

Briarcliff Manor UFSD

District Wide Safety Plan

2019-2020

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.

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SECTION I: GENERAL CONSIDERATIONS AND GUIDELINES

PURPOSE

Briarcliff Manor School District's - District Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

IDENTIFICATION OF TEAM

The School District has created a Schools Safety and Emergency Response Team, (SSERT), 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:

Position	Name
Superintendent	James Kaishian
Assistant Superintendent for Finance & Operations	Anthony Cammarata
Director of Facilities	George Hula
Teamsters Staff Bargaining Unit Representative	James Tripani
Parent/BPTA Representative	Nora Johnson and Barbara Hooper
BTA Bargaining Unit Representative	Pamela Gordon
Administrators:	
Todd Elementary School	Colleen O'Neill-Mangan
Briarcliff Middle School	Susan Howard
Briarcliff High School	Debora French
School Board President	Jennifer Rosen
SRP Bargaining Representative	Kim DeMarco
Briarcliff Manor Police Department	Chief Donald Gorey

CONCEPT OF OPERATIONS

The District-wide School Safety Plan is 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 Safety & Emergency Response Team, (SSERT).

Upon the activation of the School Safety Emergency Response Team (SSERT), the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

PLAN REVIEW AND PUBLIC COMMENT

This plan will be reviewed annually during the year and will be maintained by the District-wide School Safety Emergency Response Team (SSERT) with technical assistance from appropriate agencies. The required annual review will be completed each year after its adoption by the Board of Education by September 1st. Prior to adoption, the district will hold a public hearing that allows for school personnel, student and public participation and will be available for public comment for 30 days.

Within 30 days of adoption, the district will post the district-wide safety plan on the district website. The URL will be submitted via Basic Educational Data System (BEDS) to the State Department in October.

A copy of the plan will be filed with the State Police and local law enforcement within 30 days of adoption, but no later than October 15th of each year. The Plan will be entered into the Safe Schools application on the State Education Department Business portal.

SECTION II: RISK PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility or the occurrence or reduce the impact of an emergency if it does occur.

Below is a list of programs that district has in place for prevention.

PREVENTION/INTERVENTION STRATEGIES

Program Initiatives

Program Name	Todd Elementary	Middle School	High School
Colition of Human Dignity			X
Character Education/Caring Community	X	X	X
Conflict Resolution Training		X	X
Course Challenge			X
Coalition for Human Dignity			X
Gay Straight Alliance			X
Don't Say You Can't Play	X		
EPIC: Growing Up Together	X	X	X
Facing History and Ourselves		X	
Leadership			X
Multicultural Club			X
Peer Leadership			X
Peer Mediation		X	X
SADD			X
Social Decision Making/Social Skills	X	X	
STAR			X
Student Assistant Program		X	
Therapeutic Crisis Intervention		X	X
World of Difference		X	X
Briarcliff Community Taskforce	X	X	X

TRAINING, DRILLS, AND EXERCISES

All District personnel (faculty, custodial staff, office staff and administrators) will receive an orientation to the District's multi hazard response on an annual basis. The orientation will focus on the District policies, and procedures for evacuation, emergency communication and the incident command system. (Substitute teachers and teacher's aides will receive a fact sheet on the District's policies and procedures upon initial assignment.

- Eight evacuation drills and four lock-down drills, eight of the required drills will be completed by December 31st
- Four of the drills will be through a secondary means of egress or a fire escape
- The drill will be conducted at different times during the day
- Pupil will be instructed as to what procedure to follow in the event a fire occurs during lunch or assembly

- The District will conduct one go home early drill to test its alerting and warning procedures, communications procedures, resources, staff procedures, transportation procedures, public information procedures, and evacuation procedures.
- All personnel who regularly answer telephones will receive updated training on protocols for data gathering in the event of a bomb threat made over the telephone
- In addition to the required fire drills and the early dismissal drill, each building will conduct two additional drills during the course of the year to prepare students and staff for responding to other emergencies. Each drill will be assessed carefully, and modifications will be made to existing procedures based on the feedback.

IMPLEMENTATION OF SCHOOL SECURITY

- Each building, as a part of developing the Building-Level Emergency Response Plan, examines specific security needs for their building
- Each building develops and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions are included in the student handbook/Code of Conduct.
- All Facilities staff as well as key office staff in each building have a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out and to wear identification badges to indicate their “visiting” status.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.
- The hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- School buildings have staff specifically trained to monitor their building and grounds
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day
- Some areas within the District are monitored by security cameras.
- School personnel are encouraged to greet strangers and direct them to sign in if they have not and report any visitors who have not signed in to the security personnel on duty.

VITAL EDUCATIONAL AGENCY INFORMATION

Each individual educational program within the Briarcliff Manor UFSD collects and maintains information such as student enrollment, student personal data, and staff numbers for their program and staff assignments. The Human Resources Department maintains information about the business and home telephone numbers of all employees.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Each year, the District staff attends workshops and training that address issues related to threat assessment strategies, characteristics in children that predict violent behavior, and the appropriate actions to be taken.

There will be policies and procedures for

- Acts of violence by students, teachers, other school personnel and visitors, including consideration of zero-tolerance policies for school violence
- Implied or direct threats of violence by students, teachers, other school personnel and visitors
- Bomb threats, hostage takings, intrusions, and kidnappings

HAZARD IDENTIFICATION

Faculty and staff will conduct a daily inspection of their classrooms, specialty rooms, playground, athletic fields, and/or office areas to identify, evaluate, and if needed control any potential hazards associated with their work area. All concerns should be forwarded to a member of the faculty's safety committee for further reviews. If necessary, the building principal shall be contacted directly.

The District will continue to work with outside agencies such as NYSIR to evaluate potential hazards associated in transporting an educating our students. The building level response plans have lists of specific hazards for each building.

SECTION III: RESPONSE-NOTIFICATION AND ACTIVATION

In the event of an emergency or pending emergency, staff members should immediately inform the building principal or their designee who will:

- Immediately notify the local law enforcement officials if the situation warrants (using 911).
- Notify the District Superintendent.
- Determine if the Program Safety/Emergency Response Team requires activation.

The District Superintendent will determine what other educational facilities within the District must be notified and whether any emergency action needs to be taken at those facilities. The internal phone system as well as the emergency cell phone system will be utilized. The District Superintendent will also determine if the District Safety/Emergency Response Team requires activation Appendix A includes a detailed description of the members, roles, and procedures of the Central Safety/Emergency Response Team. These emergency response procedures follow the NIMS ICS (National Incident Management System Incident Command System) guidelines.

Emergency situations, school closings, or delays will be communicated via; **Connect-ED** and the following radio and television stations:

WHUD; WFAS; FIOS; NEWS CHANNEL 12

EMERGENCY REPORT PROTOCOL

Specific procedures have been developed for handling telephone reports of an emergency or crisis event.

MULTI-HAZARD RESPONSE

Briarcliff Manor UFSD has developed multi-hazard response plans for the various types of emergency situations. The protocols are maintained in each Building Level Emergency Response Plans.

The local police have keys to the district.

ARRANGEMENTS FOR OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT AND OTHER AGENCIES

Briarcliff Manor UFSD maintains ongoing communication with local municipal officials, governmental agencies and emergency service organizations. When appropriate, the District will contact the following governmental agencies, emergency service organizations, and other agencies to seek assistance in an emergency:

ALL EMERGENCIES: FIRE, POLICE & AMBULANCE

DIAL 911

PROCEDURES TO COORDINATE THE USE OF DISTRICT RESOURCES IN AN EMERGENCY

In an emergency that requires the activation of the District Safety/Emergency Response Team, the coordination of District resources will be through the District Safety Team with the District Superintendent as Incident Commander. If the Team is not activated, the coordination of resources will be managed through the office of the District Superintendent. The Director of Facilities will oversee the

allocation of custodial and maintenance staff as well as vehicular needs. Other District staff may be called as needed.

District resources, which may be available for use during an emergency, which could include the identification of resources, such as facilities, buses and trucks can be found in building level plans. District contracts with Briarcliff bus for two 66-passenger school buses, two 20-passenger vans, two 19-passenger vans, and owns five service trucks, and other heavy machinery.

PROTECTIVE ACTION OPTIONS

During certain emergency situations one of the following may be used:

- Sheltering in Place – used to shelter students and staff inside the building
- Hold in Place – used to limit movement of students and staff while dealing with short term emergencies
- Evacuation/Relocation – used to evacuate students and staff from building
- Lockout – used to secure school buildings and grounds during the incidents that pose an imminent concern outside of the school
- Lockdown – used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school

DESCRIPTION OF SECURITY

- The district maintains a security force at each of the buildings. The security officers police the entrances as well as buildings and grounds.
- The Superintendent of Schools, Dr. James Kaishian is the Chief Emergency Officer of the district.

SCHOOL CANCELLATION

School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all students and staff. This option is likely to be used when dealing with weather-related storms for which ample warning is normally provided. Other situations, such as an incident at the Indian Point nuclear power plant, may also dictate this action.

EARLY DISMISSAL

Early dismissal will be used when school is in session and there is time to return students and staff to their homes before the expected emergency occurs. This information will be communicated to parents via; **Connect-ED** and the following radio and television stations: **WHUD; WFAS; FIOS; NEWS CHANNEL**

SECTION IV: RECOVERY

As a part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The District Wide Safety/Emergency Response Team is charged with providing support to the Building Teams.