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

To: 2nd Patterson Green address; Aaron Bochniak - Schenectady City; Anita Murphy; Brian Bailey - RCS; Brian Dunn - Middleburgh; Carl Mummenthey - C-R; Cosimo Tangorra - Nisky; David Blanchard - Schoharie; David Perry - South Colonie; Frank Macri - Voorheesville ; James Niedermeier - Duanesburg; Jennifer Spring - Cohoes; Jody Monroe - Bethlehem; Joseph Corr - North Colonie; Joseph Dragone; Kaweeda Adams - Albany City; Kimberly Ross - GI; Lori Caplan - Watervliet; Marie Wiles - Guilderland; Maureen Long - Menands; Oliver Robinson - Shen; Patrick McGrath - BH-BL; Patterson Green - Sharon Springs; Shannon Shine - Mohon ; Susan Swartz - Scotia-Glenville; Thomas Reardon - Schalmont; Timothy Mundell - BKW

Cc: Jennifer Bennett; Amber Flanders - South Colonie; Angela Legault - Green Island; Anne Farnam - BKW; Bernadette Boardman - Watervliet; Brenda Walton - RCS; Brittany Barrett - Bethlehem; Carol Quantock - S-G; Celeste Junge - Duanesburg; Cynthia M Gagnon - Nisky; Deb Cardella - Schoharie; Deb Sim - Guilderland; Dottie Salvatore - BH-BL; Jessica Tabakian - Voorheesville; Johanna Vining-Shopmyer - Schenectady; Kate Barry - Mohon; Kim Lawyer - Middleburgh; Kimberly Horan - Schdy For Johanna; Lori Webb - Sharon Springs; Marian Coffey - North Colonie; Mary Rumsey - Cohoes; Paula Tibbitts - Albany City; Ruth VanDeusen - C-R; Sue McCormick - Menands; Vanessa Ford - Shen; Wendy Dixon - Schalmont

Subject: 2020 Early Release/Emergency Drill Documents

Date: Wednesday, September 23, 2020 7:30:21 AM

Attachments: Emergency Early Release Memo & What to do - 2020.pdf
Sample Parent-Guardian Notification.docx
2020-21 Capital Region BOCES Telecommunications Tree 08 31 20 Final.pdf
image001.png

Hello everyone!

The Emergency Early Release Drill will be held on **Thursday, October 8th at 9:00 a.m.**
Please see the attached memo, sample notification for parents/guardians, what to do directions and the phone tree. If there are any updates to the phone tree, this is the last chance to make changes. Please contact me as soon as possible.

If there are any questions/concerns, please do not hesitate to contact us.

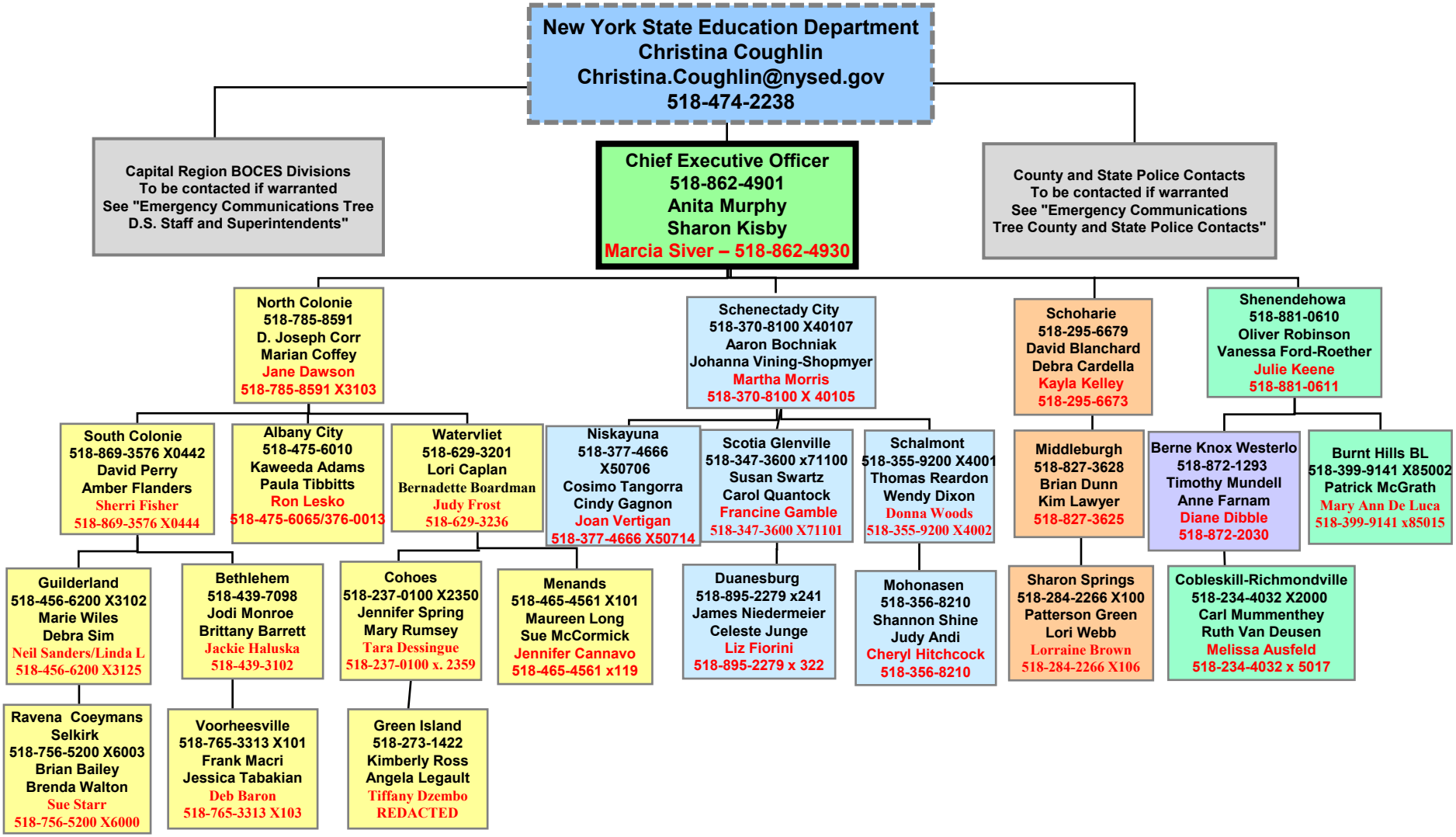
Thank you and have a great afternoon,
Sharon

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
Fax: 518-862-4903

Capital Region BOCES Telecommunications Tree

September 2020

Back up in red FINAL



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

MEMORANDUM

TO: Superintendents

FROM: Anita Murphy

SUBJECT: **EMERGENCY-EARLY RELEASE DRILL**

DATE: September 23, 2020

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 **Thursday, October 8, 2020**. 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, 2020*

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, 2020*, 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, 2020*, then:

- The district should have sent home some form of notification to parents/guardians no later than *September 28, 2020*.
- 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