

- [] Required
- [X] Local
- [X] Notice

SCHOOL SAFETY PLANS AND TEAMS

The Board of Education recognizes its responsibility to adopt and keep current a comprehensive BOCES wide school safety plan and building-level emergency response plans which address violence prevention, crisis intervention, and emergency response and management.

Taken together, the BOCES-wide and building level 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 violent incidents and emergencies and to facilitate the BOCES coordination with local, county and state resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents that may occur at BOCES facilities.

In accordance with state law and regulation, BOCES shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive BOCES-Wide School Safety Team and Plan

The Board shall annually appoint a BOCES-wide school safety team that includes, but shall not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations (if applicable), school safety personnel and other school personnel as deemed appropriate. This team shall be responsible for the development and annual review of the comprehensive BOCES-wide school safety plan. The plan shall cover all BOCES 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, and emergency response and management including communication protocols, at the BOCES level. It shall include all those elements required by law and regulation.

The District Superintendent or his/her designee shall appoint a BOCES chief emergency officer, who shall coordinate communication between BOCES and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the BOCES-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health issues, and shall also ensure that BOCES-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 BOCES-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 Plans and Teams

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. Each such emergency response team shall be responsible for the development and

review of a building-level emergency response plan for its building. Each such plan shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a 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, in consultation with the District Superintendent or his/her designee, shall annually designate a threat assessment team to provide ongoing support and information in order to recognize, identify and assess individuals and/or situations that may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and shall observe confidentiality requirements.

Students shall be encouraged to bring their concerns to any BOCES employee. Any BOCES employee who becomes aware of a threat to the school community, shall inform the Building Principal. The Building Principal shall then convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the District Superintendent informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

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 plans 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 annually reviewed, and updated if necessary, by the appropriate team by September 1, the date specified in the State regulations. In conducting the review, the teams shall consider any changes in organization, 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. If the plan requires no changes, then it shall remain in effect. If the BOCES-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education at the September Board of Education meeting.

The District Superintendent or designee shall be responsible for filing the BOCES-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The BOCES-wide plan will be posted on the BOCES website. Each Building Principal shall be responsible for filing the building-level emergency response 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, but no later than October 15 of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development

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)
School Safety Plans Guidance, New York State Education Department, June 2010

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