

**OSSINING
UNION FREE SCHOOL DISTRICT**

**DISTRICTWIDE
SAFETY PLAN**

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Introduction

Emergencies in schools are defined as undesirable events that occur and have the potential to cause injury or illness to members of our school community or disrupt the orderly education process. They range from acts of bullying or harassment to catastrophic natural or human-made events. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop districtwide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The districtwide plans are responsive to the needs of all schools within the District and are consistent with the more detailed emergency school plans required at the building level. Districts stand the risk from a wide variety of acts of violence, natural and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

The Ossining Union Free School District supports the S.A.V.E. legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going districtwide cooperation and support of Project S.A.V.E.

Section I - Guidelines

Background

The Ossining Union Free School District Safety Plan was originally developed pursuant to Commissioner's Regulation 155.17. At the direction of the Ossining Union Free School District School Board, the Superintendent of the Ossining Union Free School District appointed a Districtwide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, a representative of parent organizations, school safety personnel, and other school personnel. The Team was charged with the development of and maintenance of the District Safety Plan.

The Superintendent of Schools established an Emergency Planning Committee consisting of a representative from each of the areas listed below. The duties of the Committee were to develop, continually review, and where necessary, to modify and update a School Emergency Management Plan in compliance with Commissioner of Education Regulation 155.13. During an emergency, the Planning Committee shall function as an operations group under the command of the District's Emergency Coordinator.

These plans have been incorporated into a single document call the Ossining UFSD Districtwide School Safety and Emergency Management Plan.

Superintendent's Directive

The Superintendent of Schools requires each building principal to develop a school emergency management plan in compliance with Commissioner of Education Regulation 155.13. The plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, an annual drill, and coordination with local and county emergency preparedness administrators. These several plans shall be submitted to the District's Emergency Planning Committee for approval and incorporation into the overall Districtwide School Safety and Emergency Management Plan.

A. Concepts of Operation

1. The Districtwide School Safety and Emergency Management Plan will be directly linked to individual Building Safety and Emergency Management Plans for each building. Protocols developed in the Districtwide School Safety and Emergency Management Plan will guide the development and implementation of Building Level Safety and Emergency Response Plans.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team.
3. Once the Superintendent and/or his/her designee are notified, the District Emergency Response Team will be mobilized to respond, and when appropriate, local emergency officials will be notified.

B. Plans Review

The District Safety and Emergency Management Plan shall be monitored and maintained by the **District School Safety Team** and be reviewed annually on or before July 1 of each year.

Building-level Safety and Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a. Full copies of the Districtwide School Safety and Emergency Management Plan and any amendments will be submitted to the State Education Department. Building-level Safety and Emergency Response Plans will be supplied to both local and state police.

Section II - Planning for and Dealing with Dangerous Behavior

Early Detection of Potentially Dangerous Behavior

This section contains the District policy and procedures for disseminating information regarding early detection of potentially dangerous behavior.

- A. The District's Code of Conduct is available to all students in the District at the start of every school year to ensure that all students understand what behaviors are acceptable in a school setting. The Code of Conduct delineates, among other behaviors, lack of tolerance for bullying, violence, and harassment.
- B. The Code of Conduct is available on the District website to all parents/guardians of students in the District.
- C. All new employees are provided with a copy of the Code of Conduct at the time of first hire. All teachers and other staff members are provided with a copy of the Code of Conduct annually.
- D. Efforts are made on the building level in each of the District's six buildings to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Intervention teams or their equivalent meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. Guidance counselors, school psychologists, school social workers, nurses, outside agencies (as appropriate), administrators, teachers, parents/guardians, and students are involved in this process.
- E. District students in grades preschool through five may participate in instruction guided by an evidence-based violence prevention/intervention program. Elements of the program support students in identifying potentially violent or problematic situations with peers and in developing strategies to address these such as reporting to an adult.
- F. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
- G. The District's schools may train students identified as peer leaders in peer mediation and conflict resolution. Part of this training and the overall program is peer identification and awareness of potentially violent and/or problematic situations among students.
- H. Each of District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skill development, anger management, and good decision-making.

- I. Certified and non-certified staff working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention. Further, this staff benefits from technical assistance within the context of the instructional setting across the year.
- J. The District may work in collaboration with building-level and districtwide PTAs and other community-based groups to offer parents/guardians information regarding early warning signs of potentially dangerous and/or violent behavior, as well as a forum to discuss specific parental concerns.
- K. The District uses Positive Behavior Intervention Supports (PBIS) as a model.

Prevention and Intervention Strategies

- A. Procedures relating to building security including utilization of staff and security equipment:
 - a. All District schools have night alarm systems.
 - b. The District will continue investigating other security equipment and measures:
 - i. surveillance cameras
 - ii. keypad entry systems
- B. Strategies to improve communication among students and between students and staff and reporting potentially violent incidents:
 - a. OHS has mediation, conflict resolution, diversity and peer leadership programs available to students on a co-curricular and extra-curricular basis. Health curricula provide for some safety components. Character education programs and other strategies are incorporate into the high school.
 - b. The Anne M. Dorner Middle School has a wealth of school safety-related initiatives. These programs may include bully prevention, School Resource Officer, conflict resolution, social skills development, and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with guidance counselors, social workers and psychologists.
 - c. Ossining Elementary Schools have a wide range of programs that impact school safety. The District has embedded character education in their programs which comply with Project S.A.V.E.
 - d. Existing programs that encourage student-to-staff communication exist in every school.
- C. Students, staff, parents and others will be educated about the importance of reporting threats or acts of violence and the procedures of reporting.

- D. The Ossining School District has developed a system for anonymously reporting threats of and actual acts of violence.
- E. Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety needs to be provided to all employees each year. Training can/should include but is not limited to:
- de-escalation training
 - warning signals for violence
 - non-violent conflict resolution
 - emergency response team training
 - mediation
 - mentoring
 - social skill development
 - character education

Responding to Acts of Violence and Implied or Direct Threats

- A. Students are encouraged to inform school staff about any indirect or direct threat of violence or actual act of violence to themselves, others or property.
- B. Staff members are required to inform the Principal or his / her designee immediately of any direct or indirect threat of violence or actual act of violence to students, themselves, others or property.
- C. As noted in the Code of Conduct, Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others or property.

Identification of Potentially Dangerous or Hazardous Sites

In the community, emergencies can originate on any highway, (Route 9 or 9A) or any local street. They can also be caused by situations on the Metro North Railroad tracks or a local oil depot.

Each school building administrator will ensure that areas of potential emergencies in and around his or her building are identified. The Director of School Facilities, Operations and Maintenance and building custodian will locate these areas, which are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs. Representatives of Putnam Northern Westchester BOCES and local fire department personnel have assisted in these efforts. These locations will be listed in each School Safety Plan and placed in building maps supplied to police, fire, EMS, and District personnel.

Potentially dangerous sites will be checked regularly and inspected annually by safety personnel. They include but are not limited to:

System Sites

| | | |
|----------------------------|--------------------|------------------------------|
| Electrical panels/shut off | Heating plant | Ventilation/Air Conditioning |
| Gas appliances | Sewage system | Water Supply/shut off |
| Gas lines/shut off | Structural failure | |

Environmental Problem Sites

| | | |
|-------------------|----------------------|------------------------|
| Chemical storage | Industrial arts room | Science rooms and labs |
| Cleaning supplies | Paper supply storage | |

Site considerations

| | | |
|----------------------------|----------------------|--------------------------|
| Air conditioning equipment | Isolated Areas | Steep areas near school |
| Bodies of water | Playground equipment | Unprotected gas/electric |

Emergencies

Emergencies include but are not limited to:

| | | | |
|-------------------|---------------------|--------------------------------|--------------------|
| Bomb Threat | Fire | Hostage Taking | Storms |
| Building Collapse | Floods | Intrusions | Suicide |
| Civil Disturbance | Food Poisoning | Kidnapping | Suspicious Package |
| Earthquakes | Hazardous Materials | Radiation or Nuclear Incidents | Tornadoes |
| Explosion | High Winds | School Bus Accidents | |

Emergency Management Plans

Emergency Management Plans will provide a detailed description for the following four possible emergency response options: **SCHOOL CANCELLATION, EARLY DISMISSAL, EVACUATION, SHELTERING, LOCKDOWN AND LOCKOUT**. All procedures will include provisions for parental notification which will be developed by Building-level Safety Teams and included in each Building Safety Plan.

- A. **School Cancellation Plan:** meets the need to cancel school due to an emergency condition at the building or in the community. The District procedure for cancellation and early dismissal is found in Policy 8134 – Emergency Closings [Ref. Education Law §3604(7)]
- B. **Early Dismissal Plan:** meets the need to return students to their homes and family as rapidly as possible. Schools need to have current plans which include names and telephone numbers of family and designated surrogates. Special student needs also should be identified and planned for appropriately.

The District procedure for early dismissal is as follows:

- a. Superintendent or his/her designee decides on an early dismissal.
- b. Transportation Director is notified to supply buses.
- c. Central and building administrators are informed.
- d. Staff and students are informed of closing.
- e. Parents are notified of early dismissal through media contacts (radio stations, television, phone calls, Connect-ED, District website, and Twitter).
- f. Students are notified using building procedures.

Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

- C. **Evacuation:** to a safe place requires that a building's inhabitants get out and go somewhere else.. The evacuation procedures vary by school and situation. Plans include transportation available, evacuations, and pedestrian evacuation.
- D. **Sheltering:** or staying where you are is a decision made when the situation is safer inside than outside.
- E. **Lockdown:** A procedure used when there is an immediate and imminent threat to the school building population.
- F. **Lockout:** Allows no unauthorized personnel into the building.

District Incident Command Post (DCP)

The District Incident Command Post will be equipped to receive messages from all sources:

- A. Emergency Broadcast System
 - a. Manually tuned electric/battery powered commercial radio receivers
 - b. Radio receiver/transmitter on school bus frequency
 - c. National Weather Bureau
 - i. Manually tuned electric/battery powered AM-FM commercial radio receivers

Procedures for Annual Multi-Hazard School Safety Training for Staff And Students

- A. Each building level Safety Committee will complete inspections and review of all buildings and plans in compliance with rescue regulations – Part 155.4(d).
- B. All required staff trainings supplied by school staff and or Putnam Northern Westchester BOCES will be completed by the fall of each year. (blood-borne pathogens, hazmats, other right-to-know)
- C. All required student safety trainings will be completed annually under the direction of District personnel.

Periodic Drills and Safety Information

The District or building personnel, in cooperation with Putnam Northern Westchester BOCES and local preparedness officials, will conduct periodic drills and other exercises (including tabletop exercises, in coordination with local emergency responders and preparedness officials) annually to test components of the emergency response plans. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.

- A. Fire drills are conducted with staff and students twelve times annually (September – June) in each of the District’s six school buildings. The first eight drills are conducted prior to December 1 of each school year. The Ossining Volunteer Fire Department participates in some or all of the drills and offers feedback regarding effective building evacuation in the event of a fire. School buildings housing summer school programs conduct two additional fire drills during the summer school session.
- B. In the schools that house the Evacutrac system, training will be offered to school personnel in the use of the Evacutrac system to evacuate students with physical disabilities.
- C. Each of the District’s six Building Emergency Response Teams receives regular training in the response to and management of emergency situations, post-incident response, event evaluation, and debriefing. This annual training includes tabletop practices and related exercises designed to evaluate the capacity of each team.
- D. Emergency preparedness drills (including but not limited to intruder lockdown, sheltering, communication systems checks) are conducted annually with staff and students in each of the District’s six school buildings. These drills are coordinated with local police and other emergency responders and preparedness officials, including but not limited to the Westchester County Department of Public Safety, the Ossining Police Department, and the Ossining Volunteer Fire Department.
- E. Annually, prior to November 1, the District conducts an Emergency Management Early Dismissal Drill to provide practice to staff, students, and the District’s contracted transportation provider. Such drills shall not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the drill. Parents or guardians shall be notified in writing at least one week prior to such drill.
- F. The District mails its evacuation plans annually to all families of enrolled students. This plan is to be implemented in the case of a disaster such as an accident at the Indian Point Power Plant, and includes evacuation sites for each of the District’s six school buildings.
- G. Prior to the start of the school each year, the District offers an orientation assembly for incoming pre-K and kindergarten students to address Bus and Walker Safety.
- H. Annually during Fire Prevention Week, the District collaborates with the Ossining Volunteer Fire Department to review fire safety and awareness with the District’s early elementary school students.
 - a. The District holds evacuation and lockdown drills annually at all of its schools.

Section IV

Safety and Building Security Procedures To Protect Students, Staff and Visitors from Indirect and Direct Threats of Violence and Actual Acts of Violence

A. Proactive Building Security Measures

- a. Most Ossining schools use a single point-of-entry system. All doors are locked except the main entrance. Due to its design, Ossining High School is not able to do so.
- b. All Ossining schools have staff to monitor the main entrance and follow the District sign-in procedure. These monitors are under the supervision of the building principals.
- c. Staff wears visible identification badges.
- d. Visitors are asked to sign in and wear identification.
- e. Escorting visitors is encouraged.
- f. Visitors' access is limited to specific locations.
- g. Ossining Schools will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
- h. Ossining Schools will hold drills that help promote school safety.
- i. Ossining Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- j. The District will continue to investigate security devices and strategies to make schools as safe as possible.

B. Police Agencies

Typically, school principals are responsible for reporting violence to police. Our schools are protected by these agencies.

Section V

Communication with Local Authorities

A. Obtaining Assistance from Government Officials

- a. The Ossining Union Free School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives helped in the development of this plan and have assisted in emergency situation drills and provided technical assistance. Providers have given approval to the Ossining schools to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services from Putnam Northern Westchester BOCES, county and regional mental health agencies in the event of an emergency or violent incident.
- b. List of Assisting Governmental Agencies
 1. Ossining Fire Department
 2. Ossining Village Police Department
 3. County of Westchester Police
 4. Ossining Volunteer Ambulance Corps
 5. Westchester County Office of Emergency Management
 6. Village of Briarcliff
 7. Westchester County Department of Health

B. Obtaining Advice and Assistance from Government Officials

The arrangements for obtaining assistance during emergencies from local and county emergency organizations, agencies, government officials responsible for implementation of Article 2-B of the Executive Law have been made and are referenced in Appendix 2 and listed in this Districtwide School Safety and Emergency Management Plan. Key officials in local and county government are also included who can help develop emergency plans and assist in emergencies.

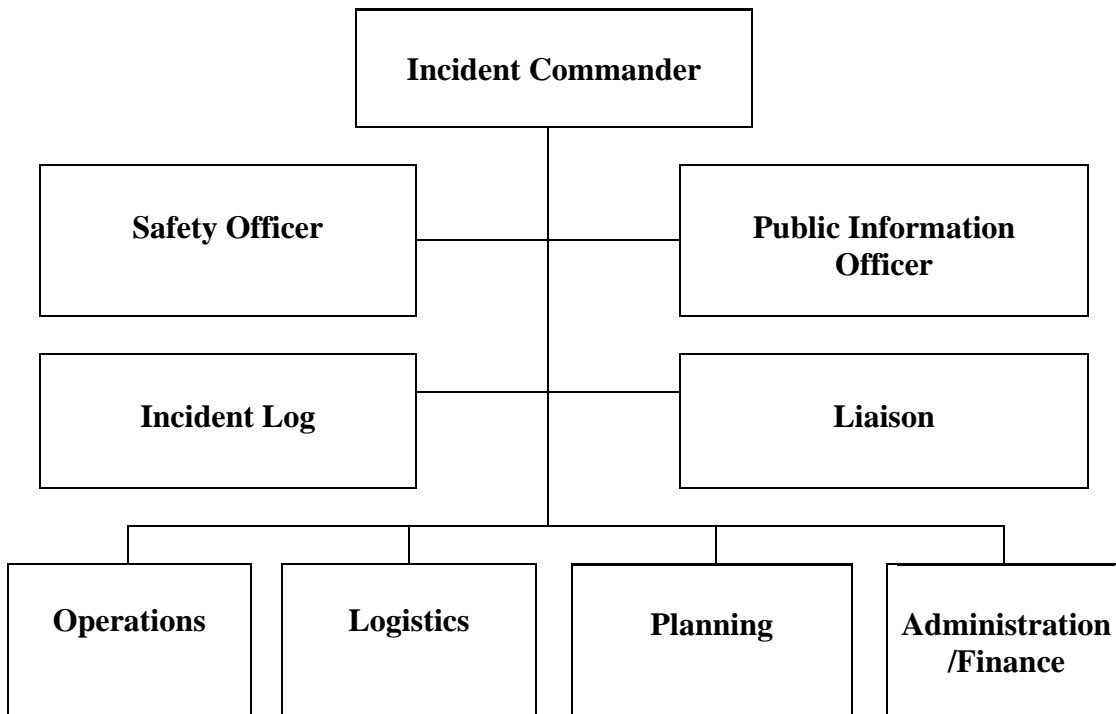
C. System for informing all educational agencies of a disaster or emergency

- a. The list of educational institutions located within the District, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually
- b. The procedure to inform each school in the event of an emergency situation is that the Superintendent will authorize emergency calls to each educational agency.

District Officials Authorized to Make Decisions

Assignment of Responsibilities

A chain of command consistent with the National Interagency Incident Management Systems (NIIMS)/Incident Command System (ICS) will be used in response to an emergency. Members of the building-level Emergency Response Team will be part of this system. In the event of an emergency, the response team will adapt NIIMS/ICS principles based on the size, scope, and character of the emergency.



- ❖ **Incident Commander** – Responsible for the direction of the building response in a building-level emergency (Building Administrator/designee).
- ❖ **Public Information Officer** – Compiles and releases information to the news media.
- ❖ **Safety Officer** – Monitors the response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- ❖ **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- ❖ **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

- ❖ **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- ❖ **Logistics** – Responsible for providing all resources (personnel, equipment, facilities, and services) required for incident resolution.
- ❖ **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- ❖ **Administration/Finance** – Responsible for all cost and financial matters related to the incident.