

July 5, 2017



**Project SAVE**  
**District-wide Safety Plan**  
**For**  
**Warrensburg Central School District**  
**2017-2018**

## **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 responses with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district 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 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 Warren-Washington-Saratoga-Hamilton-Essex BOCES, in coordination with the Warrensburg Central School District, supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Warrensburg Central School encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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

### **A. Purpose**

- The Warrensburg District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Warrensburg Central School District Board of Education, the Superintendent of the Warrensburg Central 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 School Teams**

- The Warrensburg Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

### C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for Warrensburg Central School. The protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plan.
- The Board of Education has appointed John Goralski as the Chief Emergency Officer. The Chief Emergency Officer or designee, is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring the staff's understanding of the district-level safety plan. The chief emergency officer or designee shall also be responsible for ensuring completion and yearly update of building-level emergency response plans.
- The development of the district-wide safety plan was a collaborative effort involving members of the district-wide safety team, law enforcement officials, county emergency service coordinators, and the Capital Region BOCES Health Safety Risk Management Services.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The Warrensburg Central School District is divided in to two facilities. One building houses grades PK-6 and the other 7-12. All information pertaining to an emergency or violent incident will be directed to either the building Principal(s)/Designee(s) or the Superintendent.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools, or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by calling 911.
- County and State resources through existing established protocols may supplement emergency response efforts.

### 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. A copy of the plan will be available at the School Superintendent's Office.
- Full copies of the District-wide School Safety Plan and any substantial amendments will be submitted to the New York State Education Department within 30 days of adoption. The plan was submitted on June 18, 2001.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan was made available for public comment on May 14, 2001 for a 30-day period prior to adoption. The district-wide and building-level plan was adopted by the School Board after the public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education on June 11, 2001.
- While linked to the District-wide School Safety Plan, the **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.**

**Section II: Risk Reduction/Prevention and Intervention**

**A. Prevention/Intervention Strategies**

***Program Initiatives***

- Prior to and since the implementation of the District-wide Safety Plan The Warrensburg Central School District has offered and participated in programs and activities for improving communications among students and between students and staff for reporting potentially violent incidents.

***Training, Drills, and Exercises***

The Warrensburg Central School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15<sup>th</sup> of each school year, or within 30 days of hire, whichever is sooner.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation with 4 Building Lockdown/Security Drills annually.
- The District conducts 8 Emergency Evacuation Drills annually.
- The District conducts 4 School Bus Safety and Evacuation Drills annually.
- The district will conduct these drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises in coordination with the following agencies:
  - Warrensburg Volunteer Fire Department
  - Warrensburg Rescue Squad (EMS)
  - Warren County Sheriff's Department
  - New York State Police
  - Warren County Office of Fire Prevention and Control
  - Warren County Office of Emergency Services
  - Capital Region BOCES Health Safety Risk Management Service

***Implementation of School Security***

- The Warrensburg Central School District has procedures related to school building security, including the daily site visits by a patrol officer of the Warren County Sheriff's Department, building access control and security systems.

***Vital Educational Agency Information***

- The Warrensburg Central School District has three facilities. The district has collaborative agreements with neighboring school districts to provide shelter and transportation needs if necessary.

**B. Early Detection of Potentially Violent Behaviors**

- The Warrensburg Central School District has implemented policies and procedures for dissemination of informative materials regarding the early detection of potentially violent behaviors, 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 district, board members, students and other persons deemed appropriate to receive such information.

**C. Hazard Identification**

- The identification of sites of potential emergencies is located in the Building-level Emergency Response Plan. The location of potential hazards is documented on a building and facility diagram. The District provided Emergency Response Agencies with copies of these documents for their use when responding to school emergencies.

**Section III: Response****A. Notification and Activation of Internal and External Communications**

- The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in the Building-level Emergency Response Plan.
- In the event of an emergency staff, students and visitors will be contacted in one or more of the following manners:
  - Telephone
  - Hand held radio
  - Intercom/Public Address System
  - Runner with verbal message
  - District Radio Systems
- The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal can not be reached, the Superintendent will be contacted.

- The Building-level Emergency Response Plan provides procedures for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal.

#### **B. Situational Responses**

- The district has developed multi-hazard response plans. These guidelines are present in Section F (Multi-Hazard Emergency Response Actions) in the Building-level Emergency Response Plan. The emergencies addressed in the plan include, but are not limited to:

Threats of Violence	Explosion
Hostage/Kidnapping	Bomb Threat
Natural/Weather Related	Hazardous Materials
Civil Disturbance	Mass Casualty
School Bus Accident	Biological
Gas Leak	Radiological
Intruder	Epidemic
Others as determined by the Building-level School Safety Team	

#### ***Responding to Acts of Violence: Implied or Direct Threats***

The Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students (including to themselves), teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Building Principal of implied or direct threat.
- Determining the level of threat with the District Emergency Response Team.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of District Emergency Response Team.

#### ***Acts of Violence***

- The Building-level Emergency Response Plan provides guidance on the district polices and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school.

***Response Protocols***

- The Building-level Emergency Response Plan provide guidance on the district's polices and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping.

***Arrangements for Obtaining Emergency Assistance from Local Government***

- The Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies.

***Procedures for Obtaining Advice and Assistance from Local Government Officials***

- The district will utilize procedures outlined in the Building-level Emergency Response Plan for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

***District Resources Available for Use in an Emergency***

- The Building-level Emergency Response Plan identifies the district resources, which may be available during an emergency.

***Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies***

- The Building-level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and manpower during emergencies.

***Protective Action Options***

- The Building-level Emergency Response Plan describes actions that can be taken in response to an emergency where appropriate.

**Section IV: Recovery****A. District Support for Buildings**

- The Building-level Emergency Response Plan provides information on resources for supporting the Emergency Response Team and Post-Incident Response Team at Warrensburg Central School. The district's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment.

**B. Disaster Mental Health Services**

- The Administrative branch of the Post-Incident Response Team will work through the School Psychologist and Student Advocate Specialist to coordinate disaster mental health resources through the Warren County Mental Health Department,

community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.

- A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the district's plan for possible revisions.

Revised: July 1, 2016 per NYS Education Law Sections 2801-a, and 807.