

[] Required
 [X] **Local**
 [] Notice

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 amend a comprehensive district wide school safety plan and building-level emergency response plan(s) regarding crisis intervention, emergency response and management.

Taken together, the district and building 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 emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following ~~school~~ safety teams and plans to deal with 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 be limited to, a representative from the Board, ~~student~~, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and **annual** review of a 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. It shall include all those elements required by law and regulation.

~~A copy of the plan shall be available in the district offices for inspection by the public.~~

The Superintendent of Schools or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer's duties shall include, but not be limited to, ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, which includes components on violence prevention and mental health, and shall 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 shall ensure that the district-wide plan is coordinated with the building-level plans, and shall ensure that required evacuation and lock-down drills are conducted.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for **annually** appointing a ~~school safety~~ **building level emergency response** team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, ~~local~~ law enforcement officials, **fire officials** ~~local ambulance~~ and other emergency response agencies. The ~~school safety~~ **emergency response** 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 **response to emergency situations, such as those requiring communication, emergency response, and evacuation, sheltering and lockdown** at the building level and shall include all **components** ~~procedures~~ required by law and regulation. **These confidential plans shall include evacuation routes, shelter sites, procedures for addressing medical needs, transportation and emergency notification to persons in parental relation to a student.**

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.

Team Appointments

~~_____The members of all district and building level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.~~

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by ~~July 1st~~ **June 15th** every year and **recommend** updated(s) as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, 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. **The Board will review and update the plans annually by September 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. 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: 5300, Code of Conduct
8121, Accident Prevention and Safety Procedures
8133, Bomb Threats
8134, Emergency Closings

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)
New York State School Safety Guide, issued jointly by the New York State Education Department, New York State Police, New York State Office of Homeland Security and New York State Emergency Management Office, September 2007

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