



## **DISTRICTWIDE SCHOOL SAFETY PLAN**

*Board of Education Adopted October 17, 2016*

**TUCKAHOE UNION FREE SCHOOL DISTRICT**

65 Siwanoy Blvd, Eastchester, NY 10709 • 914-337-6600 • [ww.tuckahoeschools.org](http://ww.tuckahoeschools.org)

# Table of Contents

## **INTRODUCTION**

### **I. IMPLIED OR DIRECT THREATS OF VIOLENCE BY STUDENTS, STAFF, AND VISITORS**

1. Building-Level School Safety Plans
2. General Daily Prevention Measures

### **II. RESPONSE TO EMERGENCY SITUATIONS/ACTS OF VIOLENCE BY STUDENTS, STAFF, AND VISITORS**

1. Cancellation Prior to the Start of School
2. General Evacuation
3. General Go-Home Plan
4. General Shelter Plan
5. Evacuation of Disabled Students, Staff, and Visitors
6. Evacuation Areas
7. Weather Conditions and Evacuation
8. Re-Occupancy of a School Building
9. Implied and Direct Threats
10. Lock Out and Lock Down

### **III. APPROPRIATE PREVENTION AND INTERVENTION STRATEGIES**

1. Staff Compliant with Project SAVE
2. Student Transportation Safety

### **IV. CONTACTING LAW ENFORCEMENT OFFICIALS IN THE EVENT OF EMERGENCY SITUATIONS/A VIOLENT INCIDENT**

### **V. CONTACTING PARENTS, GUARDIANS IN THE EVENT OF EMERGENCY SITUATIONS/A VIOLENT INCIDENT**

### **VI. SCHOOL BUILDING SECURITY**

### **VII. DISSEMINATION OF INFORMATION REGARDING EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

### **VIII. ANNUAL SCHOOL SAFETY TRAINING FOR STUDENTS AND STAFF**

1. Staff
2. Students/Staff

### **IX. PROTOCOLS FOR RESPONDING TO BOMB TREATS, HOSTAGE-TAKINGS, INTRUDERS, KIDNAPPINGS, AND OTHER EMERGENCY SITUATIONS**

### **X. IMPROVING COMMUNICATION AMONG STUDENTS AND BETWEEN STUDENTS AND STAFF, AND REPORTING OF EMERGENCY SITUATIONS/POTENTIALLY VIOLENT INCIDENTS**

### **XI. SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES AND TRAINING**

1. Allocations
2. Duties and Training

Appendices

**INTRODUCTION** [Section 155.17(e)(1): ix, x] [Section 155.17(b)] [Section 155.17(c)(13)]

In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the following policies and procedures comprise the school district’s Districtwide School Safety Plan and must be implemented by each building. This plan is general in nature and forms the framework for the school district’s Safety Program when implemented in conjunction with individual school building safety plans and appropriate school specific disaster management plans.

The school district’s Superintendent of Schools appointed the following *Districtwide School Safety Team*:

- Superintendent of Schools
- Director of Finance and Facilities
- Assistant Superintendent for Curriculum, Instruction, Special Education & Technology
- HS Principal
- School District Physician

The Safety Team will provide support to the Building-Level School Safety Teams during an incident or emergency situation and afterwards. They will coordinate the various district resources (food, shelter, and transportation, and information, psychological and social emotional support). The team will also assist in the coordination of Disaster Mental Health Resources as necessary in the affected school(s). The team will also meet to insure the school district and city-wide agencies are familiar with the districtwide safety plan and have established procedures for working together in an event of an emergency situation or crisis.

In the event of an emergency situation, the *Chain of Command*, determined by the Superintendent, is as follows:

<b>Number</b>	<b>Name</b>	<b>Title</b>	<b>Address</b>	<b>Telephone</b>
1	Carl Albano	Superintendent of Schools/ Chief Emergency Officer	65 Siwanoy Blvd., Eastchester NY	914-337-6600 x1250
2	Lee Lew	Director of Finance & Facilities	65 Siwanoy Blvd., Eastchester NY	914-337-6600 x1263
3	Ellen McDonnell	Assistant Superintendent for Curriculum, Instruction, Special Education & Technology	65 Siwanoy Blvd., Eastchester NY	914-337-6600 x1255
4	Bartholomew Linehan	HS Principal	65 Siwanoy Blvd., Eastchester NY	914-337-6600 x1218
5	Rosemary Calligaris	School District Physician	266 White Plains Rd., Eastchester NY	914-337-3960

# **I. IMPLIED OR DIRECT THREATS OF VIOLENCE BY STUDENTS, STAFF, AND VISITORS** [Section 155.17(e)(1): iii, iv, x, xiv]

## **1. Building-Level School Safety Plans**

Each building shall develop a Building-Level School Safety Plan and shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Building-Level School Safety Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Building-Level School Safety Plans shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips, and work sites and shall contain the following elements:

- Procedures for the safe evacuation of students, staff, and visitors in the event of a serious violent incident or other emergency.
- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.
- Establishment of Districtwide standard for internal and external communication systems in emergencies.
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.
- Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident.
- Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan.
- Standardizing policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.

## **2. General Daily Prevention Measures**

The implementation of the Districtwide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis:

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- After opening the room, staff should key the door in the locked position, if possible.
- When leaving the room vacant, staff should lock and close the door, where applicable.
- After school begins, all entrances should be locked, except those monitored or where access is controlled.
- All visitors must obtain a visitor's pass. All students, visitors and staff must adhere to district and building level identification (I.D.) and visitor pass policies and procedures.
- All students/staff are encouraged to report suspicious behavior, threats, and

- potentially harmful activity to the Principal or school staff.
- Field trip supervisors, co-curricular and club supervisors shall account for security and emergency planning as part of their activity planning.
  - The district shall coordinate with outside groups as needed to address security during use of district facilities.

## **II. RESPONSE TO EMERGENCY SITUATIONS/ACTS OF VIOLENCE BY STUDENTS, STAFF, AND VISITORS** [Section 155.17(e) (1): ii, iv]

### Plans of Action

To account for the variable character of disaster emergencies and the extent of advance warning, there are four differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, General Evacuation, General Go-Home, and General Shelter.

#### 1. Cancellation Prior to the Start of School

The Superintendent or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of radio and television stations, email alert, telephone call-out system, website, and other appropriate procedures.

Each building shall establish and implement a telephone notification system for staff. As a general statement, staff is expected to report for service as usual unless specifically relieved via the telephone notification system.

#### 2. General Evacuation

This plan shall be used as a guideline when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

- Upon notification to evacuate, students, staff, and visitors are to immediately leave their building according to the fire exit plan posted near each door or as directed, and in accordance with specific building procedures for evacuation of handicapped or those with disabilities.
- Students, staff, and visitors are to proceed through the corridor, with minimum talking, as per building procedure.
- Students and staff are to remain together in designated areas outside the building.
- Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building.
- Any student unaccounted for shall be reported to the Principal or his/her designee.

If an evacuation is to be extended, staff should follow the General Shelter Plan. In the case of a bomb threat, staff should follow the Bomb Threat Plan.

#### 3. General Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible and in coordination with the Transportation Department's procedures for implementing emergency bussing/transportation support.

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible.

- Contact shall be made via the District’s call out system to notify all households of the emergency dismissal.
- Building level teams will contact all parents/guardians to certify that an adult will be at home or the emergency address location, to receive the child.
- School personnel shall assist in bus loading and with the safety of walkers and pick-up areas. Before any bus is permitted to leave, a check shall be done to see that all students attempting to board the bus are safely aboard. Walkers should proceed in accordance with building walker procedures.
- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed and lights extinguished. Administrators shall be responsible for the final building check before leaving and locking doors.

In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement the General Shelter Plan.

#### 4. General Shelter Plan

This plan shall be used in crisis situations when it has been determined that being inside the building is safer than being outside. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter.

##### a. Take Cover

- In the event of imminent danger due to natural or man-made disasters, students, staff, and visitors should be notified to “take cover.”
- Students, staff, and visitors will move to the main corridor outside the classroom. Classroom doors are to be closed, where applicable.
- If conditions deteriorate, follow “In-Building Shelter” procedures.

##### b. In-Building Shelter (Safe Areas)

Each building shall determine Designated Safe Areas to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building.

##### c. Off-Campus Shelter

- This plan shall be used when it becomes necessary to move students, staff and visitors off campus completely and immediately.
- Upon notification to evacuate, students, staff, and visitors shall immediately leave their building according to the Fire Drill Exit Plan posted near each door and/or as directed.
- Staff shall lead their students to a location determined by the building administrator.
- Buildings should make prior arrangements with the area facilities to serve as Designated Off- Campus Shelter Sites in the event indoor shelter is required. Additional housing may be available through the American Red Cross Program. These arrangements should be documented in the building safety plan along with the contact name and phone number of the potential host facility.

#### 5. Evacuation of Disabled Students, Staff, and Visitors

Each Building Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols regarding the evacuation of disabled individuals is included in their Building Level School Safety Plan.

#### 6. Evacuation Areas

Evacuation areas must be identified in the Building Level School Safety Plan, and staff should know the location of the evacuation areas where students will be taken during emergencies. Students and parents should only be notified of evacuation areas as needed, due to security considerations and confidentiality. Students shall remain in designated evacuation areas until dismissal or parental/guardian pickup.

#### 7. Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Building Level School Safety Plans should address procedures for prolonged outdoor exposure; therefore, administrators at each school must determine how best to provide temporary shelter should the time outside be prolonged.

#### 8. Re-Occupancy of a School Building

After law enforcement or fire department personnel have cleared a building, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator, after consultation with the Superintendent or his/her designee: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

#### 9. Implied and Direct Threats

When a threat is received, the building administrator should consult the confidential *Emergency Procedures Handbook* and proceed as directed, in consultation with the Superintendent or his/her designee. Note: law enforcement will be contacted, as appropriate, and other disciplinary action is implemented according to the following guidelines:

For student(s): implementation of disciplinary action consistent with Code of Conduct

For staff member(s): as per existing protocol, then per Staff Code of Conduct

For Visitors: via coordination with Security Staff

#### 10. Lock Out and Lock Down

Lock Out begins by bringing all students and staff indoors as appropriate. Lock all exterior windows and doors. Deny unauthorized access to the building. All students and staff should remain in the building until the situation is determined to be safe.

Lock Down is to completely lock down the entire school. Staff should remain calm and lock your door immediately. Permit no one to leave the classroom. Shut off all computers. Move all students out of their seats and onto the floor in the safest part of the room, away from doors and windows. Students, staff and visitors outside of the classroom should go to the safest area in the closest room available. Wait for further instructions.

### **III. APPROPRIATE PREVENTION AND INTERVENTION STRATEGIES** [Section 155.17(e)(1): v, xiii, xiv, xvii]

#### 1. Staff Compliant with Project SAVE

- All district buildings shall refer to the Code of Conduct.
- The building Safety Teams, by definition, work to assure a safe school environment. Together with the Department of Pupil Services, they access risk assessment resources

in each building to assess the climate, identify strengths and gaps, and suggest possible interventions.

- The district offers after-school enrichment or remedial programs to meet the needs of its youngsters.
- Other programs such as Positive Behavior Intervention Strategies and bully prevention are offered in the district.

## 2. Student Transportation Safety

The district acknowledges that a bused student's day begins the minute the student boards the bus until he/she steps off the bus at the end of the day. Therefore, to ensure student safety, the director of transportation representing the school district, in conjunction with the Academy Bus Company and Montauk Bus Company, ensures that:

- all buses are staffed by personnel knowledgeable about the students and their needs and are trained accordingly
- the bus driver/aide annual safety meeting will include anti-violence procedures and warning signs
- a building liaison shall be identified during orientation for the bus driver to contact to report all bus issues/incidents
- bus supervisors will be trained to recognize and identify a potential crisis. They will be advised as to the proper procedures to follow. This information will be reviewed with new hires during the school year.

## **IV. CONTACTING LAW ENFORCEMENT OFFICIALS IN THE EVENT OF EMERGENCY SITUATIONS/A VIOLENT INCIDENT** [Section 155.17(e)(1): vii, viii, xix]

The District has a long standing positive relationship with the Eastchester Police and has an articulated *Memorandum of Agreement* delineating each agency's responsibility regarding response to threats to the safety and security of those within the schools jurisdiction as well as with regard to suspicion of criminal offenses. The Superintendent and his/her designee serve as the liaison between the district and the police, when at all possible.

In addition, each building administrator shall establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures. These departments/officials support both building-level and district-level safety and are our contacts for assistance during emergencies and to coordinate resources.

## **V. CONTACTING PARENTS, GUARDIANS IN THE EVENT OF EMERGENCY SITUATIONS/A VIOLENT INCIDENT** [Section 155.17(e) (1): xi]

- When a student is involved in any violent situation, a parent/guardian shall be contacted immediately by the building principal. All disciplinary actions shall be in accordance with the school district's Code of Conduct and New York State Law.
- Building Safety Teams shall develop procedures for contacting parents/guardians in the event of violent incidents and emergency situations. The communication should be implemented only after consultation with the Superintendent or his/her designee.
- The district will utilize the district's website and local media at the discretion of the Superintendent.

- The district’s Code of Conduct will be communicated on a yearly basis to all staff, students, and parents.

## **VI. SCHOOL BUILDING SECURITY** [Section 155.17(e) (1): xii, xviii]

The school district shall provide the necessary physical environment, security devices, security personnel and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter the school district’s property.

The school district shall monitor that each facility is physically secure by:

- Conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors, and locking devices to ensure they are working properly and to recommend systematic improvements.
- Establishing procedures for building access by having a single point of entry into each building with all other entrances locked from the outside.

The school district shall identify staff members who will be responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees.

The school district shall establish and implement an ongoing mechanism to provide schools with the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators and building safety teams will review the security needs of their facilities and make recommendations to implement the required changes.

The school district shall provide appropriate staff, security devices and training available to all sites to ensure the safety and security of students, staff, and visitors. Security devices may include, but are not limited to use of, cameras (internal/external), panic buttons, two-way radios, phones, intercom systems, and coordination with local law enforcement.

The school district’s Safe Schools Task Force provides an ongoing avenue for the effective review of safety and security concerns of students, staff, and visitors.

## **VII. DISSEMINATION OF INFORMATION REGARDING EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS** [Section 155.17(e) (1): xiii]

Because we believe that early detection and recognition of anxiety in a student may eliminate a potential crisis, personnel, including administrators and staff who are involved with students shall receive training on warning signs and symptoms of suicide and violent behavior. The Pupil Services staff of psychologists and counselors conducts workshops for staff and parents oftentimes in conjunction with the PTA.

## **VIII. ANNUAL SCHOOL SAFETY TRAINING FOR STUDENTS AND STAFF**

In order to provide and maintain a safe and secure environment for all personnel, it is imperative to establish policies and procedures for annual school safety training. The school district shall implement a staff development program in order to assure that all staff

incorporates the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

1. Staff

- right-to-know training (as required by law)
- blood borne pathogen training (as required by law)
- violence prevention training (annually)
- school violence prevention and intervention training
- Dignity for All Students Act/Code of Conduct
- additional building-based training based on site discretion and needs
- knowledge of school district Board Policies related to safety and security
- knowledge of School Safety Plan and specific roles related to plan
- training in the use of security devices as needed

2. Students/Staff

- annual review of student handbook and Code of Conduct as early in the school year as practical
- fire drills as required by law and at least one each of general evacuation, general go-home, and general shelter drills
- classroom and/or assembly orientations on security and safety issues
- nonviolent conflict and peer mediation where appropriate
- school safety programs

**IX. PROTOCOLS FOR RESPONDING TO BOMB THREATS, HOSTAGE-TAKINGS, INTRUDERS, KIDNAPPINGS, AND OTHER EMERGENCY SITUATIONS** [Section 155.17(e) (1): vii, x, xvi]

See *Emergency Procedures Handbook* for procedures on how to respond to various emergencies. The handbook is a confidential document made available only to building administrators.

**X. IMPROVING COMMUNICATION AMONG STUDENTS AND BETWEEN STUDENTS AND STAFF, AND REPORTING OF EMERGENCY SITUATIONS/POTENTIALLY VIOLENT INCIDENTS** [Section 155.17(e) (1): v, xvii]

Each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., internet, telephone hot line to central office or school, outside agency, suggestion box, etc.) and shall communicate this to students.

The school district's Code of Conduct which is mailed to parents and disseminated to all students in the beginning of the school year during an assembly program, addresses bullying, violence and harassment and their consequences.

All staff members are trained in recognizing and effectively dealing with these behaviors, as outlined in the Code of Conduct.

## **XI. SCHOOL SAFETY PERSONNEL ALLOCATIONS, HIRING, DUTIES, AND TRAINING**[Section 155.17(e) (1): xviii]

### 1. Allocations

- a. At the elementary school level, there is a single point of entry for the building and visitors to the school must sign in, receive an identification badge, and be buzzed into the building. Staff in the building all wear district-produced names tags which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.
- b. At the middle school level, there is a single point of entry and visitors to the school must sign in and receive an identification badge before they can travel through the building to their appointment. Staff in the building all wear district-produced names tags which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.
- c. At the high school level, there is a single point of entry and visitors to the school must sign in and receive an identification badge before they can travel through the building to their appointment. Staff in the building all wear district-produced names tags which must be worn at all times. Staff is trained to report to the main office any person they observe who is not wearing a badge.

## **APPENDIX A.**

### Resources for Staff/Parents/Students

- Telephone Callout System which can notify parents in a particular school or all parents districtwide about a situation which might require an adjustment of a school schedule, including student sheltering and pick-up procedures/areas, etc...
- District Calendar which is made available to all parents in August. It contains general information about the district and specific information on how to contact individuals for various situations.
- The Summary of the Code of Conduct is sent to all parents in August. It is also given to all students at a special assembly held in September. During this assembly, a presentation on the Code is made and any questions answered.
- The school district's website is an ongoing resource for parents with general information about the district, including school district policies, specific information on how to contact individuals for various situations, and with timely emergency information.

## **APPENDIX B.** [Section 155.17(e) (1): xix, xx]

### Vital Educational Agency Information

The district accounts for key contact/personnel/demographic information regarding other educational institutions in the vicinity of the Tuckahoe Union Free School District. This information is used for planning purposes and as a reference tool at the time of emergency. The list is to be used to contact these agencies and inform them of an emergency/disaster in the district, as well to coordinate resources (i.e. Sheltering, Transportation).

## **APPENDIX C.** [Section 155.17(e) (1): i]

### Hazard Identification

The district keeps a list of potential sites of emergency for reference and use in its emergency preparation and emergency management purposes.

## **APPENDIX D.**

### Districtwide School Safety Team, Plan Review and Public Comment

The Districtwide Safe Schools Committee meets periodically to recommend updates to the Districtwide School Safety Plan and to provide recommendations to improve the school district's safety/security efforts.

*Approved by Tuckahoe Board of Education – October 17, 2016*