

**William Floyd School District  
District-Wide School Safety Plan  
2020-2021**



# ***William Floyd School District***

## ***District-Wide Safety Plan***

The **William Floyd Union Free School District-Wide School Safety Plan**, as required by the Project SAVE Law (Safe Schools Against Violence in Education: Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of students, faculty and staff and allows for input from the various employee groups, the Suffolk County Police Department, the Office of Homeland Security and the Mastic, Mastic Beach and Center Moriches Fire Department.

This specific section of Project SAVE is a broad collaborative effort that addresses risk prevention, crisis intervention and emergency response, and response with respect to a variety of emergencies that may occur in the school district and its school buildings. It includes, but is not limited to, the creation of William Floyd school safety teams, emergency response assignments, building-level staging areas and detailed personnel responsibilities with emergency contact phone numbers.

The superintendent of schools, central administration (district office) and director of human resources have organized safety teams comprised of the various bargaining units (district office administrators, principals, assistant principals, teachers, teaching assistants, security guards, custodians and nurses) that are best situated to assess each building's needs and develop, implement and maintain all provisions of our plans. The **William Floyd Plan** incorporates all **building-level emergency response plans** developed by the **building-level emergency response teams** appointed by the **building principals**, under the direct supervision and direction of district office administration and endorsement by local law enforcement.

The William Floyd district-wide safety plans undergo continuous review throughout the course of the school year. After initial construction by the building-level safety team, each school safety team analyzes and discusses the efficacy of the plan through the school year, and offers constructive criticism as to how it may be improved and modified to meet changing concerns. All building principals conduct training at the beginning of the year and the district conducts annual self-audits throughout the course of the year. For example, the director of human resources along with security personnel meets with each building and principal to review all security plans on an ongoing basis throughout the course of the school year. Last year, a second meeting was conducted under the auspices of the Department of Homeland Security and our Suffolk County Police Department school resource officers. Follow-up meetings have been planned for the beginning of each school year in which local law enforcement observes safety drills, offers feedback and analysis for improvement, and provides reiterations of best practice protocols in school safety response drills.

In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **emergency response team**. Upon activation of the school building **emergency response team**, the superintendent of schools, or designee, and appropriate local emergency response officials will be immediately notified. The nature of any given emergency will dictate the degree of interaction with local enforcement and other Suffolk County emergency response agencies.

**Building-level emergency response plans are reviewed and updated throughout each school year and by September 1<sup>st</sup> of each school year** by the building-level emergency response team,

and in separate meetings conducted by the director of human resources and security and **filed with the New York State Department of Education and the Seventh Precinct of the Suffolk County Police Department each school year** (after extensive discussion with each building principal).

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this plan, will make every effort to prevent violent incidents from occurring. The William Floyd Union Free School District has provided the appropriate authority and budgetary resources in support of this effort. Violence deterrence is the duty of the entire school community and we encourage involvement of all constituent members.

The William Floyd Union Free School District has been very proactive over the years to ensure safety is always our highest priority. To effectuate safety and security, William Floyd has invested in the following additions to our facilities:

- **Perimeter Fencing:** Large investments have been made for perimeter fencing with the objective of preventing unauthorized people and vehicles from entering our premises.
- **Guard booths:** All primary points of ingress and egress are covered with a licensed security guard stationed in a security booth ensuring that all entrants are authorized during school hours.
- **School vestibules:** These internal structures have been constructed in each school building. Vestibules are designed to contain any potential violent threat to a confined area. This structure limits access to students and personnel and provides protection while emergency personnel respond.
- **Smart School upgrades:** Although the district currently has fully operational surveillance cameras, an upgraded system is being proposed with the newest technologies.
- **Facility inspections:** The district has conducted self-audits with federal and local law enforcement agencies to assess emergency responders' ability to navigate the building easily.
- **Staffing:** More than 75 employees (full-time, part-time and substitutes) provide 24-hour coverage, 365 days per year.

Our plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the superintendent of schools. Although the building-level emergency response plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **building-level emergency response plan will remain confidential and not be subject to disclosure**. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

### **Elements of the School District Safety Plan**

- Identification of potential emergency scenarios and vulnerabilities of each building structure.
- Plans for responses to emergencies including lockdowns, evacuation drills, school cancellation, early dismissal, and secondary reunification and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence including threats made by students against themselves including suicide and interventions by mental health professionals.
- Prevention and intervention strategies including inspections by Homeland Security and frequent meetings with the Suffolk County Police Department 7<sup>th</sup> Precinct. This includes

- inspection of the facilities, appropriately trained staff, emergency drills and guest speakers from law enforcement, including School Resource Officers.
- Communication plans with the 7<sup>th</sup> Precinct law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
  - Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
  - Designation of the Chain-of-Command (Incident Command)
  - Plans to contact parents and guardians including when students make threats of violence against themselves.
  - School building security
  - Dissemination of information regarding early detection of potentially violent behavior.
  - Plans to exercise and conduct drills to test the building-level emergency response plan including review of tests.
  - Annual school safety training for staff and students. This includes the observations of drills by law enforcement ensuring best practices are conducted.
  - Protocols for bomb threats and intrusions.
  - Strategies for improving communication and reporting of potentially violent incidents.
  - A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring and screening process for all personnel acting in a school safety capacity.
  - Information about the school district including school building architectural layout, population, staff, transportation needs, cell phone and office phone numbers of central administration, school building safety team, public relations officer, central security, nurses and security personnel.
  - Documentation and record keeping of all mandated drills.

The **superintendent of schools is the chief emergency officer** and through designated personnel and designee will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security-related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and building-level emergency response plans are completed, reviewed annually and updated as needed.

### **Responsibilities of the District-Wide School Safety Team**

The William Floyd District-Wide School Safety Team will be accountable to determine the exposure of the school district to violence and recommend preventative measures to the superintendent and duly elected Board of Education. The William Floyd District-Wide School Safety Team will maintain responsibility for appraising the District-Wide School Safety Plan to determine its success in violence prevention. The safety teams' responsibilities include, but are not limited to, the following:

- 1) Recommending and reviewing protocols for students and staff in lockdowns (active shooter) and evacuations drills (fire, gas leak, water main break, etc.)
- 2) Dissemination of information regarding early detection of potentially violent behavior. (Including anonymous and social media.)
- 3) Developing response plans to acts of violence and address threats made by students against

themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.

- 4) Communicating the plan to employees responsible in plan administration.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; superintendent's hearings; worker compensation reports; police reports; accident investigations; grievances, etc.).
- 6) Making recommendations for improvement.
- 7) Arranging for ongoing security analysis, including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include the Suffolk County Police Department, Homeland Security, school safety team, etc.
- 8) Conducting annual school building assessments in terms of facilities, locks, fencing, vestibules, personnel, entrance and dismissal procedures and electronic monitoring.
- 9) Reviewing survey results and recommending actions that are necessary.

### **Building-Level Emergency Plan**

Members of building-level emergency response teams are **appointed by each school building principal**. The major focus of this team is to create, monitor, and update the building-level emergency response plan. This team, at a minimum will include the following representation:

- Principals and assistant principals
- Director of security
- Teachers
- Teaching assistants
- Nurses
- School security personnel
- Law enforcement

The **building-level emergency response team** is responsible for selecting the following:

- **Emergency response team** (core group of actual responders, not to be confused with the building-level emergency response team, which is a larger team for the purposes of planning and monitoring) which has the following representation:
  - School personnel
  - Law enforcement officials
  - Fire officials
  - Emergency response agencies
- **Post-incident response team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
  - Appropriate school personnel
  - Medical personnel
  - Mental health counselors
  - Others (psychologists, social workers, etc.)

### **Prevention and Intervention Strategies**

As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.), **all students are educated** on the reasons for testing emergency plans and are instructed on how to carry out each drill. Specific training is provided on how to respond to emergency situations (evacuation/fire drills/lockdowns/active shooter) and such drills are practiced in accordance with the timeframes set forth in New York State regulations. Furthermore, district protocols were created under the auspices of the 7<sup>th</sup> Precinct of the Suffolk County Police Department.

**Canine Sweeps:** In conjunction with the 7<sup>th</sup> Precinct of the Suffolk County Police Department, William Floyd conducts an annual, unannounced sweep using a drug-sniffing dog. This is an unannounced drill in which schools are placed into lockdown and remain in a state of lockdown while members of the Canine Unit and the 7<sup>th</sup> Precinct of the Suffolk County Police Department search the premises.

### **Elementary Schools**

- school resource officer presentations (e.g., social media, cyberbullying)
- character education committees
- seven habits of happy kids
- curricular/cultivating kindness
- monthly citizenship academy
- positive principal referrals (data-driven demonstrating a reductions in incidents)
- G.R.E.A.T. (Gang Resistance Education and Training) presented by Suffolk County Sheriff's Office
- "Too Good for Drugs" presentation
- Wellness Week
- citizenship awards
- Positive Behavior Intervention and Support (PBIS) – respectful, responsible, ready to learn.
- PTO thematic events
- New York Islanders' (National Hockey League) character building presentations

### **Middle Schools**

- assemblies on gangs, drugs, bullying
- fully developed Positive Behavior Intervention and Support (PBIS) – respectful, responsible, ready to Learn.
- "Red Ribbon Week"
- New York Islanders' (National Hockey League) character building presentations

### **High School**

- prom/lawyer meetings
- social host laws
- social workers providing character education
- sexting presentations
- "Red Ribbon Week"
- "Stop the Bleed" trainings
- National Night Out (community event)

### **Training, Drills and Exercises**

The William Floyd District-Wide Safety Plan requires adherence to annual drills that each building principal schedules during the summer months in anticipation of the upcoming school year. These include announced and unannounced drills, which meet or exceed state-prescribed requirements and are documented and shared with internal auditors and site visits with local law enforcement agencies and the Department of Homeland Security. The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill, the administration reflects upon several factors including the time each drill requires from start to completion, any inefficiencies that require improvement, and facility issues requiring additions/alterations. Based on the determination of the district-wide school safety team and the building-level emergency response team, at a minimum, the following methods may be used:

- Rapid dismissal exercises

- Building-wide drills including evacuation and lockdown
- Safety team analysis and discussion
- Building searches and/or screening in response to anonymous threats that may, or may not include social media

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the SCPD Seventh Precinct, law enforcement agencies, fire departments, and emergency response personnel (ambulance companies, EMTs, etc.). The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its building-level emergency response plans including sheltering, lockdown or early dismissal.

### **Incorporating School Security**

School safety teams will execute the District-Wide School Safety Plan. Such training has been conducted in cooperation with the police department. All William Floyd security personnel have undergone 8-hour pre-assignment and 16-hours of in-service training. Our security bargaining unit is comprised of duly-licensed security guards, including retired law enforcement officers.

Appropriate school building security measures and procedures have been determined by the district-wide school safety team and building-level emergency response team after review of school building procedures and practices, emergency response plans, code of conduct, and security surveys/audits. Based on these findings we have implemented the following security measures:

**Security personnel:** All security personnel are **district employees**. We do not hire independent contractors. They are all duly-licensed as registered New York State security guards. These security guards provide coverage 24-hours per day, seven days per week.

The William Floyd utilizes a multilayered structure to assist with ensuring the safety and security of all students, staff, and infrastructure. The following are examples of how the district applies our procedures daily:

- **Arrivals and Dismissals:** Upon arrival and dismissal of each school building, a rotating pool of **additional security** guards oversees the orderly administration of this process.
- **Security Booth Identification:** Upon the commencement of the school day, visitors must enter the premises after stopping at a security booth. A licensed security guard greets each visitor, checks their identification and directs them to their intended location.
- **Required Identification of Visitors:** Visitors are required to produce government-issued photo identification. This information is entered into each school's visitor management system. Video surveillance is utilized at each school building and district office to enhance identification.
- **Required Identification of Employees or Independent Contractors:** The William Floyd human resources office issues photo identification badges to all employees and independent contractors that must be visibly displayed throughout the work day.
- **Security Cameras:** Video surveillance cameras are positioned on the exterior of the buildings to provide an additional layer of deterrence and incident identification.

- **Annual meetings between the William Floyd School District and the Suffolk County Police Department reviewing our plans and discussing upcoming school events:** Each year William Floyd meets with: (1) members of the 7<sup>th</sup> Precinct of the Suffolk County Police Department, including school resource officers, the COPE unit, supervisors and the commanding officer. These meetings include a comprehensive review of our plans, a reiteration of their endorsement and a conversation of any foreseeable safety issues that require collaboration between the district and the police department (e.g., in September of 2018 the district did not have transportation provider for the first six day so of school due to a union/driver issue. The local precinct provided indispensable assistance during times of arrivals and dismissals including traffic, pedestrian and safety management). Another issue typically discussed is of police presence during large events in the fall of every school year including homecoming and the annual Parkway Power Bowl football game against a rival high school.
- **Security Supervision:** The district has on-site senior guards and senior security guards that supervise the security personnel in each building. All security personnel report directly to the director of human resources and security to ensure that comprehensive and detailed safety and security decision-making occurs.

### **Vital Educational Agency Information**

Each building-level emergency response plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

### **Early Detection of Potentially Violent Behavior**

Each building's administration communicates with staff at the first faculty meeting so that all building employees understand strategies in violence management, prevention and detection. Training and discussions include early warning signs of potentially violent behavior and early intervention/prevention strategies.

- A description of the school district's safety plans and protocols.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- Special procedures for evacuations and active shooters.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill review by classroom teachers.
- Building safety teams have an open dialogue with building administrators and central administration should any follow-up issues arise.

### **Incident reporting, Investigation, Follow-Up, Evaluation and Disciplinary Measures**

All incidents of violence, whether or not a physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

**The school building principal/administrator or designee will be responsible for receiving and responding to all incident reports including anonymous reports.**

Relationships have been established with the police department and other emergency response agencies at the building level. Representatives from these agencies participate on building-level



school safety teams.

**Reporting:**

Once an incident has been reported, and depending on its severity, the school building principal, administrator or designee will assume responsibility as the incident commander and will:

- Report it to the police department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the building-level emergency response plans.
- Provide incident debriefing to students/staff as needed. Notify parents via school messenger, social media, etc.

**Investigation:**

After the incident has occurred, the district-wide school safety team will conduct a detailed investigation. It is the purpose of the team to focus on facts that may prevent recurrence, not finding fault or coming to a conclusion. The team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

**Follow Up:**

William Floyd recognizes the significance of reacting rapidly and properly to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

**Evaluation:**

The district-wide school safety team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions and missing student(s)/kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

**Disciplinary Measures:**

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

**Code of Conduct:**

William Floyd has created a detailed **Code of Conduct** to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the code. The code, which is communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

### **Emergency Response Protocols: Notification and Activation (Internal and External Communication):**

Rapid and precise contact with the 7<sup>th</sup> Precinct is essential in the event of a violent incident. These relationships have been developed over the years with our School Resource Officers and in cooperation with supervising officers of the Suffolk County Police Department. These parties have helped us develop our response to emergency plans and are incorporated into our building-level emergency response plans. These individuals and means of contact are documented in each building-level emergency response plan.

Internal communication is also of prime importance and will be specifically defined in the building-level emergency response plan. Depending on the nature of the emergency, some of the communication methods will include the William Floyd website, telephone, e-mail, district multi-party radio system, social media, school messenger, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the district-wide school safety team.

The school district recognizes that many different types of emergencies may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each building-level emergency response plan, specifically addressing criminal offenses, fire and explosion, medical emergencies, natural hazards, system failure and technological hazards. Each building-level emergency response team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

#### **Bomb Threats:**

All school district administrators have familiarized themselves with the bomb threat standards outlined in the building-level emergency response plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the building plan. The **Department of Homeland Security Bomb Threat Call Checklist** will be available at phone reception areas.

#### **Entry by Unauthorized Person:**

The William Floyd building-level emergency response plan procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person to identify an intruder or suspicious person will immediately see if the person's identification is visible and will report this information to security and the main office in every building.
- The principal, assistant principal, and/or security guard will approach the outsider to ascertain their purpose.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert security to prevent unrecognized re-entry.

- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and dial 911 or use other appropriate emergency notifications.
- If a serious situation is perceived, the building will initiate a lockdown procedure.
- Alternatively, if a dangerous situation is not perceived, but additional facts must be gathered, a hold-in-place may be used at the discretion of the building administration.
- The William Floyd superintendent's office will be notified so appropriate resources can be made available to the school district.
- No trespass letters are issued if the individual's identity and address are known.

#### **Emergency Assistance and Advice from Local Government:**

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the incident commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, fire department, local police department, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Mental Health, Eastern Suffolk BOCES district superintendent, private industry groups, religious organizations, among others. For specific assistance beyond the scope of the school district's resources, the Suffolk County Office of Emergency Management will coordinate with state and federal agencies and assist in all post-incident response. These contacts are clearly delineated in the building-level emergency response plans.

#### **District Resources Use and Coordination**

Building-level emergency response plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and chain-of-command.

#### **Protective Action Options**

All confidential school building-level emergency response plans address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan and are reviewed and practiced with all staff members:

**Lockdown** (The most serious situation for a school – a threat is in the building, e.g., includes, but is not limited, to active shooter situations.)

**Evacuation** (Conditions in the building are unsafe, warranting relocation)

**Early Dismissal** (Conditions warrant returning students to their homes)

**Hold-In-Place** (Conditions warrant isolation of students/staff to a particular area. Typically short-term while a situation is being investigated.)

#### **District Support of Buildings**

William Floyd will supply all necessary resources and personnel to emergency response teams and the post-incident response teams based on the nature of the emergency. County and state resources and personnel will be obtained as dictated by the nature of the emergency.

A school district support team will be available to respond to all situations. This team is comprised of the following:

The superintendent of schools; assistant superintendent for business; assistant superintendent for human resources; assistant superintendent for elementary education; assistant superintendent for secondary education; director of human resources and security; director of facilities; director of public relations; transportation coordinator; and central security.

### **Disaster Mental Health Services**

The **building-level emergency response team** will designate the **post-incident response team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **building-level emergency response plan**. Depending on the scope of the situation, the Suffolk County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a county or statewide effort.