From: Sharon Kisby on behalf of Sharon Kisby <sharon.kisby@neric.org>

To: Anibal Soler - Schenectady; Brian Bailey - RCS (Robin Erickson); Brian Dunn - Middleburgh; Carl Mummenthey - C-R; Cosimo Tangorra - Nisky; David Blanchard - Schoharie; David Perry - South Colonie; Frank Macri - Voorheesville ; James Niedermeier - Duanesburg; Jody Monroe - Bethlehem; Joseph Corr - North Colonie; Kaweeda Adams - Albany City; Kimberly Ross - GI; Lori Caplan - Watervliet; Marie Wiles - Guilderland; Maureen Long - Menands; Oliver Robinson - Shen; Patrick McGrath - BH-BL; Peggy O"Shea - Cohoes ; Shannon Shine - Mohon ; Susan Swartz - Scotia-Glenville; Thomas Reardon - Schalmont; Thomas Yorke - Sharon Springs; Timothy Mundell - BKW

Cc: Amber Lanigan - South Colonie; Angela Legault - Green Island; "Anne Farnam - BKW"; Bernadette Boardman - Watervliet; Brittany Barrett - Bethlehem; Cathy Knauf - S-G; Celeste Junge - Duanesburg; Cynthia M Gagnon - Nisky; Deb Cardella - Schoharie; Deb Sim - Guilderland; Dottie Salvatore - BH-BL; Jane Dawson - North Colonie; Jessica Tabakian - Voorheesville; Jill Busman - S-G; Kate Barry - Mohon; Kim.lawyer@mcsdny.org; Lori Webb - Sharon Springs; Mary Rumsey - Cohoes; "Michelle Eden - Schenectady"; Paula Tibbitts - Albany City; Robin Erickson - RCS; Ruth VanDeusen - C-R; Sue McCormick; Vanessa Ford - Shen; Wendy Dixon - Schalmont; Anita Murphy; Jennifer Bennett

Subject: 2021-22 Capital Region BOCES Telecommunications Tree Drill

Date: Tuesday, September 21, 2021 9:30:22 AM

Attachments: Emergency Early Release Memo & What to do - 2021.pdf
Sample Parent-Guardian Notification 9 21 21.docx
2021-22 Capital Region BOCES Telecommunications Tree - Final 09 21 21.pdf
image001.png

Good morning!

The Emergency Early Release Drill will be held on Friday, October 8th at 9:00 a.m. Please see the attached memo and what to do directions, a sample notification and the phone tree. If there are any updates to the phone tree, this is the last call. Please call me as soon as possible.

If you have any questions or concerns, please feel free to contact this office.

Thank you and have a wonderful day,
Sharon

Sharon A. Kisby
Administrative Assistant to the
District Superintendent and
Senior Executive Officer
Board of Cooperative Educational
Services of Albany-Schoharie-Schenectady-
Saratoga Counties
900 Watervliet-Shaker Road
Albany, New York 12205
Phone: 518-862-4901
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Capital Region BOCES Telecommunications Tree

September 2021

Back up in red-Final 9/21/21

New York State Education Department
Christina Coughlin
Christina.Coughlin@nysed.gov
518-474-2238

Capital Region BOCES Divisions
To be contacted if warranted
See "Emergency Communications Tree
D.S. Staff and Superintendents"

Chief Executive Officer
518-862-4901
Anita Murphy
Sharon Kisby
Lindsey Heslin – 518-862-4930

County and State Police Contacts
To be contacted if warranted
See "Emergency Communications
Tree County and State Police Contacts"

North Colonie
518-785-8591
D. Joseph Corr
Jane Dawson
Nancy Rapsard
518-785-8591 x 3181

Schenectady City
518-370-8100 X 40107
Anibal Soler, Jr.
Michelle Eden
Martha Morris
518-370-8100 X 40105

Schoharie
518-295-6679
David Blanchard
Debra Cardella
Kayla Kelley
518-295-6673

Shenendehowa
518-881-0610
Oliver Robinson
Vanessa Ford-Roether
Julie Keene
518-881-0611

South Colonie
518-869-3576 x 0442
David Perry
Amber Lanigan
Jacqlene McAllister
518-869-3576 x 0444

Albany City
518-475-6010
Kaweeda Adams
Paula Tibbitts
Ron Lesko
518-475-6065/376-0013

Watervliet
518-629-3201
Lori Caplan
Bernadette Boardman
Judy Frost
518-629-3236

Niskayuna
518-377-4666
x 50706
Cosimo Tangorra
Cindy Gagnon
Christine Perrella
518-377-4666 X 50703

Scotia Glenville
518-347-3600 x 71100
Susan Swartz
Jill Busman
Cathy Knauf
518-347-3600 X 71101

Schalmont
518-355-9200 x 4001
Thomas Reardon
Wendy Dixon
Donna Woods
518-355-9200 x 4002

Middleburgh
518-827-3600 x 3628
Brian Dunn
Kim Lawyer
518-827-3625

Berne Knox Westerlo
518-872-1293
Timothy Mundell
Anne Farnam
Diane Dibble
518-872-2030

Burnt Hills-BL
518-399-9141 x 85002
Patrick McGrath
Mary Ann De Luca
518-399-9141 x 85015

Guilderland
518-456-6200 x 3102
Marie Wiles
Debra Sim
Neil Sanders/Linda L
518-456-6200 x 3125

Bethlehem
518-439-7098
Jody Monroe
Brittany Barrett
Jackie Haluska
518-439-3102

Cohoes
518-237-0100 X2350
Peggy O'Shea
Mary Rumsey
Tara Dessingue
518-237-0100 x 2359

Menands
518-465-4561 X101
Maureen Long
Sue McCormick
Jennifer Cannavo
518-465-4561 x 119

Duanesburg
518-895-2279 x241
James Niedermeier
Celeste Junge
Shelly Hundley
518-895-2279 x 322

Mohonasen
518-356-8210
Shannon Shine
Kate Barry
Cheryl Hitchcock
518-356-8210

Sharon Springs
518-284-2266 X100
Thomas Yorke
Lori Webb
Lorraine Brown
518-284-2266 x 106

Cobleskill-Richmondville
518-234-4032 x 2000
Carl Mummenthey
Ruth Van Deusen
Melissa Ausfeld
518-234-4032 x 5017

Ravena-Coeymans
Selkirk
518-756-5200 x 6003
Brian Bailey
Robin Erickson
Sue Starr
518-756-5200 x 6000

Voorheesville
518-765-3313 X 101
Frank Macri
Jessica Tabakian
Deb Baron
518-765-3313 x 103

Green Island
518-273-1422
Kimberly Ross
Angela Legault
Tiffany Dzembo
5REDACTED

Anita M. Murphy
District Superintendent and CEO
anita.murphy@neric.org
Phone: 518.862.4901
Fax: 518-862-4903

MEMORANDUM

TO: Superintendents

FROM: Anita M. Murphy

SUBJECT: **EMERGENCY-EARLY RELEASE DRILL**

DATE: September 21, 2021

At least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, every school district and BOCES is required to conduct one (1) test of its emergency plan or its emergency response procedures under each of its building-level school safety plans. To that end, the annual BOCES-wide Emergency Early Release Drill date has been scheduled for **Friday, October 8, 2021**. Capital Region BOCES will be testing its communications plan with component school districts the morning of October 8th using the enclosed telephone tree. Your participation in this test increases the effectiveness of the telephone tree in an emergency situation.

To determine the effectiveness of the telephone tree, all districts are required to contact **Sharon Kisby via phone or e-mail (518-862-4901 or Sharon.Kisby@neric.org) to let her know the time that your notifying call was received.**

In addition, please complete the Communications Tree Test Form using the link provided REDACTED. You no longer need to fax this form in.

To ensure the message is not lost in a voice mail system, the BOCES District Superintendent's office will also email the drill message to all superintendents' secretaries. Our goal is to have the message transmitted to all districts in this tree correctly within 15 minutes. We accomplished this last year and hope to retain this efficiency!

We are also recommending that in addition to the Telecommunications Drill, your district initiate a practice drill. Districts may opt to dismiss early, practice sheltering in place, or conduct a lockdown drill no more than fifteen minutes earlier than normal dismissal time. While it would be convenient for everyone to drill on October 8th, this is not required. If you do not drill on the 8th you will need to drill at another time.

Some form of notification to all students' parents/guardians should be done at least one week prior to the drill. A sample form is enclosed for your convenience. BOCES students should be notified by their home school district.

Thank you for your cooperation. If you have any questions, please contact the Capital Region BOCES Health/Safety/Risk Management Services at 518-464-5118.

Enclosures

cc: District Secretaries

What to do on *October 8, 2021*

All Districts must participate in the Communications "Tree" test even if they are not conducting their annually required Emergency-Early Release drill on this date.

Communications Tree Directions

1. **Receive a call from the District above you on the chart.**
(First call from the District Superintendent at **9:00 AM –October *8*th**)

- Note the time you received the call.
- Note the message you received.

2. **Call the District(s) immediately below you on the chart.**

- Read the message you noted – exactly.
- Note any difficulties you had in making the connection.

3. **Call or Email *Sharon Kisby* at 518-862-4901 (*Sharon.Kisby*@neric.org) to tell her the exact time you received the call.**

4. **Complete the Communications Tree Test Form by using this link:**
REDACTED

Emergency Drill Option

All Districts are urged to use the opportunity presented by the *October 8th* date to conduct the required annual test of its emergency plan by practicing an early dismissal, sheltering or lockdown drill. Coordinate transportation as needed.

A. If your district is NOT conducting an emergency drill on *October 8, 2021*, then be aware and be prepared that the BOCES students and bus runs will be dismissing 15 minutes earlier that day.

B. If your district IS conducting an emergency drill on *October 8, 2021*, then:

- The district should have sent home some form of notification to parents/guardians no later than *September 23, 2021*.
- Faculty, Staff, and other schools impacted by a district-wide early dismissal, should have been notified a week in advance also.

NOTE: This is a sample notification. It can be modified to meet your needs. Some form of notification must go out to the parents/guardians of all students at least one week prior to the drill.

Notification of School Safety Plan Drill

Date: _____

School District: _____

Address: _____

Subject: **Annual Drill of the School Safety Plan**

Section 155.17 of the Amendment to the Regulations of the Commissioner of Education requires school districts to conduct annual drills to exercise their Building-level School Safety Plan. This school district will carry out a practice drill (early dismissal, shelter in place or lockdown) no more than fifteen minutes before the normal dismissal time. The practice drill will be conducted on:

October 8, 2020

If you have any further questions about this drill or about your schools safety plans, please contact:

_____ _____

Chief Emergency Officer Phone Number

Name: _____

Signature: _____

Title: _____

Date: _____

SAMPLE