

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT



District-Wide Safety Plan 2016-2017

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 2016-2017

Board of Education Representative

Superintendent of Schools

Assistant Superintendent for Business (Chief Emergency Officer)

Administrator Representative

Teacher Representative

Director of Facilities

Parent Organization Representative

Security Supervisor

President, Board of Education

Robert Fenter

William Bernhard

Joe Monastero

Brian Schiffmacher

Mark Margolies

Sarah Trust

Frank Papillo

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 A

8130

☐ Required
☒ **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 safety team that includes, but is not be limited to, a representative from the Board, 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.

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 lockdown drills are conducted.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for annually appointing a building level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The 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 evacuation, sheltering and lockdown at the building level and shall include all components 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 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.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by June 15th every year and recommend updates 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

Adoption date: October 13, 2011

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)(vii) 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

Appendix C refers to guidelines and a template for developing the Building Level Safety plan for each school building in the Cold Spring Harbor School District. Since the Building Level plans are not available to the public, the template is not included in this published version of the District-Wide plan.