

DEER PARK UNION FREE SCHOOL DISTRICT

# **District Wide and Building School Safety Plans**

Updated: Spring 2013

## **POLICY STATEMENT**

The “Deer Park District Wide School Safety Plan” is established to provide for the safety, health, and security of students and visitors. This plan is the result of a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of potential emergency situations.

In accordance with “Safe Schools against Violence in Education” (SAVE), the Board of Education has created the District Level School Health and Safety Committee to develop, implement and maintain all provisions of the “District Wide School Safety Plan” and create the District Wide Emergency Response Team. The district level plan provides emergency data relevant to the entire district and incorporates each “Building Level Emergency Management Plan” as developed by the Building Level Health and Safety Committees. In the event of any emergency, the initial response at an individual school building will be the responsibility of the Building Level Emergency Response Team. In any emergency, the Superintendent of Schools and appropriate emergency response agencies will be promptly notified. The nature of a situation will dictate the degree of interaction with emergency response agencies.

The district wide and building level plans are formally adopted by the Board of Education. The district level plan is filed with the Commissioner of Education and reviewed annually by the District Level Health and Safety Committee. The district and building plans are filed with the local First Police Precinct and Deer Park Fire Department.

Implementation of this plan addresses efforts to prevent violent incidents from occurring. The District does not tolerate weapons, violence or threats of violence. This plan requires the prompt reporting of all weapons, violent incidents or threats, and assures that victims or reporters of incidents of violence will not be discriminated against. The District encourages participation of the entire school community in support of this effort.

A copy of the “District Wide School Safety Plan” is available upon written request from the office of the Superintendent of Schools. Although the “Building Level Emergency Plans” are linked to the district plan, in accordance with Education Law, the building level plan will remain confidential and not be subject to disclosure.

Although the committees diligently incorporate the most current school safety strategies and efficiencies into these plans, it is critical to consider that the exact actions taken by the District and Building Response Teams must depend on the specific circumstances of a given situation.

### **RESPONSIBILITIES OF THE DISTRICT LEVEL HEALTH AND SAFETY TEAM**

The District Wide Health and Safety Team will meet quarterly and as needed to act as a threat assessment team with responsibility to assess the vulnerability of the school district to emergency situations and recommend to the Superintendent of Schools and Board of Education necessary preventative measures and improvements to the plan. The committee will audit the “School Safety Plan.”

## **VIOLENCE PREVENTION**

The District Wide Health and Safety Committee will:

1. Recommend training programs for students and staff in violence prevention.
2. Disseminate information regarding early detection of potentially violent behavior.
3. Develop response plans to acts of violence.
4. Develop procedures to communicate the plan to staff and students.
5. Review previous incidents of violence and examine existing records to identify patterns to be addressed.
6. Arrange for annual security analysis and recommend improvements.
7. Survey staff and students to identify potential for violent incidents.

## **RESPONSES TO VIOLENCE**

### **(INCIDENT REPORTING, INVESTIGATION, FOLLOW-UP, EVALUATION, AND DISCIPLINARY MEASURES)**

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and be documented. The District will maintain confidentiality where appropriate. There will be no reprisal for reporting incidents. Incidents will be reported as follows:

School Building/Principal/Administrator or Designee will be responsible for receiving and responding to reports including anonymous reports. Information on the reporting process for students and staff are provided as part of the violence prevention training program. Incidents of violence will be reported to and evaluated by the District Level Response Team to compile data and evaluate violence prevention efforts.

## **REPORTING**

Once an incident has been reported, and depending on the situation, the Building Principal/Administrator or designee will:

- Report to the local Police Department.
- Activate the Building Response Team.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety of students and staff 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 if it is safe to remain. If necessary, initiate appropriate emergency protocol (evaluation, lockdown, lockout, shelter in place).
- Provide incident debriefing to students/staff as needed.

## **INVESTIGATION**

After an emergency or violent incident, the Superintendent will review what has occurred and determine the appropriate level of investigation and follow-up. Depending on the situation, the Superintendent may convene the District Level Response Team to conduct a debriefing, focusing on facts that may prevent recurrence, not to find fault.

## **EVALUATIONS**

The District Level Health and Safety Committee is responsible for ensuring that school building security analysis are periodically re-evaluated. These physical evaluations will focus on the identification and assessment of security issues and address necessary improvements. These evaluations will consider the potential for different types of violent incidents including bomb threats, hostage taking, intrusions, kidnapping, etc. Professionals from local emergency services and private experts may be consulted as necessary.

## **DISCIPLINARY MEASURES**

The School District Code of Conduct is the basis for determining the appropriate disciplinary measures.

## **CODE OF CONDUCT**

The School District has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors, and the disciplinary actions resulting for violations.

## **TRAINING, DRILL AND EXERCISES**

The District trains students and staff on emergency response procedures through required annual drills and exercises in each building. The District performs other drills, table top and functional exercises. The District evaluates drills and exercises for improved response procedures and invites local agencies to participate in and to help evaluate exercises as needed.

## **SCHOOL SECURITY**

School security personnel will assist in implementing aspects of the “School Safety Plan”. Deer Park security staff receives appropriate training and required certification. Appropriate school building security procedures will be determined by the District Level Health and Safety Committee and Building Level School Safety Team. Measures may include:

- Entrance guards and hall monitors
- Visitor badge/sign in procedures
- Video surveillance
- Random searches
- Other means as necessary

### **SCHOOL DISTRICT 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 personnel.

### **EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR**

The District Level Health and Safety Committee will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention strategies. Training may be conducted by in-house staff, local agencies, or others as deemed appropriate.

### **HAZARD IDENTIFICATION**

As part of each Building Level Emergency Response Plan, each Building Level Health and Safety Committee will determine sites of potential emergencies that may directly impact their school. Such sites may include buildings, playgrounds, adjacent properties, off-site locations, athletic field houses, buses, and off-site filed trip locations.

## **EMERGENCY RESPONSE PROTOCOLS**

### **NOTIFICATION AND ACTIVATION**

Effective communication with emergency responders is essential in the vent of a violent incident or emergency situation. Building Level Health and Safety Committees will establish these partnerships and document emergency contracts in the building level plan. Deer Park UFSD does not prohibit any staff, students or visitors from calling 911 in an emergency.

### **INTERNAL COMMUNICATION**

During an emergency, all phones and other communication devices are for emergency use only. Internal communication is specifically addressed in the Building Level Response Plan. Depending on the situation, communication methods may include telephone, fax, e-mail, Nextel, radio, intercom, alarm system, cell phone, bullhorn, and others as necessary. Deer Park UFSD uses plain language rather than codes when making emergency announcements.

### **PARENT/GUARDIAN NOTIFICATION**

Parent/guardian notification will generally be conducted by means of the telephone emergency contact information maintained at each school. In some cases it may be necessary to use the automated telephone system, internet, media, or other means as determined by the Superintendent of Schools.

## **RESPONSE PROTOCOLS**

The District recognizes that many different types of emergency situations may arise resulting in the need for specific or combined emergency response protocols. A detailed listing of emergency responses is included in each building level plan. Each Building Level Health and Safety Committee is responsible for reviewing and updating these responses and communication them to students and staff. Changes in building level school safety plans must be submitted to the Superintendent, in writing, for authorization and to maintain continuity with plans throughout the district.

### **BOMB THREATS**

All administrators will familiarize themselves with “Bomb Threat” procedures identified in their Building Level Emergency Management Plan so that appropriate decisions may be made depending on the exact nature of the threat. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are to be addressed in the building level plan. The “FBI Bomb Threat Call Checklist” will be available at phones most likely to receive outside calls.

### **HOSTAGE TAKING**

The Building Level Emergency Response Plan will include procedures to be followed in the event of a hostage situation.

### **INTRUSIONS**

The Building Level Emergency Response Plan will include procedures to be followed in the event of an intruder. Main entrance monitors and hall monitors are to be included in intruder awareness training.

### **ABDUCTION**

The “Building Level Emergency Management Plan” will include procedures to be followed in the event of abduction.

### **IMPLIED OR DIRECT THREATS OF VIOLENCE**

Response actions in individual building level plans will include:

- Use of staff trained de-escalation techniques
- Inform building Principal
- Determine level of threat with Superintendent
- Contact law enforcement
- Monitor situation, adjust response as appropriate, and utilize Building Level Emergency Response Team, if necessary

### **ACTUAL ACTS OF VIOLENCE**

The following procedures will be followed when responding to actual acts of violence:

- Determine the level of threat
- Inform building Principal and Superintendent
- Contact Police Department (911)
- Isolate the immediate area
- If necessary, initiate **LOCKDOWN** procedure
- Monitor the situation, adjust response as appropriate

### **GENERAL RESPONSE PROTOCOLS**

Response protocols to specific emergencies may vary but will usually include the following:

- Identification of emergency situation
- Safeguard students and staff through protective actions
- Notification of administrators and emergency services
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

### **ASSISTANCE FROM LOCAL EMERGENCY RESPONSE AGENCIES**

Depending on the nature of the emergency, school districts may need to obtain assistance from local government agencies. During an emergency, the District will contact 911 to obtain emergency services. Emergency contacts are clearly delineated in emergency contact directories in each plan.

### **PROTECTIVE ACTION PROTOCOLS**

Building level plans will address the following response protocols as determined by the nature of the situation:

- Early dismissal
- Evacuation
- Lockdown
- Lockout
- Shelter in place
- Off-site shelter

### **BUILDING SPECIFIC TRI-FOLD “EMERGENCY PROCEDURE GUIDE”**

Each Building Level Safety Committee maintains a one page tri-folded “Emergency Procedure Guide”. For the purpose of continuity, changes to this guide will be provided to the District

Level Safety Committee for authorization. This building specific guide is distributed to all staff and is updated annually. It includes standardized quick reference data for:

- Daily Precautions
- Lockdown
- Lockout
- Shelter in Place
- Weather Alert
- Early Dismissal
- Emergency Contact Information
- Medical and Fire Emergency
- AED Location
- Media Management

### **DISTRICT SUPPORT FOR BUILDINGS**

The Building Level Safety Committees and response teams will be supported in their efforts by all available in-district resources as appropriate to the nature of the emergency. County and State resources will be obtained as necessary.

### **DISASTER MENTAL HEALTH SERVICES**

District Level Response Team will respond in crisis situations to help obtain and provide disaster mental health services. Depending on the scope of the situation, the Suffolk County Emergency Management Office or Suffolk County Department of Health Services, or BOCES may be contacted for support.

The post incident response team for mental health should consist of:

- Assistant Superintendent of Pupil Personnel Services
- District Psychologists
- District Social Workers
- District Guidance Counselors
- School Nurses

### **TRAINING AND PROVIDING INFORMATION**

Training for students and staff will be conducted annually and include:

- Definitions of school violence and disciplinary consequences as per the Deer Park School District Code of Conduct/Ethics.
- Written information on early detection of potentially violent behavior.
- Information on how to report incidents of violence, including threats, verbal abuse, Internet threats, etc.
- 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.
- How to summon assistance in the vent of an emergency.
- Special procedures for bomb threats, hostage takings, instructions, and abductions.



- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Records will be maintained of all participants and details of the training program.

#### **FORMS AND RECORD KEEPING**

- “Incident Report Form”
- “School Safety Audit Checklist”
- “New York State Police – Bomb Threat Instructions”
- “Student Incident Report” (for alleged student injuries)
- Emergency Plan Evaluation Forms (building and district level)