

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 will be designed to prevent or minimize the effects of serious violent incidents and emergencies, declared state disaster emergencies involving a communicable disease, or local public health emergency declaration and other emergencies, and to facilitate the district's coordination with local and county resources. The plans will also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools, and will address school closures and continuity of operations.

In accordance with state law and regulation, the district will 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 will 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, teachers, administrators, parent organizations, school safety personnel and other school personnel (including, but not limited to, bus drivers and monitors). This team is responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan will cover all district school buildings and will 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 will 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 will include all those elements required by law and regulation, including protocols for responding to declared state disaster emergencies involving a communicable disease that are substantially consistent with the provisions of Labor Law Section 27-c.

The district-wide safety plan will include contracts or memoranda of understanding that define the relationship between the district, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda, developed with input from all stakeholders, will be consistent with the Code of Conduct and Jefferson Code, and will define the

roles, responsibilities, and involvement in the school of law enforcement or security personnel. The role of discipline will be clearly delegated to school administration.

The Superintendent of Schools or designee will be the district's chief emergency officer, and will coordinate communication between school staff and law enforcement and first responders. Effective and responsible communication following a crisis is critical. Therefore, the District will develop and maintain a crisis response team with the Superintendent or designee as its spokesperson. The chief emergency officer will also certify that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and will also ensure that district-wide and building-level plans are completed, reviewed annually, and updated, as needed, by the designated dates. The chief emergency officer will ensure that the district-wide plan is coordinated with the building-level plans, and that all required drills are conducted.

Building-level emergency response plans and teams

Each Building Principal is responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel (including, but not limited to, bus drivers and monitors), law enforcement, fire officials and other emergency response agencies. The building-level emergency response team is responsible for the development and review of a building-level emergency response plan for each district building (including ensuring that local responders have access to floor plans, blueprints, and other appropriate maps of school property and the immediate surrounding area). The plan(s) will address response to emergency situations, such as those requiring evacuation, sheltering, and lock-down at the building level, and will include all components required by law and regulation, including measures necessary to comply with Labor Law Section 27-c to respond to public health emergencies involving a communicable disease. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation, and emergency notification of parents and guardians.

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Within each building, the school safety team must designate:

- an emergency response team for incidents that include appropriate school personnel, law enforcement officials, fire 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.

During emergencies, staff are authorized to temporarily cover classroom door vision panels, and are also authorized to temporarily block doors to slow the access of intruders when it is

likely to protect staff and students. Building-level emergency response plans must address the temporary covering of door vision panels and the temporary blocking of doors during emergencies.

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

The Building Principal is 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.

Threat assessment teams

The Building Principal, in consultation with the Superintendent, will annually designate a threat assessment team to provide ongoing support and information in order to identify and assess individuals who may be potential threats to the safety of themselves or others, with the intent of minimizing acts of violence in the school community. The threat assessment team will be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team will meet regularly and will receive appropriate training. The team will be mindful of the need for discretion and observance of confidentiality requirements.

Students will be encouraged to bring their safety concerns to any district employee. If a district employee becomes aware of a threat to the school community, they must inform the Building Principal, who will convene the threat assessment team. The Building Principal may request the participation of any school community individual who may have specific knowledge of the potential threat. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team.

Information on Narcan and Epinephrine can be found in Policy 5420, Student Health Services

Cardiac automated external defibrillators (AEDs) in public school facilities

The school district will 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 will 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 the operation and use of the AED in accordance with Public Health Law, 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 that 911 is called immediately whenever the AED is used. Pursuant to Public Health Law Sections 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, will not be liable for damages for injury or death unless caused by gross negligence.

Annual Review and Report

All plans will be reviewed and updated, if necessary, by the appropriate team every year. In conducting the review, the teams will 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 will remain in effect. If the district-wide plan requires change, then the updated plan will 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, parents, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools is responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after its adoption, no later than October 1 of each year. The district-wide plan will be posted on the district's website. Each Building Principal is responsible for filing the building-level safety plan for the building, and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after its adoption, but no later than October 1 of each year.

Cross-ref: 5320, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
5305, Jefferson Code
9700, Staff Development
5420 Student Health Services
1515, Emergency Closings
8131, Pandemic Planning

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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