SECTION I: GENERAL CONSIDERATIONS/PLANNING GUIDELINES

PURPOSE

The BOCES Safety Plan provides the framework for a school district to identify and implement appropriate strategies for creating and maintaining a safe and secure learning environment for all its students. Developed by the BOCES Safety Team, the plan provides the overall guidance and direction for development of the Building Level Emergency Response Plan for each of the school buildings in the district. While the BOCES plan covers a broad scope of activities, including violence prevention, intervention and response, the building plans focus more directly on critical actions that must be taken to protect the safety of students and adults in the event of an emergency. Taken together, the district and building plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for ensuring the safety of the entire school community.

CONCEPT OF OPERATIONS

Every year the Safety Committee will review the BOCES Emergency Response Plan and make appropriate updates and adjustments. The appropriate building level committee will review the Building Level Emergency Response Plans.

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

As a part of developing the BOCES Plan, input was gathered from both the local police and the state police. We will continue to work closely with the law enforcement agencies, the ambulance departments and fire departments that have jurisdiction over the Putnam/Northern Westchester BOCES. We will also continue to seek resources and support through other state and county agencies.

This Plan seeks to develop a solid framework upon which Putnam/Northern Westchester BOCES can provide:

- A safe learning environment for our students.
- A thorough and thoughtful process for responding to a wide range of emergencies.
IDENTIFICATION OF THE TEAM

The Putnam/Northern Westchester BOCES Safety Plan was developed pursuant to Commissioner’s Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel, and other school personnel.

The BOCES Safety Committee standing members are John McCarthy, Lynn Allen, Todd Currie, Kathy Cerreta, Catherine Balestrieri, Lisa Hammel, Jamie Molina, Ellen Lane, Frank Guglieri, John Ball, Kathryn Arrowitz, Dr. Louis Corsaro, and Carol Sneyd.

CHIEF EMERGENCY OFFICER

The designated Chief Emergency Officer for Putnam/Northern Westchester BOCES is John McCarthy. The CEO’s role may include the following activities:

- Coordination of the communication between school staff, law enforcement, and other first responders
- Lead the efforts of the BOCES Safety Team in the completion and yearly update of the BOCES Safety Plan and the coordination of the BOCES plan with the Building Level Emergency Response Plans
- Ensure staff understanding of the BOCES Safety Plan
- Ensure the completion and yearly update of Building Level Emergency Response Plans for each school building
- Assist in the selection of security related technology and development of procedures for the use of such technology
- Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan
- Ensure the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807
- Ensure the completion and yearly update of Building Level Emergency Response Plans by the dates designated by the commissioner

PLAN REVIEW AND PUBLIC COMMENT

Pursuant to Commissioner’s Regulation 155.17(e)(3), the plan will be made available for public comment 30 days prior to its adoption. The BOCES plan will be adopted by the school board only after at least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The Plan will be formally adopted by the Board of Education annually on or before September 1. Updates to staff rosters and team lists will be made prior to October 1 each year.

While linked to the BOCES Safety Plan, Building Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
The BOCES Safety Plan will be posted to the PNW BOCES webpage within 30 days of its adoption. The URL for this page will be submitted to NYSED as part of the BEDS. Building Level Emergency Response Plans will be supplied to state police using the portal and to local police in hard copy.

SECTION II: RISK PREVENTION AND INTERVENTION

PREVENTION INTERVENTION STRATEGIES

The Putnam/Northern Westchester BOCES proactively implements a variety of preventive programs to reduce the risk of violence. A variety of programs are used at Putnam/Northern Westchester BOCES.

Programs that are in place for the special education programs are PBIS, Zones of Regulation, and Social Learning. These programs also have behavioral specialists present to assist teaching staff when needed.

CTE is a special program in that the programs are in themselves a way of assisting students with their behavior. The intervention begins with directed and specific safety and behavior training by the classroom teachers. The program also uses social learning and a kindness program. There is a child study team made up of teachers, counselors and principals that also provides support to the students.

All students, staff and parents have access to Anonymous Alerts, an anonymous reporting system. This application can be accessed either through a phone App or through a desktop computer. The program is supervised during normal school business hours and allows a designated staff member to communicate with the person making the report while maintaining the anonymity of the reporter.

The BOCES Safety Committee will recommend additional resources, programs and training as needed.

TRAINING, DRILLS AND EXERCISES

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 8 drills each school year.
- 8 NYCRR Section 155.17(e)(3) - each Building Level Emergency Response Plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

Each school building at Putnam/Northern Westchester BOCES holds 8 evacuation drills and 4 lockdown drills each year. In October of each year we participate in an early dismissal drill. Additional drills and exercises are held as needed. The building level emergency response teams meet regularly to discuss safety, security, drills and exercises. Outside agencies will be invited to participate where appropriate.
By September 15 of each school year, all staff will be trained in the basic elements of the safety plans.

**DESCRIPTION OF DUTIES OF SECURITY GUARDS**

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

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

**IMPLEMENTATION OF SCHOOL SECURITY**

- Each building’s administration has developed and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions have been published in the student handbook/code of conduct
- All Facilities and Maintenance staff, as well as key office staff in each building, have a communication system allowing for communication among staff in an emergency
- Buildings have either proximity card reader locks or key locks on them to prevent unauthorized entry
- Cameras are placed in strategic locations
- All employees are issued photo ID badges
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security
- BOCES has installed lockdown alarms and pull stations at various locations
- BOCES has implemented Anonymous Alerts reporting system to allow staff, students and parents to report threats, violence or concerning situations anonymously. This program is supervised during normal business hours and allows key personnel to address situations quickly.
VITAL EDUCATIONAL INFORMATION

As the BOCES plan is a public document and is posted on our webpage, our vital educational information is included in the Building Level Emergency Response Plans.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Presentations are made to the entire Putnam/Northern Westchester BOCES instructional staff that address issues of violence in society, the changing world of youth and adolescence, and characteristics in children that predict violent behavior. Training on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

BOCES has policies and procedures regarding the early detection of potentially violent behaviors. Dissemination of information to parents/guardians on these issues may be accomplished through a variety of means, including: mailings, handouts in buildings, posting information on web site, inclusion of information in the PNW BOCES calendar, disseminating information at school functions, disseminating information within guidance offices, social worker offices, and psychologist’s offices.

Staff, students and parents are encouraged to use our anonymous reporting system, Anonymous Alerts.

Our students receive the code of conduct as part of their student handbook. During the first weeks of school, there are assemblies, which explain expectations and the reporting process. The sharing of this information is customized depending upon the program, age/grade and developmental level of the students.

Our Regional Safety Services Department provides ERT team training, threat assessment training, reunification training, de-escalation, Stop the Bleed training, and a variety of other offerings that are available to our staff upon request or through one of our conferences, workshops and lunch ‘n learns.

HAZARD IDENTIFICATION

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

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

NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS

INTERNAL COMMUNICATIONS

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

An Administrator (usually an Assistant Superintendent) will notify all Building Administrators/designees of facilities within the district to take the appropriate action. The Administrator will also determine if the BOCES Emergency Response Team needs to be assembled.

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

- The following forms of communication are available: Telephone/cell phones
- Text messaging system using Blackboard
- Anonymous Alerts App including the Smart Button
- Fax
- Email
- Radios (walkie-talkies)
- NOAA Weather Radio

Policies and procedures exist to contact student’s home districts, parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. These procedures include emergency contact cards provided by students, Blackboard, the district web site, and broadcasts by the local media.

SITUATIONAL RESPONSE

MULTI-HAZARD RESPONSE

Putnam/Northern Westchester BOCES has developed multi-hazard response plans to the various types of emergencies. These are maintained in the Building Level Emergency Response Plans. Included in these documents are plans for responding to active shooters, bomb threats, missing or kidnapped students, hostage situations and threats of violence. Other responses have been developed as identified by the building teams.
BOCES is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day. Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, BOCES policies and regulations, as well as the Code of Conduct and collective bargaining agreements, as may be necessary. All staff who are made aware of physical acts and/or threats of violence directed against students, staff or property are to report such incidents to the program administrator, who shall report such occurrences to the Superintendent or designee. Additionally, the program administrator will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the Superintendent or their designee. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent or designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware to a faculty member or the program administrator. BOCES reserves the right to seek restitution, in accordance with law, from the parent/guardian/person in parental relation and/or student for any costs or damages, which had been incurred by BOCES because of the threats or acts of violence in the schools. This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the Code of Conduct, as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents/guardians/persons in parental relation and will be available to the public upon request.

RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

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

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate state, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan. Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm’s way (ref. policy number 2412).
**ACTS OF VIOLENCE**

Acts of violence by students, staff members or visitors to the schools will not be tolerated. In the event of such an incident, any staff member who feels that it is necessary may call 911. The victim or the staff member who becomes aware of the incident should inform the Building Administrator immediately. The Building Administrator or their designee will determine the steps to be taken based on the nature of the incident. The steps may include further investigation, threat assessment, and notification of the Superintendent, activation of the Building Emergency Response Team and/or notification of local authorities. Refer to the Building Level Emergency Response Plans for more detailed response protocols (building level plans are confidential and are not made available to the public). Depending on the nature of the situation, other actions (e.g., lockdown, hold in place, or emergency evacuation) may be necessary.

**ARRANGEMENT OF OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT AND OTHER AGENCIES**

Putnam/Northern Westchester BOCES maintains ongoing communications with local municipal officials, governmental agencies and emergency service organizations. When deemed appropriate, the Superintendent or his/her designee will contact the appropriate local government officials for advice or assistance during an emergency.

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

<table>
<thead>
<tr>
<th>Town of Yorktown Police</th>
<th>914 962-4141 (non-emergency)</th>
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<tbody>
<tr>
<td>Town Supervisor</td>
<td>914 962-5722 x201</td>
</tr>
<tr>
<td>Highway Department</td>
<td>914 962-5781</td>
</tr>
<tr>
<td>Town of Somers Police</td>
<td>914 227-3694 (non-emergency)</td>
</tr>
<tr>
<td>Somers Volunteer Fire Department</td>
<td>914 248-5604 (non-emergency)</td>
</tr>
<tr>
<td>Yorktown Fire Department</td>
<td>Station 1: 914 962-2148 (non-emergency)</td>
</tr>
<tr>
<td></td>
<td>Station 2: 914 245-3366 (non-emergency)</td>
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**PROCEDURES TO COORDINATE THE USE OF BOCES RESOURCES IN AN EMERGENCY**

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

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

Across our campuses, there are trauma kits installed with a phone application that will assist staff in responding to a medical emergency.

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

**PROTECTIVE ACTION OPTIONS**

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

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

**SCHOOL CANCELLATION**

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

**EARLY DISMISSAL**

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

**SHELTER IN PLACE**

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

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

EVACUATION

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

LOCKOUT

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

LOCKDOWN

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

RESPONSE PROTOCOLS

PNW BOCES recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan. For reasons of student safety, School Building Emergency Response Plans are confidential and are not subject to Freedom of Information requests. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to staff and students.

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

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

**BOCES EMERGENCY RESPONSE TEAM**

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

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

**PURPOSE OF THE BOCES EMERGENCY RESPONSE TEAM**

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

- To identify the level of the emergency.
- To support the efforts of a Building Emergency Response Team to minimize the traumatic impact on staff and students and return the site to educational normalcy.
  - Resource allocation
  - Staff reallocation: substitutes, extra human services, transportation, etc.
  - Security of the campus
  - Media
- To coordinate efforts of Building Emergency Response Teams when numerous or all sites are impacted.
  - Interface with law enforcement, fire, medical
  - Media
  - Resource allocation
- To manage:
  - Communication with media
  - Legal considerations, specialized equipment
  - Communication with component school districts
  - Communication with outside agencies
- To plan
  - Educate staff, students and parents about plan
  - Conduct drills

**RESPONSE TO AN INCIDENT:**

The Putnam/Northern Westchester BOCES will use the Incident Command System for schools to respond to incidents. Assignment for the response by the BOCES Central Administration is below:

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

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<th>Name</th>
<th>Title</th>
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<tr>
<td>Primary</td>
<td>John McCarthy</td>
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<tr>
<td>Alternate</td>
<td>Lynn Allen</td>
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<tr>
<td>Alternate</td>
<td>Todd Currie</td>
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**Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all response personnel.

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Primary</td>
<td>Frank Guglieri</td>
</tr>
<tr>
<td>Alternate</td>
<td>Carol Sneyd</td>
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<tr>
<td>Alternate</td>
<td>John Ball</td>
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**Liaison Officer:** Assists establishing contacts with and coordinating outside agencies that provide services or resources - Red Cross, county, etc.

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<th>Name</th>
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<tr>
<td>Primary</td>
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<tr>
<td>Alternate</td>
<td>John Ball</td>
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<td>Alternate</td>
<td>Chris Geisler</td>
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**Public Information Officer:** Media liaison, official spokesperson for school; coordinates information for parents and staff.

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<th>Name</th>
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<tr>
<td>Primary</td>
<td>Ellen Lane</td>
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<tr>
<td>Alternate</td>
<td>Amanda Bergen</td>
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<td>Alternate</td>
<td>Grace Noone</td>
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**BOCES EMERGENCY RESPONSE TEAM MEMBERS**

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<tr>
<td>John McCarthy</td>
<td>Asst. Superintendent</td>
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<tr>
<td>Lynn Allen</td>
<td>Asst. Superintendent</td>
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<tr>
<td>Todd Currie</td>
<td>Asst. Superintendent</td>
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<tr>
<td>Kathy Cerretta</td>
<td>Director of School Facilities, Operations and Maintenance</td>
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SECTION IV: RECOVERY

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

The Putnam/Northern Westchester BOCES team will support any building to recover from an emergency situation. School mental health staff may be assigned to respond to assist the affected staff and students. If the need is greater than that which can be managed by district personnel, Putnam/Northern Westchester BOCES Regional Crisis Teams may be requested. The Putnam/Northern Westchester BOCES Crisis Response Teams will be available to assist with any recovery support including personnel and informational literature.

LIST OF POLICY REFERENCES

<table>
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<th>Policy Description</th>
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<tr>
<td>Crisis Communications</td>
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<td>Unanticipated Closing</td>
<td>2140</td>
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<td>Visits to BOCES (visitor policy)</td>
<td>2210</td>
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<td>Code of Conduct</td>
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<td>Weapons on Campus</td>
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<td>Threats</td>
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<td>Bomb Threats and Evacuation Drills</td>
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<td>Civility and Violence Prevention</td>
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