUDDEN SCHOOL COMMUNITY MEMBER TRAUMA/DEATH

Preparatory (before sudden adolescent death)
1. School districts should consider which in-district clinical support staff (psychologists, social workers, guidance counselors, etc.) will be assigned, as Crisis Team Members, to each building in the district should a crisis occur. Provision should be made for these identified staff members to have training.
2. School principals should consider, in advance, the potential locations of crisis centers.
3. School districts should project the extent of their need for support from the countywide Resource Providers prior to crisis situation.
4. School districts should consider which district professional will be designated as primary spokes-person to deal with the media.
5. School principals should consider, in advance, which building staff member will serve as an assistant organizer/decision maker during the time of crisis.
6. Arrangements should be made to cover the absence of the school principal.
Procedural (after sudden adolescent death)

Alert Day:
1. School community member found dead of an apparent suicide or other sudden death.
2. District representative (school principal, central office administrator, psychologist) contacts Crisis Team Members (in-district) as soon as possible.
3. Local district Superintendent contacts, Ulster BOCES, requesting assistance from Countywide Resource Providers, if necessary
4. Local district administration designates primary spokesperson to deal with the family.
5. Local district Superintendent contacts and confirms the district professional who is the designated primary spokesperson to deal with the media.
6. Building principal contacts and forms an assistant organizer/decision maker to facilitate response plan in the school building which has been affected.
7. Building principal or Crisis Team member in building where sudden death has occurred contacts Crisis Team members in other district schools if necessary. This is important to provide support for siblings, relatives, and close friends in other schools.
8. Building principal designates an individual who will have primary responsibility for answering parent questions.
9. Building principal activates telephone chain to announce a faculty meeting prior to the opening of school on the next.

Day One (In School)
1. Early morning faculty meeting is held with several purposes:
   a) Principal reviews the known facts of the case, in order to establish a common reference base and to dispel rumors.
   b) Principal introduces crisis team members, reviews special schedule for day and communicates the location of the "crisis centers".
   c) Crisis team members describe the feelings which students may be experiencing and suggest how the teachers might handle them. Time is allowed for questions and dealing with the feelings of the staff. Some staff may be particularly upset and require additional support.
   d) Guidelines are provided for helping any students who are upset and for having them escorted to one of the "crisis centers" set up in the building (guidance office, etc.). Faculty should identify close friends of the deceased and other high need students for potential follow-up.
   e) Teachers are encouraged to allow students in their classes free expression of grief. The guiding principle is to return to normal routine as soon as possible within each class and within the school. School-wide assemblies or memorial activities are discouraged. If a school-wide assembly is deemed appropriate, then provisions for individual and/or small group sessions need to be established.
   f) The teachers are asked to dispel rumors wherever possible.
   g) In the event of a suicide, teachers are asked to discourage any "glorification" of the event. For example, if a student is heard to say, "I wouldn't have the guts to kill myself", the teacher can respond, 'We all care for the individual and his/her family, but suicide is not really a brave act! It is far more courageous to go on living and to face your problems each day as you and I do."

2. The principal, and/or guidance counselors, and clinical staff may meet with - each grade, either by individual homerooms or by total grade (if possible) in order to:
   a) Review the known facts and to dispel rumors.
   b) De-mythologize the act. (This is not heroism or a media event. It is a ready concern for the family.)
   c) Inform students and staff of the location and role of the crisis center.
   d) Encourage students to express their reactions in whatever way that is appropriate for them. (All responses are acceptable, from severe upset to no reaction whatsoever.)
   e) Students should have the opportunity to request additional assistance in a confidential way through index cards distributed to the whole student body.
   f) Discuss possible guilt or feelings of responsibility.
   g) Discuss possible fears for their own safety and that of their siblings and peers.
   h) Ask students to be supportive of one another and to escort any fiend who is upset to a teacher or the crisis center.
   i) Reassure students that any adult in the building is available to help.
   j) Encourage students to discuss their feelings with their parents.

3. Telephone calls are made to parents of individual students who are particularly upset during the day. The crisis team will collaborate to determine which parents are called. This telephone contact is ideally handled by clinical staff that can explain the student's reactions to the parents and give appropriate advice as to how parents should handle their son/daughter. Some parents may be asked to pick up the student at the school.

4. All building staff are assembled after school to:
   a) Allow for the expression of feeling and mutual support. (After a full day of dealing with their own emotional responses and that of their students, the teachers are generally quite drained.)
   b) Review the events of the day.
   c) Review the characteristics of high-need students (those who seem especially upset or depressed or show other signs of needing individual attention), and compile a list, based on staff observations, of these individual students. Arrangements can be made for clinical staff from Ulster County Mental Health Services to provide in-school counseling.
d) Announce the funeral arrangements and encourage staff to attend, in order to provide support to students and their families.

**Follow-up Activities**

The Crisis Team shall suggest follow-up activities to the building Principal and Superintendent of Schools who shall determine the most appropriate course of action. It is further suggested that staff be reminded that there is one media contact person.

1. **Outside consultants** may be called upon. At this point, it may be helpful to have "outside" professionals because they are not emotionally involved and can, therefore, provide objective support and direction. Some of the services they can provide are:
   a) Recommend to parents private evaluations for "high risk" students.
   b) Speak at a general faculty meeting on the issue of adolescent suicide; identification, prevention, response.
   c) Conduct evening informational meetings for all concerned community members.

2. Guidance and clinical staff continue meeting with individual students and small groups to provide support, and to further identify "high risk" students and faculty.

3. Contact all parents of students identified as "high risk" to express concern and to suggest possible follow-up evaluation by informing parents of community and county resources that are available.

4. Outside consultant and school staff may conduct an evening meeting of all concerned parents to answer question and allay concerns.

5. Guidance and clinical staff continue crisis intervention, answer phone calls of anxious parents, and meet with concerned staff.

6. The Principal and Superintendent of Schools will determine whether letters should be sent to parents of "high risk" students reminding them to seek a private or community professional evaluation, in order to insure the health and safety of the child. (Return receipt mail is suggested.)

7. "School/Community Steering Committee" can be formed and can plan a meeting for all interested community leaders to discuss a community-wide response to the needs of the teenagers of the town.

8. “Front-line” staff who have been dealing directly with the crisis should meet with a consultant for expression of feelings and mutual support. (This is a necessary ingredient.)

**Long Term Issues**

A meeting of the local school district crisis team should be scheduled within 3 months to review the efficacy of the procedure and to identify any students and staff in need of further support. Attention should be given to events that may reactivate grief responses to a traumatic event, i.e., graduation, the anniversary of the event, or New Years.

**Closing Comment**

An outside support consultant can help the Superintendent, Principal, and other key coordinators to examine their own view of the situation and, at the same time, validate key responsibilities toward children, teachers, parents and/or the community as a whole.

**Resource**

Solanto Joseph R., Ph.D., "The Days After; A School's Response in the Aftermath of Sudden Adolescent Death" from *Teenage Suicide Prevention Intervention Response*.

**COUNTYWIDE RESOURCE STAFF**

Each building will have a listing of resources who are offering their services with the support of their respective Superintendents of Schools on a request basis to local school districts. Additional expertise is being provided by the identified mental health professionals. School districts, without sufficient experience in dealing with the delicate issue of child/adolescent death or in need of extra staffing required to implement a response plan, may contact the Ulster BOCES to request assistance. Support may be in the form of consultative services or direct intervention as determined by a requesting district. **Initial Contact for Assistance**

<table>
<thead>
<tr>
<th>Position</th>
<th>School District</th>
<th>Contact #5</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Superintendent</td>
<td>Ulster BOCES</td>
<td>255-3040 Work</td>
</tr>
<tr>
<td>Deputy Superintendent</td>
<td>Ulster BOCES</td>
<td>255-3020 Work</td>
</tr>
</tbody>
</table>
Countywide Response Plan to Sudden Child/Adolescent Death

In recent years we have witnessed a growing concern for the traumatic phenomenon of sudden child/adolescent death and its impact in our school community. Faced with the challenges and realities presented by this social problem, the Ulster County Superintendents’ Council joined forces in eliciting a countywide response to the issue. This effort was undertaken by a steering committee consisting of representatives from each district, the Ulster County Task Force on Youth Depression and Suicide Prevention, and Ulster BOCES. The charge of this committee, known as the Traumatic Event Team (TET), was to develop a response plan which:

Established a list of Countywide Resource Providers consisting of professionals from local school districts, BOCES, and the Ulster County Mental Health service agencies who would be available as support personnel to a district who experiences a traumatic event.

Provided preparatory and procedural guidelines which school districts may follow in response to the aftermath of such an incident.

In addition, the TET prepared general recommendations for developing and implementing a suicide prevention/intervention protocol at the local school district level and a listing of available resources.
ATTACHMENT A: AGREEMENT BETWEEN NEW PALTZ CENTRAL SCHOOL DISTRICT AND TOWN OF NEW PALTZ AND MEMORANDUM OF UNDERSTANDING

INTERMUNICIPAL AGREEMENT FOR POLICE SECURITY SERVICES
(New Paltz Central School District)

THIS AGREEMENT is made as of the 18th day of July, 2019 by and between the TOWN OF NEW PALTZ, a governmental subdivision of the State of New York, maintaining its offices at 52 Clearwater Rd, PO Box 550 New Paltz New York 12561, hereinafter referred to as the “Town;” and NEW PALTZ CENTRAL SCHOOL DISTRICT, a governmental subdivision maintaining its offices at 196 Main Street New Paltz New York 12561, hereinafter referred to as the “School District.”

WHEREAS, the Town has and maintains a New Paltz Police Department (here referred to as the “Department”); and

WHEREAS, among its purposes and obligations, part of the Department’s mission is to protect and to serve the health, safety and welfare of the community and to create and maintain a feeling of security within the community of New Paltz; and

WHEREAS, the School District desires the presence of a police officer at particular school sponsored events for the purpose of providing security for the benefit of its administration, employees, students and the community at large; and

WHEREAS, the Town and the School District are entitled to enter into intermunicipal agreements for the purpose of furthering such purposes and to enter into agreements for compensation to defray the costs of such services; and

WHEREAS, the School District desires to enter into such an agreement for such services to be provided by the New Paltz Police Department.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed as follows:

1. SERVICES PROVIDED BY THE DEPARTMENT. The Department shall furnish two uniformed officer(s), for purposes of providing safety and security at each of the school district events set forth on the attached “Schedule A” and as requested by the District. The precise “start time” and location at which such detail is to be present to be coordinated between the Department and the School District throughout the term of this agreement.

   (a) If required by the School District, the officer assigned shall sign-in and sign-out at such location as the School District shall designate for such purpose.

2. AUTHORITY OF PERSONNEL. The police officer for each detail shall at all times be under the exclusive authority and control of the Department, subject to direction by the School District administrators with respect to such matters as location, insuring compliance with School District policies, etc.

3. INDEMNIFICATION. A. The School District agrees to hold the Town and the New Paltz Police Department harmless from and indemnified against any and all liabilities, injuries and/or damages sustained, in whole or in part, as the result of any negligent acts or omissions of the School District, its agents, servants, employees, invitees and students committed at any time during which the Department is acting in the performance of its duties pursuant to this agreement.
B. The Town agrees to hold the School District harmless from and indemnified against any and all liabilities, injuries and/or damages sustained, in whole or in part, as the result of any negligent acts or omissions of the Department and of its officers committed at any time during which the Department is acting in the performance of its duties pursuant to the agreement.

4. BILLING SERVICES. The Town authorizes the Department to maintain an efficient process for keeping records of its services rendered in the performance of the Agreement and to provide to the School District statements for the charges to be reimbursed to the Town, payment for which shall be promptly made.

5. COMPENSATION FOR SERVICES. Subject to the further terms and provisions of this paragraph, the School District shall compensate the Town for each hour of officer service at that officer’s regular rate with benefits, plus an additional 9.4% overhead charge on the total billing statement rendered.

   (a) There shall be three (3) hour minimum charge for each scheduled event;

   (b) Service for each scheduled event may be canceled at the option of the School District provided, however, that compensation shall be payable for each cancellation unless notice of cancellation is given by the School District to the Department in person or by telephone at least two (2) hours prior to the start time of the event for which service has been canceled;

   (c) If for any reason service is canceled after the start time of an event, compensation shall be payable for the officer’s actual service time or for the three (3) hour minimum charge referred to above, whichever is greater.

6. TERM. The agreement shall be for the period commonly referred to as the School District's 2019-2020 academic school year, unless sooner terminated pursuant to the terms and provisions of this Agreement.

7. NO ASSIGNMENT. Neither party may assign this Agreement nor shall either party assign any of its obligations to perform hereunder, it being the understanding and agreement between the parties that this Agreement and the services and other obligations to be performed hereunder constitute a contract with the municipal government for specialized services.

8. NOTICES. Except as set forth in paragraph 5(b), any notices required to be given to parties pursuant to the Agreement shall be in writing and delivered in person or mailed by certified mail, with return receipt requested, addressed, in the case of the Town, to the Chief of Police of the New Paltz Police Department and to the Supervisor of the Town of New Paltz, and, in the case of the School District, to the office of the Superintendent, at the addresses set forth at the beginning of this Agreement.

9. EARLY TERMINATION. In the event that the parties shall have problems or disagreement with respect to the services to be performed pursuant to the Agreement, the parties agree that they shall undertake reasonable efforts to bring such difficulty to the attention of the other and to compromise such difficulties between themselves and/or in conference with their respective attorney and, in the event that the parties cannot reach a satisfactory compromise or resolution, then it is represented and agreed that each party to the Agreement has reserved the right to terminate this Agreement upon not less than thirty (30) days written notice to the other party and, upon the giving of such notice, the date set forth in such notice shall be deemed to be the termination date.

   (a) Nothing in the foregoing Agreement shall be deemed to limit, restrict or otherwise impair the obligations which the respective parties have to the persons and/or property within the governmental units which they serve and,
consistent with such representation, each of the parties shall be entitled to terminate this Agreement immediately in the event that its performance adversely affects the public health, safety and/or welfare.

10. COMPLIANCE WITH LAWS. This Agreement is intended to comply in all material respects with the laws and regulations governing the establishment and operation of the New Paltz Police Department and shall be governed by the laws of the State of New York.

11. INVALIDITY OF PROVISION. If any provision of the Agreement or the application of any provision hereof to any person or circumstance is held invalid, the remainder of the Agreement and the application of such provision to other persons and circumstances shall not be affected unless the invalid provision substantially impairs the benefits of the remaining portion of this Agreement.

12. MODIFICATION OF AGREEMENT. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or any authorized representative of each party.

13. HEADINGS. The headings of the sections hereof are inserted for convenience only and in no way define, limit or prescribe the intent of the Agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be approved by their respective governing bodies as of the date and year first above written.

TOWN OF NEW PALTZ  NEW PALTZ CENTRAL SCHOOL DISTRICT

By: Neil Bettez, Supervisor  By: Maria C. Rice, Superintendent

The foregoing Agreement was approved by the Town Board of the Town of New Paltz on July 18, 2019, and by Maria Rice, Superintendent (or designee) for the New Paltz Central School District on July 15, 2019.

MEMORANDUM OF UNDERSTANDING

AGREEMENT BETWEEN the NEW PALTZ CENTRAL SCHOOL DISTRICT (hereinafter referred to as (“School District”)) and the TOWN OF NEW PALTZ (hereinafter referred to as “The Town”) (together referred to as the “Parties”);

WHEREAS, the Town and the School District have an Agreement for the provision of police security services at school events, dated September 27, 2019; and

WHEREAS New York State Education Law §2801-a (10), as amended effective July 1, 2019, requires that the roles and areas of responsibility of school personnel, security personnel and law enforcement be defined and requires that the role of school discipline be clearly delegated to the school administration;

NOW, THEREFORE, it is mutually agreed by and between the parties that:

1. This Memorandum of Understanding (“MOU”) shall be an Addendum to the July 2019 Agreement by and between the Parties and shall modify and supersede any provision of the Parties’ Agreement which is inconsistent.

2. The roles and areas of responsibility of the police officers shall be as defined by the July 2019 Agreement for the 2019-2020 school year.

3. The rights, responsibilities and expectations for behavior of students, staff and visitors/members of the public while at School District events are set forth in the District’s Code of Conduct, which is incorporated by reference in this MOU. The Town shall be cognizant of such rights, responsibilities and expectations in providing contracted security services to the School District and shall act in accordance with the District’s Code of Conduct.
4. The role of school discipline is expressly delegated and reserved to the School District and School administration who shall administer school discipline in accordance with the Districtwide Safety Plan and the District’s Code of Conduct.

5. The Agreement between the Town and the School District for the 2019-2020 school year together with this MOU shall be incorporated into and published as part of the District’s Districtwide Safety Plan for the 2019-2020 school year.

6. It is expressly understood that this Agreement shall not be assigned or transferred without the prior written consent of the other party.

7. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provisions(s) eliminated.

8. The Agreement constitutes the complete and exclusive statement of understanding between the Parities, and supersedes all prior or contemporaneous, oral or written: proposals, understandings, representations, conditions or covenants between the Parties relating to the subject matter of the Agreement.

9. This Agreement may not be changed orally, but only by an Amendment, in writing, signed by authorized representative of both Parties.

10. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both Parties.

11. All Parties agree to abide by any and all applicable Federal, State, and/or local laws in connection with the performance of its obligations pursuant to the Agreement.

Date: September 27, 2019
By: Neil Bettez, Town Supervisor
Town of New Paltz

Date: September 27, 2019
Kathy Preston Board President
New Paltz Central School District

Date: September 27, 2019
Maria C. Rice, Superintendent of Schools New Paltz Central School District
HUMAN RESOURCES IN ULSTER COUNTY
FOR THE TRAUMATIC EVENT TEAM (TET)

WMC Heath - Health Alliance Mental Health Services .................................................. (845) 338-2500
   http://www.hahv.org/find-care/services/mental-health-services/

Children's Home of Kingston ..................................................................................... (845) 331-1448
   http://www.chkingston.org/

Just Connect Teen Hotline ......................................................................................... (845) 331-5565 or (845) 679-5999

24-Hour Hotlines ~ (845) 679-2485 & (845) 338-2370
   • Family of Woodstock ......................................................................................... (845) 679-2485
       http://www.familyofwoodstockinc.org/
       (845) 338-2370

   • Family of Ellenville ......................................................................................... (845) 647-2443
       http://www.familyofwoodstockinc.org/emergency-services-hotline-walk-in-centers/family-of-kingston/

   • Family of Kingston ........................................................................................... (845) 331-7080
       http://www.familyofwoodstockinc.org/emergency-services-hotline-walk-in-centers/family-of-kingston/

   • Family of New Paltz ......................................................................................... (845) 255-8801
       http://www.familyofwoodstockinc.org/emergency-services-hotline-walk-in-centers/family-of-new-paltz/

Hudson Valley Hospice ............................................................................................... (845) 485-2273
   www.hvhospice.org

Kingston YMCA ......................................................................................................... (845) 338-3810
   www.ymcaulster.org

Kingston YWCA ......................................................................................................... (845) 338-6944
   • Teen Parent Services ....................................................................................... (845) 338-0714
       http://www.ywcaulstercounty.org/programs-services/youth-family-services/

Mental Health Association in Ulster County ................................................................. (845) 336-4747
   www.mhiaulster.com/
   (845) 339-9090

Ulster County Mental Health Services ....................................................................... (845) 340-4110
   www.ulstercountyny.gov/health/health-mental-health
   • UC Mobil Mental Health Team (available 1:00-11:00 p.m./7 days) .................... 1(844) 277-4820
   • The Trevor Lifeline (for LGBTQ youth) ................................................................. 1 (866-488-7386
   • Textmeback.org (Text & Chat Hotline a service of Family of Woodstock) ........ (845) 679-2485

Ulster County Youth Bureau (Local Youth Centers) .................................................. (845) 334-5264
   www.ulstercountyny.gov/youth-bureau

National Suicide Prevention Lifeline ......................................................................... 1 (800) 273-8255
   http://www.suicidepreventionlifeline.org

Nationwide Poison Control Center .......................................................................... 1-800-222-1222
   www.ulstercountyny.gov/emergency.html

New York State Center for School Health ................................................................. 1 (585) 817-2380
   www.schoolhealthservicesny.com