

BARKER CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

Revised/Approved August 2017

Past Revisions: October 2015, October 2016

TABLE OF CONTENTS

INTRODUCTION

General Considerations and Planning Guidelines	1
Purpose	1
Identification of School Teams	1
Concept of Operations	2
Plan Review and Public Comment	2
Risk Reduction / Prevention and Intervention	3
Prevention / Intervention Strategies.	3
Program Initiatives: Prevention / Intervention	3
Program Initiatives: Post-Intervention	5
Training, Drills, and Exercises	5
School Security	6
Implementation of School Security	7
Hall Monitors	7
School Resource Information	8
Early Detection of Potentially Violent Behaviors	8
Hazard Identification of Sites of Potential Emergencies	9
Response	10
Notification and Activation Internal and External	
Communications	10
Response Protocols	11
Situational Responses	14
Acts of Violence	15
Responses to Acts of Violence / Implied or Direct Threats	15
Arrangements for Obtaining Emergency Assistance from	
Local Government	15
Procedures for Obtaining Advice and Assistance from Local	
Government Officials	16
District Resources Available for Use in an Emergency.	16
Procedures to Coordinate the Use of School District Resources	
and Manpower during Emergencies	16
Protective Action Options	17
Recovery	17
District Support for Buildings	17
Disaster Mental Health Services	19

CHAIN OF COMMAND

Chain Of Command 20
Building Administration and Health Service Representative . . 21

INCIDENT COMMAND POSTS AND EMERGENCY OPERATIONS CENTER

Incident Command Posts/Emergency Operations Center . . . 22
Duties of District Incident Command and Operations Staff . . 23

EMERGENCY RESPONSE ACTIONS

Notification and Activation 24
Emergency Responses 24
 Lockdown 24
 Lockout 24
 Shelter in Place / Hold in Place 25
 Early Dismissal 25
 Evacuation 25
 Emergency Evacuation Procedures / Sites 25
 Evacuation of Persons with Special Needs 27
Other Response Actions 27
 Implied or Direct Threats of Violence 27
 Acts of Violence 27
 Media Notification Plan 27
 Parent/Guardian Notification Plan 28
 Post Incident Response / Recovery 28
 Security of Crime Scene 28
 Emergency Procedures for Students with Special Needs . 28
 Violent and Disruptive Incident Report - VADIR 28
Lockdown - Quick Guide 29
Lockout - Quick Guide 30
Shelter in Place / Hold in Place - Quick Guide 31

EMERGENCY RESOURCE INFORMATION

Emergency Resource Information 32

APPENDIX A	Implied or Direct Threats of Violence	34
APPENDIX B	Acts of Violence	37
APPENDIX C	Media Notification Plan	38
APPENDIX D	Parent/Guardian Notification Plan	41
APPENDIX E	Post Incident Response / Recovery	43
APPENDIX F	Security of Crime Scene	47
APPENDIX G	Emergency Procedures for Students with Special Needs	50

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School 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 **Barker Central School District - Wide Safety Plan** is responsive to the needs of all schools within the district and is consistent with the more detailed **Emergency Management Operations Plan** required at the school building level. School districts are at risk of 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. 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 **Barker Central School District** supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

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

Identification of School Teams

The **Barker Central School District** has appointed a **District-Wide School Safety Team** consisting of, but not limited to:

- School Board Members**
- Administrators**
- Teachers**
- Students**
- Parent Organizations**
- School Safety Personnel**
- Other School Representatives**

Concept of Operations

- The **District-Wide School Safety Plan** is directly linked to the individual **Building-Level Emergency Management Operations Plan** for each of the school buildings. Protocols reflected in the **District-Wide School Safety Plan** will guide the development and implementation of the individual **Building-Level Emergency Management Operations Plan**.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.
- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.
- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The **District-Wide School Safety Plan** was adopted by the School Board after one 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 18, 2001. The District-Wide School Safety Plan is reviewed and updated annually.
- Full copies of the **District-Wide School Safety Plan** were submitted to the New York State Education Department within 30 days of its adoption. The **Building-Level Emergency Management Operations Plan** were submitted to local and state police within 30 days of its adoption.
- This plan is reviewed periodically during the year and is maintained by the **District-Wide Safety Team**. The required annual review is completed on or before September 1 of each year. **A copy of the plan is available in the Office of the Superintendent.**
- While linked to the **District-Wide School Safety Plan**, the **Building-Level Emergency Management Operations 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.

RISK REDUCTION / PREVENTION AND INTERVENTION

Prevention / Intervention Strategies

Program Initiatives: Prevention / Intervention

The **Barker Central School District** continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:

1. Strategies for Crisis Intervention and Prevention.
2. An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment is operated by BOCES.
3. Alternative Education programs are operated by BOCES and address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.
4. Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent.
5. The **Barker Central School District** encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate.

Extended Day and Other School Safety Programs

The **Barker Central School District** has in place programs to provide safe environments for after school learning and athletic activities. Some of the items include but are not limited to:

- **After School Booster/Academic Progress** to provide extended time for learning skills, techniques, and strategies for targeted students.
- **Intramural Sports and Modified Sport/Sport Activities** provided in as many areas as possible.
- **Clubs/Activities** – expand existing club offerings that focus on positive character building.

Communication Improvement Strategies Among Students and Between Students & Staff

The **Barker Central School District** has developed various strategies for the improvement of communication among students, and between students and staff. A teaching component for all grade levels, elementary, middle and secondary is offered.

This teaching component encompasses the following subject areas: front line defense against bullying and harassment, anger management, peer mediation and involvement, developing social skills and citizenship, respect for life (character education).

The **Barker Central School District** continues to develop on-going strategies for improving communication between students and staff and the reporting of potentially violent incidents by the following:

- Development of a uniform system for reporting incidents of school violence and inappropriate behaviors.
- Yearly district wide “Safe Schools Forum” for the purpose of sharing information, reviewing best practices, provide training from local and state experts on Safe Schools and School Violence.
- Student peer programs for the purpose of communicating the necessity and importance of student involvement.
- The district also provides opportunities to involve parents of our students and community members in understanding the district’s safety initiatives, opportunities to serve on committees, attend meetings on school safety and assist in school safety programs.

Other

Within the Elementary School, numerous programs are offered and implemented through curriculum, psychology and counseling staff, and after school activities.

The following small groups have been developed and implemented by the counselor or school psychologist:

Friendship Group

Study Skills Group

Banana Splits - helps students deal positively with family conflict

Social Skills Groups

Other Programs have included:

Anti-bullying presentations

Fire Prevention with support from the local fire department

Other programs to encourage acceptance, positive choices and healthy lifestyles

Health Choices Program sponsored by the dairy farms of WNY

Programs that are available to students include:

Healthy Schools Initiative

Kid Watch - morning service to prevent children from being home alone before school begins.

Various community sports programs throughout the year

Girls Scouts and Boy Scouts are community programs available to students

Summer Recreation Program

An attendance team consisting of the principal, counselor and psychologist meets monthly to review student attendance. Communication from school to home is made to improve attendance and tardy rates.

Principals meet with teachers, guidance counselors, law enforcement, parents and students when dealing with certain students at risk.

Barker Central School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation. This is communicated to all students at the beginning of the school year and periodically throughout the school year through assemblies, seminars, and other strategies as defined in this plan.

Program Initiatives: Post-Intervention

Formal Debriefing Meetings, Liaisons with law enforcement agencies and judicial system, School Crisis Plan, Long-Range Intervention, Formal School Emergency Plans

Training, Drills, and Exercises

In addition to the required emergency drills, the **Barker Central School District** continues to run additional drills to ensure that all staff understands their responsibilities and are prepared to respond. All staff has received Emergency Response Cards with instructions and training on how they are to respond.

The school district conducts annual training programs to enhance overall school emergency preparedness by presenting ideas and response techniques consistent with emergency plans. Everyone who has been assigned a position or area of responsibility in the plan should have appropriate training. This applies to both staff and students.

Training entails classroom activities, general assemblies, tabletop exercises, functional drills, short briefings or presentations related to any aspect of the emergency management operations plan that shall increase the awareness and preparedness of staff and students. The training conveys the importance of everyone's role in implementing an effective school emergency response.

Training is:

1. Provided for school staff who have been assigned specific roles and areas of responsibilities in the emergency plan;
2. Conducted annually to insure school staff and students understand emergency procedures, and include any changes to school plans;
3. Coordinated with local emergency management offices to receive information on policies and procedures from the emergency service community;
4. All staff receives violence prevention training annually. Content and duration of the training are at the discretion of the Superintendent of Schools.

The **Barker Central School District** will, in cooperation with local emergency management officials, conduct at least one annual exercise or drill to test the emergency plan. These exercises are designed to specifically test sheltering and / or early dismissal, as well as the communications

and transportation systems to be used in emergencies. Periodic exercises and drills will also ensure the school staff's ability to effectively respond to emergencies and reveal shortcomings in the emergency plan. Existing plans will be revised in response to post incident critiques of these drills.

Exercises and drills shall coincide with current New York State School Boards Association and the New York State Bar Association - School Law (most current edition) and shall include the following:

1. Conducted at least once every school year;
2. Designed to test school emergency plans for sheltering and early dismissal, and occur not more than 15 minutes earlier than normal dismissal time;
3. Include transportation and communication procedures;
4. Held with at least one week's notice to parents or guardians;
5. And if possible, coordinated and evaluated by local emergency response personnel to improve the overall level of school emergency plans.

School Security

The **Barker Central School District** is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

1. Screening of potential new employees which includes:
 - Providing a resume
 - Providing three references
 - Submit to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

Implementation of School Security

1. Including main entrances, all outside doors will remain locked during the day.
2. Visitors will utilize a call switch and be granted entrance once approval has been given.
2. A sign at each main entrance will direct all visitors to “Report to the Office”.
3. All visitors are required to sign in, and if they need access to other areas of the building, they will be issued a “Visitor” ID tag or escorted by an employee.
4. Every exterior door is accessible as an exit.
5. All classroom doors, inside and outside will be locked when unattended.
6. Surveillance cameras will monitor outside perimeter access as well as internal activity.

Hall Monitors

The **Barker Central School District** does not employ trained school security officers or hall monitors. A district-wide monitoring policy routinely utilizes existing staff to maintain a presence in hallways during passing times, maintain a presence in school parking lots at the beginning and end of school days, maintain a presence at building entrances at the beginning and end of school days, and maintain a presence at any other strategically advantageous points to observe traffic flow. Interior and exterior cameras to monitor.

School Resource Information

Each **Building-Level Emergency Management Operations Plan** includes the following information:

1. School population
2. Number of staff
3. Transportation needs
4. Business and home telephone numbers of key officials of each educational agency

The **Building-Level School Safety Teams** will insure that this information is updated routinely and is accurate.

Early Detection of Potentially Violent Behaviors

The **Barker Central School District** will:

- Facilitate training for staff and students on specific policies regarding reporting of threats and conflicts, weapons, appropriate clothing and the clearly defined roles. Responsibilities of all persons involved in the school setting.

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence