

# DISTRICT WIDE SCHOOL SAFETY PLAN

**2020-2021 SCHOOL YEAR**

## OYSTERPONDS UNION FREE SCHOOL DISTRICT

### **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of the school and is consistent with the more detailed emergency response plans required at the school building level.

Districts stand at risk from a wide variety of acts of violence, natural, and manmade and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (Save) law. Project Save is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Oysterponds Union Free School District supports SAVE Legislation, and has engaged in a planning process. The Superintendent of Schools (CEO) encourages and advocates for ongoing district wide cooperation and support of Project SAVE.

### **Section I: General Consideration and Planning Guidelines**

## A. Purpose

The Oysterponds Union Free School District Wide Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board of Education for this purpose. At the discretion of the Oysterponds Union Free School District Board of Education, the Superintendent (CEO) of the Oysterponds Union Free School District appointed a District Wide School Safety Team and charged it with the development and maintenance of the District Wide School Safety Plan.

## B. Identification of District Wide School Safety Team

The Oysterponds Union Free School District has appointed a District Wide School Safety Team consisting of, but not limited to, administrators, teachers, school safety personnel and other related school personnel. The members of the team and their positions/affiliations are as follows:

- Superintendent
- Building Principal
- Town Police
- Town Fire Departments
- School Psychologist
- School Counselor
- Teacher (1)
- School Nurse
- Secretary to the Principal
- Receptionist/ Security Officer
- Custodians (Buildings and Grounds)
- District Clerk
- Business Official
- Bus Drivers

## C. Concept of Operations

The District Wide Safety Plan Team was established on what was already in place, specifically the existing Emergency Response Plan. The plan has been updated for the 2020-2021 school year. This information about how to respond to a crisis is available to faculty and staff. In addition, staff meetings are held in the Oysterponds School on issues related to school violence, the planning process for dealing with crises, violent behavior in our society and assessing threats.

The District Wide Safety Plan is linked to the individual Emergency Response Plan updated for the Oysterponds School Building. Protocols reflected in the District Wide Safety Plan and New

York State SAVE legislation have guided the development and implementation of the Building Emergency Response Plan.

- In the event of an emergency or violent incident, the initial response will be by the Building Response Team. Upon activation of the Building Response Team, the Superintendent of Schools (CEO) or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. County and State resources through existing protocols may supplement efforts.

This Plan seeks to develop a solid framework upon which Oysterponds Union Free School District can provide:

- A safe learning environment for our students.
- A thorough and thoughtful process for responding to a wide range of emergency situations.

#### D. Plan Review and Public Comment

This plan shall be reviewed and maintained by the District Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

Pursuant to Commissioner's Regulations 155.7 (C)(3), this plan will be available for public comment 30 days prior to its adoption. The District Wide Plan may be adopted by the Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While conforming to the District Wide Safety Plan, the Building Emergency Response Plan 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 Educational Law Section 2801-a. Full copies of the District Wide School Safety Plan and any amendments will be submitted to the New York State Department of Education within 30 days of adoption. Building Emergency Response Plans will be supplied to Local and State Police within 30 days of adoption.

## **Section II: Risk Reduction, Prevention and Intervention**

### A. Prevention/Intervention Strategies

#### Program Initiatives

The District Wide School Safety Plan provides the framework for the Building Emergency Response Plan. The Oysterponds Union Free School District proactively implements a variety of

preventative programs to reduce the risk of violence. The following lists some of these initiatives and/or their provider:

Mentoring for new teachers  
School Psychologist/School Counselor  
Dignity For All Students Act Training (DASA)  
Character Education  
School Code of Conduct  
School Wide Assemblies  
Collaboration with state and local authorities  
Training, Drills and Exercises, includes:

- Safety drill and exercises will be conducted periodically and as required by law. These drills and exercises include but are not limited to:
  - Fire Drills
  - Bus Drills
  - Lockout Drills
  - Lockdown Drills
  - Evacuation Drills
  - Hold in Place Drills
  - Review of Reopening plan Practices/Protocols 2020/2021

The effectiveness and efficiency of these drills will be reviewed and addressed by the School Principal and the Building Response Team.

All personnel who regularly answer the phones have received and placed a card near their phones with protocols for gathering data in the event of a bomb threat made over the phone. Violence prevention in our district is a collaborative effort by all staff and faculty who continually seek out research-based programs, academic intervention programs, counseling initiatives and implement skills and strategies that they acquire. Our teachers, teaching assistants, pupil personnel staff, administrators, custodians and support staff all work together to offer a safe school climate.

The District Wide School Safety Team will recommend additional resources, programs and training as needed.

Implementation of School Security:

Security measures adopted by the district include:

- Visitors to the building are “buzzed” in after identification via a door camera at the front of the building. Three cameras are in the building for the Principal, Receptionist and Secretary to the Principal to access. After identification, visitors are required to sign in at

the receptionist's desk and receive a visitor's pass with their name clearly displayed and place in the building where they are going. All visitors must sign in for events during school day hours.

*\*NO VISITORS\** are permitted into the building for the 2020/2021 school year, as per the District's Reopening Plan 2020/2021.

- All staff members have received a badge with photo ID. Staff members enter and exit each day from a side exit. The time of entry and exit is recorded.
- A building use form must be filled out and approved by administration for all users of the school facilities. *Due to Covid-19 Pandemic, no building use forms will be issued for the 2020/2021 school year.*

#### Vital Educational Agency Information:

The district maintains and updates when necessary information on:

- A. School population - Number of faculty and staff
- B. Transportation Routes - Telephone numbers of Emergency Response Team
- C. Members - Telephone numbers of other key officials
- D. Early Detection of Potentially Violent Behaviors

The Oysterponds Union Free School District will implement procedures for dissemination of informative materials regarding early detection of possible violent behavior, including but not limited to: the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

#### E. Hazard Identification

The District Wide School Safety Team, in conjunction with local officials, has identified areas outside school property that may impact the school during an emergency.

- Population - Ferry traffic to and from Orient Point Ferry

#### F. Suicide Prevention

The District recognizes that suicide is a leading cause of death among young people and will take a proactive approach in preventing deaths by suicide. As such, faculty and staff will develop a specific set of guidelines and procedures along with the District's school psychologist and school counselor to assess the risk of and intervene in response to youth suicidal behavior.

## **Section III: Response**

### **A. Notification and Activation- Internal and External Communications**

In case of an emergency within the district, whether it is a violent incident or other emergency, the Superintendent and Building Principal are authorized to contact the local law enforcement authorities, which are listed in the Building Emergency Response Plan. Additionally, the disaster or act of violence may be communicated within the district via telephone, email, fax, district website or local media.

Protective Action Options during certain emergency situations, one of a variety of protective actions, need to be employed. Summaries of the options can be found below. Detailed plans associated with procedures for the school building will be incorporated into the Building Emergency Plan.

- School Cancellation will be used when information regarding a potential crisis is received with enough lead time to alert all staff and students, such as weather related incidents for which ample warning may be provided.
- Early Dismissal will be used when school is in session to provide time to safely return staff and students to their homes.
- Evacuation/Relocation will be used when school is in session and it has been determined that the school does not provide a safe environment for faculty, staff and students.
- Sheltering will be used when school is in session and it has been determined that early dismissal and evacuations are not safe options. This response will be implemented in situations where staying inside is safer than being outdoors.
- Holding-In-Place can be used in a variety of situations. Occupants of the building can be isolated and/or relocated by room to other areas of the building that are deemed to be safe.
- Lockout will be used in response to incidents of actual or potential threat from outside of the school building.
- Lockdown will be used in response to incidents of actual or potential threats of violence.

## B. Situational Responses

### Multi-Hazard Response

The Oysterponds Union Free School District's Building Emergency Plan provides details to the actions in emergencies that may include the following situations:

Weather Related/Hazardous Conditions

Threats of Violence

Hostage/Kidnapping

Natural Related Explosive

Bomb Threat Intruder and others as determined by the District Wide Safety Team

Responses to Acts of Violence: Implied or Direct Threats

In the event of an implied or direct threat (threats are alarming or behaviors that give rise to concern about subsequent behaviors) of violence by a student, faculty or staff member or visitor to the school, the Principal should be informed immediately by the threatened individual or a faculty or staff member who becomes aware of the threat. The Principal or other designee will determine what steps to be taken based on the nature of the incident. The steps may include notification to the Superintendent, further investigation, threat assessment and/or activation of the Building Response Team and/or local authorities.

### Acts of Violence

Acts of violence by students, faculty and staff members or visitors to the school will not be tolerated. In the event of such an incident, the victim or staff member who becomes aware of the incident should inform the Principal immediately. The Principal or designee will determine what steps to be taken based on the nature of the incident. The steps may include the notification to the Superintendent, further investigation, threat assessment, activation of the Building Response Team and/or notification of the local authorities. Depending on the nature of the situation, other actions such as lockdown, hold-in-place, or emergency evacuation may be necessary.

### Response Protocols

The Oysterponds School Building Emergency Response Plan provides detailed information regarding protocols and responses to bomb threats, hostage taking, intrusions and kidnappings.

The following protocols are provided as example:

- Shelter-In-Place

- Lock Out
- Lockdown
- Hold-In-Place

#### Evacuation

#### Arrangements for Obtaining Advice and Assistance from Local Government:

The Superintendent or Principal in an emergency will contact 911 for police, fire or EMS response and will contact the Town Supervisor's Office for notification, obtaining advice and assistance.

The District has identified resources for an emergency from the following agencies:

Southold Town Police, Southold Town Supervisor, Orient Fire Department and East Marion Fire Department, Orient Congregational Church and Poquatuck Hall.

- District Resources Available for Use in an Emergency
- The Oysterponds School, facilities and busses are available during emergencies.
- Procedures to Coordinate the Use of School District Resources and manpower during Emergencies
- The District will utilize the Emergency Building Response Team to make decisions and provide assistance during emergencies.
- Protective Action Options

The Building Emergency Response Plan details plans for the following actions in response to emergencies where appropriate: school cancellations, early dismissal, evacuation and sheltering.

The Superintendent or Principal will make the determination and notify the school community and local media. Parents will be informed. The Superintendent or Principal will remain available until all students are returned home.

#### Evacuation

The Superintendent or Principal will determine the level of threat, contact the transportation supervisor, clear all evacuation sites prior to evacuation and evacuate students and staff to prearranged evacuation sites. When at the sites, the Superintendent or Principal will account for all student and staff population, make a determination regarding early dismissal and notify parents and the media to inform them of the early dismissal. The Superintendent or Principal will ensure continued supervision and provide information to parents with appropriate details from the event. Appropriate school personnel will be retained until all students have been returned.

#### Sheltering Sites (Internal and External)



The Superintendent or Principal will determine the threat and determine the location for sheltering depending on the nature of the incident, account for all students and staff, determine other occupants in the building, make appropriate arrangements for human needs and take appropriate safety precautions. The Superintendent or Principal will provide information and the current status of the situation to parents and other inquiring parties. Appropriate personnel will be retained until all students have been returned home.

#### **Section IV: Recovery**

##### **A. District Support for Buildings**

District and Community Resources will be mobilized during and after a crisis to develop a specific plan of action, which will respond to the physical and emotional needs of students, faculty, staff, parents and/or community. Refer to the Building Emergency Response Plan. The Oysterponds School is staffed with personnel who are trained to administer C.P.R., certified in first aid and in the use of A.E.D. The A.E.D. is located in the front lobby of the school.

##### **B. Disaster Mental Health Services**

The District will assist in the coordination of Disaster Mental Health Resources, in support of post-incident response to the Oysterponds School. The District, during the recovery phase, will re-evaluate the current violence prevention and school safety activities and identify ways the District can improve its plan