

PROJECT SAVE (Safe Schools Against Violence in Education) For District-wide School Safety Plan Commissioner’s Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Little Falls City School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Little Falls City School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Little Falls City School District Board of Education, the Superintendent of the Little Falls City School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Little Falls City School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

<u>Members Name</u>	<u>Title</u>
Dr. Keith T. Levatino	Superintendent
Bart Tooley	Assistant Superintendent
Kristine Hameister	Board of Education

Ashraf Allam	Director of Technology/Business Operations
Michael Kelly	Superintendent of Buildings and Grounds
Ronald Petrie	Little Falls City Chief of Police
Robert Parese	Little Falls City Fire Chief
Joseph Long	Benton Hall Principal
Maria Lindsay	Little Falls Middle School Principal
Leeann Dooley	Little Falls High School Principal
Brian Coleman	Director of Pupil Personnel/School Safety

The District-wide School Safety Team is responsible for the development, review and update of the District-wide School Safety Plan. The Emergency Response Team will provide the initial response in all emergencies as defined in C. Crisis response actions, will be taken by members of the Post-Incident Response team following an emergency.

C. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the individual Building Level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- County and State resources through existing protocols may supplement emergency Response Actions including Post-incident response.

D. Plan Review and Public Comment

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to

its adoption. The District-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-wide School Safety Plan, building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. (Building-level plans are not subject to FOIL, so summaries will have to be available for public review.) Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans will be supplied to both local and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The programs and activities are being used by the District for improving communication among students and between students and staff, and reporting of potentially violent incidents, such as the establishment of:

- Rachel’s Challenge Program
- Multi-Media Presentations regarding Bullying Prevention
- Professional Development in the areas of Child Protective Services Protocols; Educational Neglect Procedures; Lock-down and Evacuation Procedures
- After School Program sponsored by the Y.M.C.A
- Counseling services provided by the Herkimer County Catholic Charities
- P.I.N.S. Diversion and related family court procedures
- Peer Mentoring Program based on Rachel’s Challenge

Training, Drills, and Exercises

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students. The local emergency management office, local law enforcement, the New York State Police and the Oneida-Herkimer-Madison BOCES Safety Office can provide you with assistance in determining what drills and exercises might be appropriate, and the accompanying training. Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills. Each year the District Wide School Safety Team will consider appropriate training for the District.

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

Each year the District-Wide School Safety Team, in consultation with Building Principals and local response agencies, will conduct emergency response drills at both the district and building levels. These drills will include at least tabletop exercises and will include full-scale exercises with the participation of the Little Falls City Police Department.

Evaluations of each drill/exercise will be presented to the District-Wide School Safety Team in a timely manner following each drill/exercise.

- Lock down drills are conducted
- Early go home drill is conducted, with a test of the district Emergency Interconnect Notification System
- Professional Development activities related to intruder protection; single-point of entry procedures; student attendance and accountability procedures
- In conjunction with local EMS, drunk driving, pre-prom activities are presented

Staff development

All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application. District will not be responsible for the candidates for certification training.

Provision for two hours of staff development with respect to school violence prevention, intervention, and response will be included in professional development plans. At least one hour of school violence prevention and intervention training for all staff will be included annually in a superintendent's conference day. All staff must be offered one hour of training as part of a superintendent's conference day. The Superintendent, in conjunction with the building administrators will be responsible for implementing instructional staff development programs. The Superintendent and the Business Manager will be responsible for non-instructional staff development with respect to school.

Multi-hazard training is conducted annually with the assistance of BOCES Risk Management. Fire evacuation, shelter, "lock-down" and bus drills are held as prescribed by state law under the direction of the building principal. Building and district safety committees assess the effectiveness of the drills.

Implementation of School Security

Safety Officers/Hall Monitors

- School Safety Resources Officer is available in the district five days a week.
- All staff is required to enter the halls during pre-school hours, class change time, and after school.

- Single Point of entry system, with security cameras, monitors, microphones and speakers are available at all main building entrances.
- Visitor sign-in; sign-out log; use of visitor badges
- Telephone notification before a visitor is allowed to walk the hallways to an office, classroom, etc...
- Use of “walkie-talkies’ by non-instructional office and administrative staff
- Use of drug dog searches in the Middle and High School Buildings
- Code of Conduct and Newsletters

Vital Educational Agency Information

The following information concerning educational agencies located within the district is included with Building Level Safety Plans:

School population

Number of staff

Transportation plans

Business and home telephone numbers of officials and staff within the specific buildings

B. Early Detection of Potentially Violent Behaviors

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in the District Code of Conduct. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system which will dispatch the appropriate agency. The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plans detail the appropriate response to such emergencies. These actions may contain secure information.

Professional Development related to the following:

- Crisis Intervention Planning/Implementation
- Early warning signs of “students at risk”
- Referral procedures to area agencies and support systems
- Response to intervention

C. Hazard Identification

The District-wide School Safety Plan requires an identification of sites of potential emergency. The Building-level School Safety Team has identified both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population.

The district updates the Multi-Hazard Response Plan annually in its district and building office. BOCES Risk Management provides annual and other updates (such as handling Anthrax or newly emerging problem areas). The district and buildings maintain written protocols for handling emergencies, which include, but are not limited to (provided by BOCES Risk Management):

Threats of violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others determined by district and building safety teams	

The site of potential emergency may include:

- All school buildings
- Athletic fields
- Parking lots adjacent to the school buildings
- Bus loading – drop-off zones
- Residential neighborhood areas adjacent to the school building

Section III: Response

A. Notification and Activation (Internal and External Communications)

- Procedures have been developed to ensure that crisis response fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.
- A chain of command consistent with the National Interagency Incident Management System (NIIMS)/Incident Command System (ICS) will be used in response to an emergency in the building. In the event of an emergency, the building's response team may adapt NIIMS/ICS principles based on the needs of the incident.
- Internal and external communication systems have been developed that will be used in emergencies.
- Procedures are in place for notification and activation of the Building-level Emergency Response Plan.

Telephone	Intercom
Fax/Email	Local Media
District Radio System	Emergency Alert System (EAS)
NOAA Weather Radio	Others as appropriate

- The system may specify that in the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

B. Situational Responses

Multi-Hazard Response

- The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The school building’s plan includes building specific guidelines for the following types of emergencies:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the District-wide School Safety Team	

- The District will conduct annual training for both staff and students in school safety issues. The training may consist of classroom activities, assemblies, tabletop exercises and/or full-scale drills. Drills and other exercises will be coordinated with local, county, and state emergency responders and preparedness individuals.

Responses to Acts of Violence: Implied or Direct Threats

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

See the District Code of Conduct and Crisis Response Plan.

Arrangements for Obtaining Emergency Assistance from Local Government

Law enforcement officials will be contacted by the Superintendent (or designee) as specified within the Building Plan; and will be requested based upon the “closest response agency” concept to ensure that the response is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system.

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.

The district has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

District Resources Available for Use in an Emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized as identified in the District Response Plans. Specific personnel and resources are identified in those plans.

Protective Action Options

Policies and procedures have been developed for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident which include at least the following:

- Evacuation routes (internal & external)
- Sheltering sites (internal & external)
- Procedures for addressing medical needs
- Transportation
- Evacuation before, during and after school hours (including security during evacuation)
- Emergency notification of persons in parental relation to the students
- Other procedures as determined by the Building-level School Safety Team.

Section IV: Recovery

After the implementation of the Safety Response Plans to address a crisis “debriefing” activities will be held; typically facilitated by a member of a cooperating human services agency. The procedures and activities that were taken during the event will be evaluated for effectiveness. Changes, if necessary will be proposed. Personal social-emotional assistance to those involved with the implementation of the plan will be provided, as needed.

The Building-level Emergency Response Plan will be coordinated with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of an emergency.

- Short term actions for recovery include:
 - Mental health counseling (students and staff)
 - Building security
 - Facility restoration
 - Post-incident response critique
 - Other
- Long term actions for recovery include:
 - Mental health counseling (monitor for post-traumatic stress behavior)
 - Building security
 - Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
 - Other