

Cold Spring Harbor Central School District

District-Wide Safety Plan 2018-2019

Introduction

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

The purpose of the school Emergency Response Plan (ERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise ERPs in order to respond quickly before, during and after an incident. A well developed and practiced ERP provides parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. Using this suggested planning format assists schools in meeting legislative mandates contained in 8 NYCRR Section 155.17 and provides the use of best practice to improve outcomes following emergency situations.

The Cold Spring Harbor Board of Education Policy 8130, School Safety Plans and Teams (Appendix A), outlines the responsibilities of School District and Building Administrators to 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 Board of Education will annual appoint a district-wide safety team who will be responsible for the development and annual review of a compressive district-wide safety plan. At the August 2016 Board of Education meeting, the following members were appointed to the District-Wide Safety team.

DISTRICT-WIDE SAFETY TEAM MEMBERS 2018-2019

Board of Education Representative	President, Board of Education
Superintendent of Schools	Robert Fenter
Assistant Superintendent for Business (Chief Emergency Officer)	James Stucchio
Administrator Representative	Jim Bolen
	Lynn Herschlein
	Michael Loughren
	Valerie Massimo
	Joseph Monastero
Teacher Representative	Brian Schiffmacher
Director of Facilities	Mark Margolies
Parent Organization Representative	TBD

Legislative Changes Related to School Emergency Response Planning

The 2016-2017 Enacted State Budget included amendments to Education Law Section 2801-a and 807 (Chapter 54 of the Laws of 2016). These amendments took effect on July 2, 2016. A complete listing of the legislative changes are listed in Appendix B and summarized below:

1. In addition to the existing notification requirements in the event of a violent incident, the statute now requires that each district develop policies and procedures for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
2. The statute includes a new requirement that each district submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training include components on violence prevention and mental health.
3. The amendments require district-wide safety plans to include the designation of a Chief Emergency Officer who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district-level safety plan. The Chief Emergency Officer designee of the Superintendent of Schools shall be the Assistant Superintendent for Business. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of building-level emergency response plans. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.
4. The amendments require that building-level emergency response plans include policies and procedures for response to emergency situations such as those requiring evacuation, sheltering and lock-down.
5. The amendments further expand on fire drill requirements to include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. These new regulations require twelve drills each year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills. Eight of the twelve drills must be completed in the first half of the school year.

Building Level Safety Plans

The District-Wide Safety committee shall ensure that building level safety plans are in compliance with the requirements of the new regulations. Beginning with the 2016-2017 school year, schools will be required to use the Building-Level Emergency Response Plan Template which was developed and distributed by the New York State Safety

Improvement Teams. The template requires that school provide essential information, in a standard predefined format. This standardized format will ensure that police and other first responders have immediate access to this information if an emergency situation does occur in a school building. It also ensures that as schools are developing their plans, they are including essential steps required for effective emergency planning.

NYS Guide to School Emergency Response Planning

The content, organization, and terminology provided in the New York State Guide to School Emergency Response Planning (Appendix C) aligns with the Federal Emergency Management Agency's "Guide for Developing High-Quality School Emergency Operations Plans (2013)". This guide also provides the template for each of four school buildings in the Cold Spring Harbor school district. The organization of this guide supports two key practices being adopted in New York State. First, the Guide provides standardized language that is consistent with current national emergency response protocols. Secondly, consistent formatting aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- The Basic Plan
- Functional Annexes
- Threat/Hazard Specific Annexes
- Appendices

The details of these sections are contained in Appendix C

Public Input and Notification

A copy of the District-Wide will be posted on the school district website. However, the posting of this plan will not include Appendix B since it contains details of the Building Level safety plans which are confidential. The purpose of posting the District-Wide plan is to allow public comment.

Appendix B

SUMMARY OF LAWS

The following is a summary of New York State law pertaining to building level school emergency response plans. In 2000, Chapter 181 enacted Education Law §2801-a (Project SAVE) requiring the implementation of certain school safety plans. Education Law §2801-a required that every school district, Board of Cooperative Educational Services (BOCES) and county vocational education extension board, as well as the Chancellor of the City School District of the City of New York, develop a building-level school safety plan regarding crisis intervention and emergency response (“school emergency response plan”). Section 2801-a prescribed minimum requirements of a school emergency response plan, which included policies and procedures relating to responding to certain threats. These plans were designed to prevent or minimize the effects of emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such emergencies. The Commissioner of the New York State Education Department, prescribed requirements into regulation 8 NYCRR Section 155.17. Regulations are hyperlinked within this document.

[155.17 \(b\)](#) Development of school safety plans. Every board of education of a school district, every board of cooperative educational services and county vocation education and extension board and the chancellor of the City School District of the City of New York Shall adopt by July 1, 2001, and shall update by July 1st of each succeeding year, a district wide school safety plan and building level school safety plans regarding crisis intervention and emergency response and management.

[155.17 \(e\)\(2\)](#) School Emergency Response Plan. A school emergency response plan shall be developed by the building-level school safety team and shall include the following elements:

- [155.17 \(e\)\(2\)\(i\)](#) Policies and Procedures for Safe Evacuation
- [155.17 \(e\)\(2\)\(ii\)](#) Designation of Response Teams
- [155.17 \(e\)\(2\)\(iii\)](#) Procedures for Emergency Responder Access to Building Plans and Road Maps
- [155.17 \(e\)\(2\)\(iv\)](#) Communication in Emergencies
- [155.17 \(e\)\(2\)\(v\)](#) Definition of the chain of Chain of Command Consistent with NIMS/ICS
- [155.17 \(e\)\(2\)\(vi\)](#) Coordinated Plan for Disaster Mental Health Services
- [155.17 \(e\)\(2\)\(vii\)](#) Procedures for Annual Review
- [155.17 \(e\)\(2\)\(viii\)](#) Procedures for the Conduct of Drills
- [155.17 \(e\)\(2\)\(viii\)](#) Procedures for Restricting Access to Crime Scenes

[155.17 \(e\)\(3\)](#) A copy of each building level safety plan and any amendments thereto, shall be filed with the appropriate local law enforcement agency and with the State Police within 30 days of adoption.

[155.17 \(j\)](#) Drills. Each school district and board of cooperative educational services shall, at least once every school year, and where possible in cooperation with local county emergency preparedness officials, conduct one test of its emergency plan or its emergency response

procedures under each of its building level school safety plans, including sheltering or early dismissal.

APPENDIX C

NEW YORK STATE GUIDE TO SCHOOL EMERGENCY RESPONSE PLANNING

(Note: The attached guide contains the template only for the development of the Building Level plans. No specific building level details are included. Plans containing the specific information are confidential to the general public but are available to members of the District-Wide Safety Team as necessary to ensure compliance.)