

## SCHOOL SAFETY PLANS

The District provides for the safety and security of its students, staff and facilities. 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.

The safety and emergency response 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, county, and New York State 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.

### **Comprehensive District-wide School Safety Plan**

The plan shall be developed by the Districtwide School Safety Team (replace with the appropriate committee name) and shall cover all District school buildings and shall address crisis intervention, emergency response and management at the District level. It shall include all those elements required by law and regulation and in the form prescribed by the Commissioner of Education. A copy of the plan shall be available in the District offices for inspection by the public.

### **Building-level Emergency Response Plans**

Each Building Principal shall be responsible for appointing a School Emergency Management Team (SEMT) that includes representation from teachers, administrators, school safety personnel, other personnel, and emergency response agencies as needed. The SEMT shall be responsible for the development and review of 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 procedures required by law and regulation.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures, in conjunction with local emergency preparedness officials, 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 SEMT by July 1<sup>st</sup> every year and updated 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.

**SCHOOL SAFETY PLANS, Con't.**

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. Additionally, the Superintendent, through the District (BOCES) Superintendent, will notify the Commissioner whenever the District Emergency Plan or a building-level School Safety Plan is activated and results in the closing of a school building in the District (except for closures due to weather), and shall provide such information as the Commissioner may require. 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

Ref: Education Law §2801-a (school safety plans)  
Executive Law §2B (state and local natural and manmade disaster preparedness)  
Public Officers Law, Article 6  
8 NYCRR Part 155.17 (Educational Facilities)  
*Project SAVE Guidance Document for School Safety Plans*, New York State Education Department, April 2001

Adopted: June 21, 2006  
Reaffirmed: December 17, 2014  
Revised: February 14, 2018