

## **SCHOOL SAFETY PLANS AND TEAMS**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall 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 promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

### Comprehensive district-wide school safety team and plan

The Board shall annually appoint a district-wide school safety team that includes, but is not to be limited to, a representative from the following constituencies: the Board, students, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. In addition, the plan would include ensuring that employees are trained and knowledgeable about how and when to properly utilize the law, such as the Red Flag Law, to best protect the schools and district from violence. It shall include all those elements required by law and regulation.

### Building-level safety team and emergency response plans

Each Building Principal shall be responsible for annually appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response (including insuring that local responders have access to floor plans, blueprints, and other appropriate maps of school property and the immediate surrounding area), and evacuation at the building level and shall include all components required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law. A summary of the building-level plan will be made available for public inspection.

#### Crisis Response (Post Incident Response)

Effective and responsible communication following a crisis is critical. Therefore, the District shall develop and maintain a crisis response team, and identify a media spokesperson who will be briefed on all details. This spokesperson shall be the Superintendent or his/her designee.

The Superintendent will establish protocols and regulations to conduct fire drills, bus emergency drills, to ensure the safety of all staff, students, and visitors to the district.

#### Cardiac Automated External Defibrillators (AEDs) in Public School Facilities

The School District shall provide and maintain on-site in each occupied school facility functional cardiac automated external defibrillator (AED) equipment, as defined in Public Health Law Section 3000-b for use during emergencies.

Where a school-sponsored competitive athletic event is held at a site other than a School District facility, School District officials shall assure that AED equipment is provided on-site by the sponsoring or host district, and that at least one staff person who is trained, in accordance with Public Health Law, in the operation and use of the AED is present during such athletic events.

The School District will train at least two persons per occupied school facility in the operation and use of the AED equipment, and ensure the immediate calling of 911 whenever the AED is used. Pursuant to Public Health Law Section 3000-a and 3000-b, the School District or any employee or other agent of the School District, who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation, renders emergency medical

or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

### Annual Review and Report

All plans shall be reviewed and updated, if necessary, by the appropriate safety team every year. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. If the building-level plan requires change, a summary of it will be made available for public comment and public hearing. All plans must be adopted by the Board of Education by July 1.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The district-wide plan will be posted on the district's website. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention  
5300, Code of Conduct  
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
8 NYCRR Part 155 (Educational Facilities)  
*School Safety Plans Guidance*, New York State Education Department, June 2010  
Civil Practice Law and Rules Article 63-A, NYS "Red Flag Law"

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