

**REMSENBURG-SPEONK
UNION FREE SCHOOL DISTRICT**

**DISTRICT-WIDE
COMPREHENSIVE
SCHOOL SAFETY PLAN**

2019-2020

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REMSENBURG-SPEONK UNION FREE SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN

INTRODUCTION

This plan has been developed by the Remsenburg-Speonk Union Free School District School Safety Team to meet requirements of PROJECT SAVE legislation (Laws of N.Y. 2000, Chap. 181). It delineates specifics for dealing with a variety of crises and/or emergencies which could endanger staff and/or students.

In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the following policies and procedures comprise the Remsenburg-Speonk UFSD District-Wide School Safety Plan and will be implemented by the Superintendent. The plan is designed to assist students, staff, and visitors with the following elements:

- implied or direct threats of violence by students, staff, and visitors
- acts of violence by students, staff, and visitors
- appropriate prevention and intervention strategies
- contacting law enforcement officials in the event of a violent incident
- contacting parents/guardians in the event of a violent incident
- school building security
- dissemination of materials regarding early detection of potentially violent behaviors
- annual school safety training for students and staff
- protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings
- improving communication - among students, between students and staff, and for the reporting of potentially violent incidents
- duties of school safety personnel, personnel training, and the hiring/screening process of school security personnel, if applicable.

I. BUILDING-LEVEL SCHOOL SAFETY PLAN

The building administrator shall develop a Building-Level School Safety Plan and shall provide instruction to students, staff, and visitors to prepare them to respond to threats of violence, disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Building-Level School Safety Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. The Building- Level School Safety Plan shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, and field trips, and shall contain the following elements:

- procedures for the safe evacuation of students, staff, and visitors in the event of emergency or serious violent incident, meaning an incident of violent criminal conduct that is, or appears to be, life-threatening and which warrants the evacuation of students and/or staff because of an imminent threat to their safety or health.
- designation of an emergency response team comprised of school personnel; local law enforcement officials; representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident
- procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds, and road maps of the immediate surrounding area
- establishment of internal and external communication systems in emergencies
- definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System
- coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident
- procedures for review and the conduct of drills and other exercises to test components of the emergency response plan
- policies and procedures for securing and restricting access to the crime

scene in order to preserve evidence in cases of violent crimes on school property.

- policies and procedures for obtaining assistance from local government agencies.

II. GENERAL DAILY PREVENTION MEASURES

The implementation of the District-Wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. These measures shall be practiced on a daily basis by all personnel.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- When leaving the room vacant for long periods, staff should lock and close the door.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must report to the main office to obtain a visitor pass, and all visitor passes must be returned to the main office at the end of the visit.

III. PLANS OF ACTION IN THE EVENT OF EMERGENCY/CRISIS/THREATS OR ACTS OF VIOLENCE

To account for the variable character of disaster emergencies and the extent of advance warning, these are four differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, and General Shelter.

A. Cancellation Prior to the Start of School

The Superintendent or his/her designee(s) shall make the decision to close school for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of radio, television stations, and a Connect

Ed telephone message. A Connect Ed Message will be implemented for staff also. As a general statement, staff are expected to report for service as usual, unless specifically relieved via the telephone notification chain.

B. General Evacuation

This plan shall be used as a guideline when conditions within the building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

- Upon notification to evacuate, students, staff, and visitors are to immediately leave the building according to the fire exit plan posted near each door and/or as directed.
- Students, staff, and visitors are to proceed to the right of the corridor in single file with minimal talking.
- Students and staff are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building.
- If evacuation is to be extended, follow *General Shelter Plan*.
- In the case of a bomb threat, follow bomb threat protocol.
- Determine the location of the Incident Command Center.

C. General Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible.

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible.
- When appropriate, contact shall be made with parent/legal guardian or emergency drop-off address to certify that an adult will be at home to receive the child.
- Teachers and administrators shall assist in bus loading. Before any bus is permitted to leave, a check shall be done to see that all students designated

to ride the bus are aboard.

- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators and other designated personnel shall be responsible for the final building check before leaving and locking doors.
- In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement the *General Shelter Plan*.

D. General Shelter Plan

This plan shall be used in crisis situations when it is determined that being inside the building is safer than being outside, or when conditions deem it safer to move students and staff to another secure site. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter.

1. *Take Cover*

- In the event of imminent danger due to natural or manmade disasters, students, staff, and visitors should be notified to “take cover.”
- Students, staff, and visitors will move to the main corridor outside the classroom, or other safe area, as directed. Classroom doors are to be closed.
- If conditions deteriorate, follow “*In-Building Shelter*” procedures.

2. *In-Building Shelter (Safe Areas)*

The building administrator shall determine Designated Safe Areas to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building. All students, staff and visitors, other than those managing the crisis, will be directed to the safe area by the building administrator.

3. *Off-Campus Shelter*

This plan shall be used when it becomes necessary to move students, staff and visitors off campus completely and immediately.

- Upon notification to evacuate, students, staff, and visitors shall immediately leave the building according to the Fire Drill Exit Plan posted near each door

and/or as directed.

- Staff shall lead their students to a location determined by the building administrator.
- Prior arrangements will be made with other area schools or locations to serve as Designated Off-Campus Shelter Sites in the event indoor shelter is required. Additional shelter is available through the American Red Cross Program.

IV. EVACUATION OF DISABLED STUDENTS, STAFF AND VISITORS

The Building-Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. The building administrator shall work with local emergency responders to ensure their understanding of the protocols included in the Building-Level School Safety Plan.

V. EVACUATION AREAS

Evacuation areas must be identified in the Building-Level School Safety Plan, and staff should know the location of the evacuation areas where students will be taken during emergencies. Students and parents will be notified of evacuation areas only as needed, due to security considerations and confidentiality. All students and staff shall remain in designated evacuation areas until dismissal or parental/guardian pickup.

VI. WEATHER CONDITIONS AND EVACUATION

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Building-Level School Safety Plan will address procedures for prolonged outdoor exposure; therefore, administrators will determine how best to provide temporary shelter should time outside be prolonged.

VII. RE-OCCUPANCY OF A SCHOOL BUILDING

After the building has been cleared by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to

re-enter the school building. Based upon information received, one of three decisions shall be considered by the building administrator: (1) re-occupy the building and resume classes; (2) relocate the building occupants to another facility (off-campus shelter); or (3) activate the plan for early dismissal (go-home plan).

VIII. PROCEDURES ON HOW TO RESPOND TO MULTI-HAZARD EMERGENCIES

The Building-Level School Safety Plan will include specific protocols for responding to bomb threats, hostage situations, intrusions, and kidnappings. Students and parents will be notified of these protocols only as needed, due to security considerations and confidentiality

IX. HAZARD IDENTIFICATION

A survey of potential hazardous sites was performed and none were identified within close proximity to the district.

X. CONTACTING LAW ENFORCEMENT OFFICIALS IN THE EVENT OF AN EMERGENCY

The building administrator will establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures.

XI. PARENT/GUARDIAN NOTIFICATION

The building administrator shall develop procedures for contacting parents or guardians in the event of violent incidents and/or crisis situations. All procedures shall be in accordance with Remsenburg-Speonk UFSD Code of Conduct and New York State Law. When a student is involved in any violent situation, a parent or guardian shall be contacted.

XII. BUILDING SAFETY/SECURITY

The Remsenburg-Speonk UFSD shall provide the necessary physical environment, security devices, security personnel, and procedures/policies to ensure the safety of all

students, staff, and visitors who lawfully enter school property. The Remsenburg-Speonk UFSD shall ensure that each facility is physically secure by

- installing building alarms, fire alarms, proper lighting, and appropriate locking systems
- conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors, and locking devices
- establishing procedures for building access which limit entrances, with all other entrances locked from the outside.

The Remsenburg-Speonk UFSD shall identify staff members who will be responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees. The building administrator will review the security needs of the facility and will make recommendations to implement the required changes.

The Remsenburg-Speonk UFSD shall provide appropriate staff, security devices and training to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to video surveillance, two-way radios, detection alarms, phones (regular/cell phones), and intercom systems.

The Remsenburg-Speonk UFSD shall provide an ongoing avenue for the effective review of safety and security concerns of students, staff, and visitors.

XIII. SAFETY TRAINING

In order to provide and maintain a safe and secure environment for all personnel, it is imperative to establish policies and procedures for annual school safety training. The Remsenburg-Speonk UFSD shall implement a staff development program in order to assure that staff incorporate the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

A. Staff

- right-to-know training (as required by law)
- bloodborne pathogen training (as required by law)
- violence prevention training, on regular conference days (annually)

- school violence prevention and intervention training, including initial non-violent crisis intervention training and refresher courses
- additional training based on building discretion and needs
- knowledge of Remsenburg-Speonk UFSD Board Policies related to safety and security
- knowledge of Building-Level School Safety Plan and specific roles related to plan
- training in the use of security devices as needed

B. Students/Staff

- annual review of the Code of Conduct, as early in the school year as practical
- fire drills as required by law and at least one each of bomb threat, intruder, and evacuation drills
- classroom and/or assembly orientations on security and safety issues, approximately twice per year
- instruction in non-violent conflict resolution, in conjunction with the Character Education Curriculum

XIV. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Early detection of an anxiety state in a student is crucial to eliminating a potential crisis. Therefore, personnel involved with Remsenburg-Speonk UFSD students will receive training on warning signs and symptoms of suicide and violent behavior.

- All staff members will be trained in recognizing and effectively dealing with these behaviors.
- All new staff will be trained in violence prevention and intervention, as early in the school year as possible.
- Informative materials will be disseminated to appropriate personnel.

XV. IMPROVING COMMUNICATION - AMONG STUDENTS, BETWEEN STUDENTS AND STAFF, AND FOR THE REPORTING OF POTENTIALLY VIOLENT INCIDENTS

The building administrator will conduct an opening-day assembly or class meetings with all students and staff to

- inform students of the proper procedures to access staff
- inform students that staff will be available to discuss any concerns/problems
- advise students of appropriate staff members to contact in the event of a conflict
- advise students of age-appropriate mechanisms for the anonymous/confidential reporting of school violence.

XVI. PREVENTION AND INTERVENTION STRATEGIES

- The building administrator or designee will arrange workshops, Superintendent's Conference Days, or training sessions for staff on the topics of conflict resolution and violence prevention.
- The building administrator will review the Code of Conduct with all students and staff, as early in the year as possible.
- Students will be instructed by all their teachers in the Character Standards.
- Parents will be informed of the Character Standards and will be encouraged to support the standards in their homes and interactions with their children.

XVII. SCHOOL SAFETY PERSONNEL - DUTIES, TRAINING, HIRING AND SCREENING

In order to provide protection and security for staff, students, and visitors who lawfully enter Remsenburg-Speonk UFSD property, the following duties, training, hiring and screening shall be implemented for those staff deemed responsible for school safety.

A. Duties

- provide protection for students, staff, and visitors lawfully on school property
- enforce Remsenburg-Speonk UFSD policies (i.e., smoking, weapons, drugs, etc.)
- patrol parking lots, outside entrances and doorways, outside walkways and secured areas
- oversee parking
- conduct periodic checks of halls, lavatories, doors, windows, and parking areas to prevent trespassing and vandalism
- report vandalism and unsecured areas to building administrator or his/her designee
- alert building administrator or his/her designee about altercations/situations
- interact/intervene with students, visitors, etc. as required
- perform other duties specific to security purposes as determined by the building administrator

B. Required Training

- school violence prevention and intervention training, including initial non-violent crisis intervention training and refresher courses
- site-specific training, including review of all manuals (e.g., Remsenburg-Speonk UFSD policies, Building-Level School Safety Plan, Parent Handbook, etc.)
- right-to-know training (as required by law)
- bloodborne pathogen training (as required by law)

C. Hiring and Screening

- all prospective employees will complete an employment application
- all prospective employees must provide three current references, preferably from supervisors
- all prospective employees will be fingerprinted, in accordance with the law

XVIII. ANNUAL REQUIREMENTS FOR REMAINING IN COMPLIANCE

- Review of Code of Conduct and all safety plans
- Implement prevention and intervention programs for staff and students
- Schedule violence prevention programs for conference days/staff development days
- Provide training for all personnel acting in a security capacity
- Provide school safety training for staff and students
- Conduct drills and exercises for building-level emergency response plan
- Screen and fingerprint all prospective employees

XIX. ANNUAL REVIEW OF SAFETY PLANNING

The Remsenburg-Speonk UFSD District-Wide and Building-Level School Safety Plans will be reviewed and updated annually. This review will be conducted by members of the Building Crisis Team, comprised of the Superintendent/Building Administrator and/or designee, custodial and clerical staff, and the school nurse. In conducting the review, the team will consider the continued effectiveness of the plans and will recommend any revisions deemed necessary.

The Remsenburg-Speonk UFSD recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, local Police and Fire Departments, Rescue and Ambulance Services and Local Emergency Management Offices.

XX. DISTRICT-WIDE SCHOOL SAFETY TEAM

The District-Wide School Safety Team was comprised of the members of the Building Planning Committee, which was approved by the Board of Education on March, 2001. The committee consisted of community members, parents, administrators, members of PTA, and teachers. Members of the Board of Education provided input throughout the planning process. Since this is a K-6 district, no students were involved.

XXI. DISTRICT-WIDE SCHOOL SAFETY PLAN REVIEW AND PUBLIC COMMENT

The District-Wide School Safety Plan was made available for public comment on September 9, 2019, before its adoption by the Board of Education on September 9, 2019.

A public hearing on the District-Wide School Safety Plan was held on September 9, 2019.

Adopted: 6/25/01