

**MT. PLEASANT BLYTHEDALE UFSD
VALHALLA, NY 10595**

**DISTRICT-WIDE
SCHOOL SAFETY PLAN
2019-2020**

Approved: September 24, 2019

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Preface-Introduction

Mt. Pleasant Blythedale U.F.S.D. is a public Special Act district located in one building and attached to Blythedale Children's Hospital. The school building is a two-story, open floor plan design. Due to the natural contour of the property, access to ground level is accessible without the use of stairs or elevators.

The students who attend the District's school are all patients of the Hospital. Some are in-hospital patients; the majority of the students are transported daily from communities in the Metropolitan area and considered day-hospital patients. Occasionally, out of state residents will be admitted as in hospital patients. While the average student count for the school year is approximately 120, the actual number of students annually admitted and discharged exceeds 250. The school employs approximately 62 people; the hospital personnel numbers more than 200. The hospital facility is open 24 hours 7 day a week facility.

All of the students have significant medical needs, are eligible for classification with educational disabilities and educated in accordance with Individual Educational Plans. The student teacher ratio is 6:1:1, 12:1:1 or 12:1:4. Many of the students have limited mobility and use wheelchairs or hospital gurneys often with life monitoring and supportive devices attached.

District-wide Safety Team

The Mt. Pleasant Blythedale Safety Team is a subset of the district-wide Community Relations Committee. It comprises of:

1. Superintendent
2. Principal/Assistant Principal
3. Hospital (BCH)
4. Mt. Pleasant Police Department
5. BTG Representative (Pre-K, Elementary, Secondary)

The safety team is charged with updating the Safety Plan, developing and implementing annual health and safety goals. The goals are:

- To ensure the safety of students and staff.
- To decrease workers' compensation claims through education of staff as well as revising and distributing filing procedures.
- To arrange and mandate training annually for all designated personnel.
- To annually survey the building for the purpose of identifying hazards and to remediate as needed.

General Considerations and Planning Guidelines

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. MPB is a one-building district. Therefore, the district-wide plan meets the needs of the district and is consistent with the more detailed emergency response plan required of the school building level. Districts are at risk from a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law (Chapter 181 of the Laws of 2000, Section 2801-a). This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Mt. Pleasant-Blythedale Union Free School District has developed a single building-level school safety plan that supports the SAVE Legislation. The Superintendent of Schools encourages and advocates on-going district-wide cooperation with Project SAVE.

Purpose

The Mt. Pleasant-Blythedale District-wide School Safety Plan was developed pursuant to education law and Commissioner's Regulation 155.17. The Board of Education annually appoints a District-wide School Safety Team that is charged with the development and maintenance of the District-wide School Safety Plan. This comprehensive, multi-hazard safety plan shall be reviewed regularly and updated by July 1st of each succeeding year. Upon adoption of the District Safety Plan by the Board of Education each year, the plan shall be posted on the District website as soon as practicable after adoption (www.mpbschools.org).

In addition to the District-wide School Safety Team, the school district has a School Safety Task Force (aka Community Outreach Committee) that meets four times a year to ensure the school district and community agencies are familiar with the district-wide safety plan and have established procedures for working together in an event of an emergency situation or crisis.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

General Procedures

The Mt. Pleasant-Blythedale U.F.S.D. will endeavor to work at all times in a spirit of cooperation with local public safety officials to protect students and staff. The Superintendent or a designee shall immediately work with local law enforcement in accordance with the procedures outlined in the Building Level Safety Plan.

A. Building Level Safety Plan

The Plan details the procedures to be followed if a dangerous or potentially dangerous incident occurs at school. The plan will be reviewed annually by the District-wide Safety Committee and local police and distributed to all staff. The Plan contains protocols for the following types of emergencies:

- Armed Intruder or Armed Student
- Bomb Threats
- Fire
- Silent Evacuation Procedure
- Hazardous Material
- Sheltering Procedure
- Weapons Spotted/No Armed Intruder
- Explosion
- Suspicious Package
- Weather Emergencies
- Biological Weapons Notification or Scare
- Hostage-Taking
- Kidnapping or Missing Student

While considered a part of the District-wide School Safety Plan, the Building Level 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 Education Law Section 2801-a. Copies shall also be provided within thirty days of adoption to the Mt. Pleasant Police, State Police and the Mt. Pleasant Fire Department.

B. Building Information for Law Enforcement Agencies

The District's Facilities Department (BCH Engineering Dept.) shall provide crisis response and local police personnel with existing school interiors and grounds plans. The plans shall be reviewed each year to ensure accuracy and completeness.

C. Building-Level Safety Plans

The Mt. Pleasant Blythedale School District has developed a Building-Level Safety Plan that includes protocols that teaches students, staff, and visitors to respond to emergencies and disasters. Staff and students will be familiar with the Safety Plan so each individual knows what to do and how to do it in an emergency.

Safety Plans shall identify potential local sites of emergency including, but not limited to, buildings, grounds, buses, and work sites and shall provide for:

- annual review of procedures for the protection and/or safe evacuation of all building occupants.
- designation of an Emergency Response Team comprised of school personnel, local law enforcement officials, and representatives from local emergency response agencies; other appropriate response teams; and a Post-Incident Response Team including appropriate school personnel, medical personnel, mental health counselors, and others who can assist after a violent incident
- internal and external emergency communication systems
- definition of the chain of command for emergencies consistent with the federal, state and/or local guidelines
- identification of available mental health support services both within the District and through regional agencies at the community and county levels, procedures for review and the conduct of drills and other exercises to test elements of the emergency response plan
- procedures for securing and restricting access to the crime scene of violent crimes

D. Daily Measures

In addition to the preceding emergency protocols, all staff members are expected to adhere to the following basic preventative measures. The following measures must be practiced on a daily basis by all district personnel:

- All staff members with keys are expected to carry with them at all times.
- All staff members are expected to wear issued photo identification badges.
- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The principal or a designee should be notified immediately if anything looks suspicious.
- After school begins, all entrances should be locked, except where access is monitored.
- Visitors to the School must sign in and show identification to security staff located at the entrances. The security personnel will confirm all appointments before permitting the visitor to proceed into the building.

II. EMERGENCY RESPONSE PROTOCOLS – PLANS OF ACTION

A. Identification of Sites of Potential Emergency

The Emergency Coordinator in conjunction with local officials has identified that no area outside of school property could affect district operations during an emergency. Factors that were considered were population, presence of hazardous materials, potential for emergency based on national trends, and proximity to district property.

See Building Plan for further information.

B. Basic Plans of Action

Plans for emergency response include but are not limited to the following four basic plans: (1.) Cancellation Prior to the Start of School, (2.) Early Dismissal, (3.) General Evacuation, and (4.) General Lock-Down. Protocols are found in the Building Level Safety Plan.

i. Cancellation Prior to the Start of School

The Superintendent or a designee, in consultation with the building principal(s) as appropriate, shall make the decision to close schools/offices. Radio and television notice on the local access channels will be provided. Information will also be posted on the District's website, www.mpbschools.org. The Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information to all students and staff. Staff will report for service as usual unless specifically notified not to report.

ii. Early Dismissal

The Superintendent or a designee, in consultation with building principal(s) as appropriate, shall make the decision to close schools/offices early and dismiss students. He/she will notify Office of Pupil Transportation and Bus Companies who will dispatch district buses to the appropriate locations. The Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information to all affected students and staff. No child in grades K-5 shall be dismissed early from school if designated individuals cannot be contacted. A cadre of staff will remain in the building after dismissal until all children have been picked up.

iii. Evacuation

Evacuation may mean going outside, away from the building until the danger has passed. In some situations, it may be necessary to evacuate students to an alternate site. Each building level plan shall identify alternate evacuation sites. The general evacuation plan will follow the protocols set at each building for fire drills. The specific evacuation plan will depend on the exact nature of the threat.

iv. Lockdown

This procedure shall be used when being inside the building is safer than being outside. The specifics of the lock-down procedure will be found in the Crisis Management Handbook (Appendix A) and will depend on the exact nature of the incident. At least four times annually, each school shall perform a lockdown drill with teachers and students. At the superintendent's discretion, this drill may utilize the services of local law enforcement agencies. Parents should be notified in advance of the drill.

C. Identification of District Resources

The Crisis Management Handbook includes a checklist of district resources to be available in each building in a central location designated as the Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan and Building Level Safety Plan

- List of emergency telephone numbers (included in Handbook)
- Building maps indicating locations of hazards, evacuations and shelters
- Telephones, including fully charged cellular phones
- Radio communications capability
- Battery-operated AM/FM radio
- Flashlights
- Fax machine
- Photocopier
- Computer
- Student rosters
- List of students with special needs and specific evacuation plans
- Telephone numbers for parents/guardians
- Information about emergency needs
- School and staff census information

The District will, as appropriate, utilize all available manpower during an emergency. The Facilities Department will, as appropriate, call in all available maintenance and housekeeping staff to provide support during an emergency.

D. District-Wide Chain of Command

The Superintendent shall be responsible for the coordination of District resources and manpower during emergencies. If it becomes necessary during an emergency, the Superintendent will call upon the staff to provide all needed support. In the event that the Superintendent is not available, the following positions are authorized to make decisions on behalf of the school district:

- Principal
- Assistant Principal/CSE Chair
- School Business Administrator
- School Counselor

Annually, building principals shall designate a Building-level safety team to provide assistance during emergencies. The building principal shall annually update the list of those staff members and provide their names and home telephone numbers to the Superintendent or his/her designee.

E. Notification of Other Educational Agencies

In the event of an area-wide emergency, the Superintendent or his designee shall endeavor to notify the principals of French American School, 111 Larchmont Ave, Larchmont, NY 10538, (914)-725-2014 and Immaculate Heart of Mary School, 201 Boulevard, Scarsdale, NY 10583, (914)-723-5608 to ensure that resources are available to assist students and staff as appropriate. He/she shall also attempt to notify as quickly as practicable the Executive Director of the Kids' B.A.S.E. and pre-school programs located within the District boundaries.

III. PREVENTION AND INTERVENTION STRATEGIES

A. Staff Shall be Trained in Compliance with Project SAVE Legislation

- The Student Code of Conduct shall be the basis for training.
- The District-Wide Safety Committee shall help principal assess needs and develop responses.

B. Information to be disseminated

Annually in its Code of Conduct mailing or through a separate communication from the Superintendent, the District will provide information to parents and community members regarding the early detection of potentially destructive or violent behavior, including but not limited to the identification of family, community and environmental factors.

C. Student Transportation Safety

In most instances, the District's responsibility for a child begins when a student enters school property. If a child is driven to school by a private party, the responsibility for the child's safety remains with that party until the child exits the car.

If a child rides on a school bus provided by the District, the District's responsibility begins when the child boards the bus and ends when he/she steps off of the bus at the end of the day. Therefore:

- Trained personnel will staff all buses.
- The principal and bus aides shall be trained to recognize, identify, and handle a potential crisis, using anti-violence procedures and shall review this information with all new staff hired during the school year.

D. Intervention Strategies

Appropriate prevention and intervention strategies as practiced in each school shall include, but are not limited to, the following:

- Non-violent conflict resolution training programs
- Peer mediation programs
- Anti-bullying programs

The Student Code of Conduct provides for procedures regarding bullying, violence, harassment and other prohibited student conduct. The Code shall be disseminated to all staff and students by the first week of school. This section of the Code contains procedures to be followed by all school personnel regarding student conduct, reporting of violations, and penalties, procedures and referrals for all inappropriate behaviors as set forth in the Code. All staff members will be trained annually in recognizing and effectively dealing with these behaviors. The Superintendent shall be responsible for ensuring that such training will occur.

IV. CONTACTING POLICE

Local law enforcement officials are an integral part of the District's ability to manage crisis situations. The Superintendent or his/her designee shall meet at least annually with the Mt. Pleasant Chief of Police or his/her designee to review current policies and procedures, make recommendations for changes, if any, and plan for building-level training for both law enforcement and school staff. In addition, the principal shall establish a working relationship with local police officials and work with them to develop appropriate safety and security policies and procedures for reporting incidents to local law enforcement officials.

Blythedale Children's Hospital safety personnel will be contacted if, in the opinion of the building principal, the Superintendent, or his/her designee, such assistance is necessary. In the event of an

ongoing violent incident that threatens the safety and security of staff and students, the principal will contact the police for assistance and notify the Superintendent as soon as practicable.

V. CONTACTING PARENTS, GUARDIANS

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year. When a student is involved in any violent situation, a parent or guardian shall be contacted as soon as practicable. It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

VI. BUILDING SECURITY

A. Building Safety/Security

The District shall provide physical environment, security equipment, and procedures/policies that school officials, in consultation with the police, judge appropriate to safeguard the safety of all students, staff, and visitors who lawfully enter school property.

The District shall:

- Install and maintain appropriate building alarms, fire alarms, lighting, emergency communications systems, and locking systems.
- Conduct ongoing visual inspection and systematic maintenance of security alarms, fire alarms, telephone and emergency communications systems, inside and outside doors, and locking devices.

Principals shall:

- Establish procedures for controlled building access pursuant to Building-level Safety Plans.
- Identify staff members who will be responsible for the administration of safety/security regulations and provide them with time and resources that are appropriate, in the District's judgment.
- Periodically review with faculty and staff the security needs of their individual facilities and make recommendations for change.

The District shall provide all sites with staff, security devices, and training that, in its judgment, are appropriate to safeguard students, staff, and visitors.

The District shall establish a process for the ongoing review of safety and security concerns of students, staff, and visitors.

VII. ANNUAL SAFETY TRAINING FOR STUDENTS AND STAFF

A. Staff Training and Student Management Issues

All personnel involved with Mt. Pleasant Blythedale students shall receive annual training about warning signs and symptoms of violent behavior. Such training shall be organized and provided annually by the Superintendent for or at the building level by the school administrators, where appropriate. In addition:

- New crisis intervention staff shall be trained as early as possible in the school year
- Principals will coordinate training with psychologists and counselors.
- The District shall provide retraining as appropriate.

B. Crisis Management Handbook and Other Materials

Staff shall keep this plan and all other materials relating to safety and security in a secure place at all times. The District Level Plan may be distributed to the general public or to the press.

C. Training

The District will provide funds and other necessary resources for periodic multi-hazard training for all staff. Training may include procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, and may include the use of tabletop exercises, in coordination with local public safety personnel. The Emergency Coordinator shall be responsible for providing resources for this training.

The Building-level Safety Teams are responsible for knowledge and understanding of emergency protocols. They shall meet at least four times a year to review building safety issues, including but not limited to physical plant issues, procedural questions, building access, sign-in procedures, and site-related issues.

Other 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 including
- initial non-violent crisis intervention training (Crisis Prevention Intervention training) and
- refresher courses
- additional building-based training based on site-specific needs
- knowledge of Mt. Pleasant Blythedale U.F.S.D. policies related to safety/security
- knowledge of Crisis Management Handbook and specific roles
- training in the use of security devices and procedures as needed
- annual training for compliance with Dignity for All Students Act (DASA)

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 other emergency and evacuation drills
- annual classroom and/or assembly orientations on security and safety issues
- non-violent conflict intervention and peer mediation where appropriate

VIII. IMPROVING COMMUNICATION AMONG STUDENTS, BETWEEN STUDENTS AND STAFF, AND REPORTING POTENTIALLY VIOLENT INCIDENTS

A. Staff Training and Student Management Issues

Programs to improve communication among students, and between students and staff, must be established in each building. Such programs may include, but are not limited to, the following:

- Anonymous reporting mechanisms for school violence
- On-premises counseling resources
- Other programs based on district and building needs

Consulting with students and staff, each principal shall establish an appropriate mechanism for anonymously reporting school violence and harassment (e.g., Internet, telephone call to Central Office or school, outside agency, suggestion box, etc.). Principals shall conduct a meeting with all students and staff as early as possible in the school year to:

- inform them that they are expected at all times to conduct themselves in accordance with the Student Code of Conduct
- inform them that they are expected to report all potentially violent incidents to a responsible adult
- inform them that staff will be available to discuss any concerns/problems
- advise the students of appropriate staff members to contact in the event of a conflict on the bus

B. Response to Reports of Potentially Violent Incidents

When a student or staff member becomes aware of implied or direct threats of violence by other students, teachers, school personnel and visitors to the school, he or she must report the threat immediately to a teacher, principal, the principal's designee, or the Superintendent of Schools or any other responsible adult. The principal shall investigate the report and if it is found to be credible, shall impose discipline in accordance with the Student Code of Conduct. Reports of potentially violent incidents shall be given to the Superintendent of Schools as soon as practicable.

C. Response to acts of violence

Acts of violence requiring immediate response from building personnel shall be responded to in accordance with protocols found in MPB Handbook. Once the situation is stabilized, acts of violence involving students shall be subject to processing under the disciplinary procedures found in the Student Code of Conduct and, if appropriate, criminal prosecution.

D. Compliance with Safety Plan

The District-wide Safety Committee, the Superintendent and administrative team shall be responsible for developing District-wide materials and implementing District-wide protocols in accordance with the Safety Plan. Principals shall review the District-wide and building-level safety plans and verify compliance therewith annually, using this District Plan as an outline. A copy of the building-level plan will be provided to the Main Offices and the District-wide Safety Committee.

COMMAND POST CHECKLIST

In accordance with the New York State Project SAVE legislation, each principal is responsible for developing a Building-level Safety Plan that incorporates the protocols found in this Handbook, designates an

emergency response team, establishes a chain of command and a Command Post in his or her building, and provides for appropriate training for students and staff. This information needs to be reviewed and updated annually with the District Emergency Coordinator. The Control Center can be, but does not need to be, the principal's office. This location should be supplied with the following items to enable effective communication and rescue coordination (maps, floor plans, etc.) In addition, each command post must be able to identify who is in the building (personnel and student rosters) and who may have special needs requiring special assistance.

The following items need to be available at all times at the designated Command Post:

- a. List of emergency telephone numbers (police, fire, ambulance, superintendent, transportation supervisor)
- b. Maps indicating locations of hazards, evacuations and shelters
- c. Building floor plans
- d. Telephones (minimum of 5, including **fully charged** cellular phones)
- e. Battery-operated AM/FM radio
- f. Flashlights or battery-operated lamps
- g. Alternate power supply
- h. Fax machine
- i. Photocopier
- j. Computer
- k. Student rosters
- l. List of students with special needs and specific evacuation plans
- m. Telephone numbers for parents/guardians
- n. Information about emergency needs
- o. School and staff census information

EMERGENCY NOTIFICATION PROCEDURES

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents and students through the emergency notification system and to the following radio and television stations:

	Email	Phone
WHUD 100.7 FM		845-838-6000
TV Channel 12 News		1-866-222-2071
TV Channel 5 News		212-452-3695
CBS 101.1 FM		917-441-1291
LoHud	schools@lohud.com	

Additional information may also be found on the District's website, www.mpbschools.org. During an emergency, all contact with the media will be handled either by the Superintendent or the Public Information Officer from BCH. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his designee. Pupils, staff and parents should

refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer from BCH for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized. Please contact the Superintendent, if you require additional information.

School Emergency Assignments

- Incident Commanders: Superintendent
Principal
Assistant Principal
- Student Care/Teacher Responsibility: Teachers
Teacher Aides
- Command Safety Officers: School counselor
- Medical Team Leader: BCH Medical Director
- Medical Team: BCH Hospital Staff
- Medical Branch: BCH Staff
- Command Information Officer: District Clerk
- Student Release Staff: Bussing Coordinator
- Building Response Team Leader: BCH Staff
- Building Response Teams: BCH Staff

School Emergency Staff

1. Incident Commanders – Superintendent x81304, Principal x 81204 and Assistant Principal x 81205
2. Student Care/Staff Responsibility – Teachers and Teacher Aides
3. Command Safety Officer – School Counselor – x81312
4. Medical Team Leader – Blythedale Medical Director – (914) 592-7555 x71582
5. Medical Team – Blythedale Children’s Hospital Staff – (914) 592-7555 x71570
6. Medical Branch – Blythedale Children’s Hospital Staff – (914) 592-7555 x71570
7. Command Information Officer – District Clerk – x81301
8. Student Release Staff – Bussing Coordinator – x81202
9. Building Response Team Leader –Blythedale Children’s Hospital Staff –(914) 592-7555 x71419
10. Building Response Teams – Blythedale Children’s Hospital Staff – (914) 592-7555 x71638

*Dr. Emily Hersh	Work:	(914) 347-4228
	Cell:	(914) 804-6128
*Griselda Reyes	Work:	(914) 347-1800 x81204
	Cell:	(914) 606- 0218
*Amelia Carpanzano	Work:	(914) 347-1800 x81205
	Cell:	(914) 424-5013

School Security

The District does not employ monitors. However, the Hospital has an extensive video system that is monitored by security personnel 24 hours per day, 7 days a week. The security staff regularly patrols the school building. All visitors must sign in with the security officer in the lobby. Additionally, visitors to the school must also sign in at the Principal's Office. Signs posted at each entrance serve as notice of this protocol. A storage room function door locking system is used by the School to secure the building.

All District and Hospital employees are required to wear security identification badges. On back of those badges is a list of "CODES" that will be announced over the public address system as needed based upon the location and timing of the incident.

Code RED:	Fire
Code BROWN:	Utility Failure
Code YELLOW:	Bomb Threat
Code ORANGE:	Hazardous Material
Code BLUE:	Medical Emergency
Code PINK:	Abduction/Missing Child
Code SILVER:	Weapon/Security
Code GRAY:	Severe Weather

In instances where there are aggravated visitors, the security office will remove that person(s) from the Hospital/District. Local police will be called by security in the event that the person cannot be escorted outside.

In instances where there is an aggravated student/patient, depending on where the incident occurs, the Superintendent and either the psychologist, administrator, Head of Nursing and/or Social Work will be called. Together a determination as to the next level of interaction will be made. Medical staff will restrain students when required to avoid possible injury.

Student/patients that are continually disruptive to the Hospital and School programs are counseled and evaluated by the medical team. Based upon individual circumstances, the Physician in charge may recommend discharge or transfer to an alternate medical or psychiatric facility.