

## **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 safety plan and building-level safety plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals are 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 regulations, 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 commissions the Superintendent of Schools to sustain the cross-campus crisis intervention team that includes the Superintendent of Schools as the team's facilitator and as the school board's representative, along with representative faculty, administrators, support staff, operations supervisors, office staff, and other appropriate individuals.

This team shall engage with the Superintendent of Schools with the annual examination of the district-wide safety plan. The plan shall cover all grade spans and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

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

### **Building-level emergency response teams and plans**

Principals are responsible for appointing a building 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, and evacuation at the building level and shall include all required procedures as outlined via the State Education Department.

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.

*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 various emergency response procedures within that 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 or any other law.

### **Team Appointments**

The members of all district and building-level teams shall be appointed on an annual basis.

### **Annual Review and Report**

Each plan shall be reviewed by the appropriate school safety team by July 1<sup>st</sup> every year and updated as needed.

The Superintendent of Schools will submit a report to the Board annually by the end of December, reporting the status of the plans and setting forth recommendations for revisions, if any, to the plans.

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 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 the updated plan's adoption.

Cross-Ref: 5300, Code of Conduct  
8134, Emergency Closings

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
8NYCRR Part 155 (Educational Facilities)  
*New York State School Safety Guide*, issued 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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