

Chappaqua School District

District Wide Safety Plan 2016-2017

Building level Emergency Response Plans 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.

TABLE OF CONTENTS

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES.....	3
PURPOSE.....	3
DISTRICT SAFETY & SECURITY REPRESENTATIVE.....	3
IDENTIFICATION OF TEAM	3
CONCEPT OF OPERATIONS.....	4
PLAN REVIEW AND PUBLIC COMMENT	4
SECTION II: RISK PREVENTION AND INTERVENTION	5
Prevention/Intervention Strategies.....	5
Program Initiatives	5
Training, Drills, and Exercises.....	5
Implementation of School Security	6
EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS.....	6
SECTION III: RESPONSE.....	7
NOTIFICATION AND ACTIVATION	7
EMERGENCY RESPONSE PROTOCOLS	7
VITAL EDUCATIONAL AGENCY INFORMATION	7

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

PURPOSE

The Chappaqua District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

DISTRICT SAFETY & SECURITY REPRESENTATIVE

Lyn McKay	Superintendent of Schools
Joe Gramando	Chief Emergency Officer
John Chow	Chief Emergency Officer

IDENTIFICATION OF TEAM

The District Wide Safety Team includes the following representatives:

John Chow	Assistant Superintendent for Business
Lt. Charles Ferry	Police Chief
Joe Gramando	Director of Facilities
Jorge Barreiros	Maintenance Forman
Peter Metzler	High School Teacher Representative
Kathy Brehm	Nurse for the High School
Amy Ansehl & Madeline Finesmith	PTA representative
Liisa Elsner	Ed Center Representative
Josh Albert & Dalia Weinstein	Student Representatives
Karen Greco	COSA and Middle School Representative
Astrid Jarzembowski	Elementary School Representative
Debbie Kanuk	COSA and High School Representative
David Forsberg	Elementary and Teacher Representative

Chappaqua District Wide School Safety Plan September 2016– updated	3
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CONCEPT OF OPERATIONS

The District Wide Team has built on what was already in place, specifically the existing Emergency Response Plan that had been developed pursuant to previous Commissioner's Regulations. The plans have been revised over the years to adapt to changes in recommendations and regulations. The current update will incorporate best practices from state police and SED as presented by the "Guidance Document for School Safety Plans."

Staff development activities for the future will address issues related to school violence, the planning process for dealing with crises, violent behavior in our society, assessing threats and violent potential of students.

The District Wide School Safety Plan is linked directly to the individual Building-Level Emergency Response Plans. In the event of an emergency or violent incident, the initial response at an individual building will be by the Building Level Safety/Emergency Response Team. The Building Level Safety/Emergency Response Team will immediately notify the District Superintendent and, where appropriate, will also notify local emergency officials. If the emergency or violent incident has an impact beyond the individual building, the District Safety/Emergency Response Team will be activated and will coordinate the response.

As a part of developing the District Wide School Safety Plan, input was gathered from both the local police and the state police. We will continue to work closely with the law enforcement agencies, the ambulance departments and fire departments that have jurisdiction over our campuses. We will also continue to seek resources and support through other state and county agencies.

This Plan seeks to develop a solid framework upon which District can provide:

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

PLAN REVIEW AND PUBLIC COMMENT

The Plan will be reviewed periodically and will be maintained by the District-Wide School Safety Team. The required annual review of the Plan will be completed on or before July 1 of each year. A copy of the plan will be available in the offices of the Assistant Superintendent for Business and the Director of Facilities.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment. The District-wide and building-level plans may be adopted by the school 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 was formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans 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.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and state police.

SECTION II: RISK PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility or the occurrence, or reduce the impact of an emergency if it does occur.

Prevention/Intervention Strategies

PROGRAM INITIATIVES

The Chappaqua School District, through its District Wide and School Building Level teams, will examine a wide range of prevention and intervention programs and activities to determine the most appropriate and effective approaches to achieve a safe environment.

Currently in place are:

- Non- violent conflict resolution training programs
- Peer Mediation Programs
- Extended Day and after school programs
- Youth Run Programs
- Mentors for students concerned with bullying and violence
- Anonymous reporting process for school violence
- All staff and students are educated on the reasons for emergency preparedness.
- Safety Stations have been established throughout all school buildings
- PBIS has been implemented

TRAINING, DRILLS, AND EXERCISES

All personnel who regularly answer telephones will receive updated training on protocols for data gathering in the event of a bomb threat made over the telephone. This training will be provided by the school district

We may have one or more of the following trainings this school year which will be coordinated with local agencies which may include but are not limited to police, fire, ambulance, local emergency management offices and BOCES Risk and Safety Department:

- Early release or go home early drill

- Shelter in place, evacuation or lock down
- Table tops and drills for specific responses for instance bomb threats, hostage taking etc.
- Emergency Response Team Exercises

IMPLEMENTATION OF SCHOOL SECURITY

- Each building, as a part of developing the Building-Level Emergency Response Plan, examines specific security needs for their building. Different strategies are required to address needs specific to individual schools as indicated by the programs offered and the age of the students that are served. Administrators conduct a comprehensive security assessment survey of their school's physical design, safety policies, and emergency procedures.
- Each building develops and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions are included in the student handbook/Code of Conduct.
- The principal, as well as, key office staff in each building has a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out and to wear identification badges to indicate their "visiting" status. School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security. In addition, the hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

The District Wide Safety Team will recommend training so that staff attends workshops and training that address issues related to threat assessment strategies, characteristics in children that predict violent behavior, and the appropriate actions to be taken. (Threats are alarming statements or behaviors that give rise to concern about subsequent violence.)

Training will be conducted by in house, local agencies or others and will include topics such as:

- What constitutes school violence and the School Code of Conduct
- Written information on potentially violent behavior
- How to report incidents of violence including threats and verbal abuse
- Review measures implemented to prevent school violence including threats and verbal abuse such as: security equipment, safety procedures, and diffusion of hostile situation.
- Emergency response procedures
- Post incident procedures

SECTION III: RESPONSE

NOTIFICATION AND ACTIVATION

INTERNAL AND EXTERNAL COMMUNICATION

In the event of an emergency or pending emergency, staff members should immediately inform the principal who will:

- Immediately notify the local law enforcement officials if the situation warrants (using 911).
- Notify the Superintendent.
- Determine if the Building Level Safety/Emergency Response Team requires activation.

The Superintendent will determine what other educational facilities within District must be notified and whether any emergency action needs to be taken at those facilities. The internal phone system as well as the emergency cell phone system will be utilized. The Superintendent will also determine if the District Safety/Emergency Response Team requires activation. Please see Appendix A for a detailed description of the members, roles, and procedures of the District Safety/Emergency Response Team. These emergency response procedures follow the NIMS ICS (National Incident Management System Incident Command System) guidelines.

In the event of an emergency situation, school closing, or delay, Blackboard Connect will be used. This is an automated system that enables us to contact parents and staff via telephone and/or e-mail quickly and efficiently with important information. The following radio stations are also notified: **WFAS; 1230 AM; WLNA 1420 AM; WFAS 103.9 FM; WHUD 100.7 FM; WZZN 106.3 FM.** **Television Stations: NCCTV Channels 75/77/78 and Westchester News Channel 12.**

EMERGENCY RESPONSE PROTOCOLS

All specifics to response to emergencies are maintained within the building level emergency response plans.

VITAL EDUCATIONAL AGENCY INFORMATION

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs, and telephone numbers of key educational officials.