

<h1>POLICY</h1>	2016	8207
	<b>Instruction</b>	

**Subject: School Safety Plans and Teams**

Emergencies and violent incidents in schools are critical issues that must be addressed in a prompt 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.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with crisis intervention and emergency response and management.

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not limited to, a representative from the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address crisis intervention and emergency response and management at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district office for inspection by the public.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a school safety team. The school safety team shall be responsible for the development and review of a 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 under this plan including procedures for sheltering and early dismissal.

<h1>POLICY</h1>	2016	8207
	<b>Instruction</b>	

**Subject: School Safety Plans and Teams (Continued)**

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 Freedom of Information Law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Both the district-wide and building level plans shall be reviewed by the appropriate school safety team by July 1<sup>st</sup> every year and updated as needed.

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. 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.

REF: Education Law 2801-a (school safety plan)  
 Executive Law 2B (state and local natural and manmade disaster preparedness)  
 8 NYCRR Part 155 (Educational Facilities)  
 Project Save Guidance Document for School Safety Plans, New York State  
 Education Department, April 2001

Approved: Board of Education  
 June 11, 2008

Approved: Board of Education  
 September 12, 2012

Approved: Board of Education  
 June 15, 2016