

STILLWATER CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SAFETY PLAN

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State 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 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 Stillwater Central School District, supports and complies with the SAVE Legislation, and is intent on being proactive and reflective regarding the planning process. The Superintendent of the Stillwater Central School encourages and advocates for on-going district-wide cooperation in support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Stillwater Central School District -wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Stillwater Central School District Board of Education, the Superintendent of the Stillwater 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 Stillwater 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 Stillwater 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 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. The plan was further developed utilizing the guidelines provided the by the New York State Education Department, in consultation with Homeland Security and the New York State Police.
- 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 Stillwater Central School District consist of the following facilities:

Stillwater Middle/High School	Stillwater Elementary School
School District Bus Garage	

All information pertaining to an emergency or violent incident will be directed to either the Building Principal/Designee or the District 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 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.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan was made available for public comment 30 days prior to adoption. 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 must be formally adopted by the Board of Education.
- 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.
- Full copies of the District-wide School Safety Plan and amendments will be submitted to the New York State Education Department as requested. Building-level

Emergency Response Plans will be supplied to both Stillwater and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The Stillwater Central School District regularly conducts programs for students, staff and parents, such as:

- Non-Violent Conflict Resolution Training Programs
- Student Mentoring Program
- Athletic Programs
- Transportation Safety Program
- Student Study Circles
- Youth Court
- Transition Program for Students entering Grade 6 and Grade 9
- Character Education
- Counseling Program
- Social Work Program
- Bullying Prevention Program
- Fire Safety Program
- Student Safety Forum
- Parent Safety Forum
- New York State Police Safe Schools Program concerned with bullying and violence prevention
- Established anonymous reporting mechanisms for school violence
- National Incident Management System (NIMS) training for emergency response team members
- Project SAVE Violence Prevention Training
- New York State School Safety Guide (2007)
- Collaboration with the Saratoga County Emergency Preparedness Committee/Town of Stillwater Emergency Planning Representatives

Training, Drills, and Exercises

The Stillwater 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. The district has established the following procedure(s) for multi-hazard school safety training for staff and students:

- Annual review of building emergency response procedures with staff and students.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation in an on-site sheltering and accountability drill done every other year.
- Full participation in an evacuation and relocation drill done every three years.
- Full participation with one (1) Building Lockdown/Security Drills done annually.

- The District conducts 12 Fire Alarm Activation and Evacuation Drills annually.
- The District conducts four (4) School Bus Safety and Evacuation Drills annually.
- Emergency Response Team members participate in simulated tabletop exercises annually to test the building-level safety plan components.
- The district has conducted drills and other training exercises to test components of the emergency response in coordination with the following agencies:
 - Saratoga County Office of Emergency Services
 - Saratoga County Sheriff's Department
 - Stillwater Police Department
 - Stillwater Fire Department
 - New York State Police Troop G
 - Capital Region BOCES Health Safety Risk Management Service

Note: Directly following each test or drill a debriefing will be conducted to evaluate the exercises and determine if changes to the emergency response plan are necessary.

Implementation of School Security

The Stillwater Central School District has developed policies and procedures related to school building security, including the following:

- Annual security audits were conducted by local law enforcement, local fire department officials, insurance companies and BOCES risk management personnel
- All school facilities have a secured front entrance with video surveillance and remote door access hardware.
- All visitors who enter the building are directed to the Main Office or Greeter Station to sign-in and receive a badge. Anyone who is found in the building without a badge is directed back to the Main Office to sign in.
- Digital video surveillance system is available throughout the High School/Middle School and Elementary School.

Note: Policies and procedures are continually being evaluated and shaped by real life experiences, such as bomb threats, lockdowns, and other potentially disruptive events.

Vital Educational Agency Information

The Stillwater Central School District consists of three education facilities, one administrative facility (housed in the Middle /High School) and a Transportation facility.

The district has collaborative agreements with neighboring school districts (Mechanicville City Schools and Schuylerville Central School) to provide sheltering and transportation in the event that those resources are needed.

B. Early Detection of Potentially Violent Behaviors

- The Stillwater Central School District has 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 school district.

C. Hazard Identification

The identification of sites of potential emergencies is located in *Maps & Diagrams* in each of each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram. Potential off-site hazards are identified in the County/Town Hazard Assessment in each of the plans.

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 each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.

- In the event of an emergency staff, students and visitors will be contacted in one or more of the following manners:
 - ✓ Telephone (land line and cellular)
 - ✓ Intercom
 - ✓ Runner with verbal message
 - ✓ Email
 - ✓ School Messenger
 - ✓ Radio System
 - ✓ Regional Repeater Base Station Radio

- 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 cannot be reached, the Superintendent will be contacted.

- Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-level Emergency Response Plan. This includes using local media in some instances, **School News Notifier** Automated Notification System, **School Messenger** Automated Phone Notification System, or use of a phone tree with emergency contact information provided by student’s parents/legal guardians if necessary.

B. Situational Responses

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

Threats of Violence	Hostage/Kidnapping	Natural/Weather Related
Civil Disturbance	School Bus Accident	Gas Leak
Intruder	Explosion	Bomb Threat
Hazardous Materials	Mass Casualty	Biological Threat
Public Health Threat	Radiological	Water Emergency
Loss of Facility	Loss of Transportation	Building Structural Failure

- Others as determined by the Building-level School Safety Team
- *These guidelines are not open for public comment or review. Sharing such information could put people or facilities at risk*

The guidelines provide basic instructions for responding to any given incidents, such as:

- Notifying school administrators of the incident
- Contacting emergency response agencies
- Assembling the emergency response team and implementing the incident command system
- Moving occupants from an area of danger to an area of safety
- Community/parent notification
- Sheltering or student release procedures
- Aftermath and recovery

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, 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:

- 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 Superintendent/Designee.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of Emergency Response Team.

Acts of Violence

Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan provides guidance on the districts policies and procedures for responding to direct acts of violence by students, 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:

- Determine the level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform the Building Principal/Superintendent.
- If necessary, initiate lockdown or lockout procedures and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures.

Note: The Stillwater Central School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

Response Protocols

The Incident Command System, Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

Arrangements for Obtaining Emergency Assistance from Local Government

A section on Emergency Communications in each Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the district:

- The superintendent or his or her designee in an emergency will contact the regional emergency dispatch center by calling 911. The dispatcher will determine the appropriate services needed by the school.
- The superintendent or his or her designee contacts highest-ranking local Village and/or Town officials to provide notification and/or request assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The district will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-level Emergency Response Plans 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. The types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: Saratoga County Office of Emergency Services, Adirondack Chapter of the American Red Cross, New York State Police, Saratoga County Public Health Department, Stillwater Police Department, Saratoga County Sheriff's Department, and Capital Region BOCES Health Safety Risk Management Services.

District Resources Available for Use in an Emergency

- A District & Building Resources and Supply Inventory is located in each Building-level Emergency Response Plan which identifies the district resources, which may be available during an emergency, which could include the identification of resources, such as available facilities, blankets, cots, food supply, communications equipment, fire extinguishers, first aid supplies, flashlights, bull horn, district vehicles and buses.

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

- Each Building-level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and manpower during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

Protective Action Options

- Each Building-level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

Section IV: Recovery

A. District Support for Buildings

- Each Building-level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at Stillwater Central School District. 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. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

B. Disaster Mental Health Services

- The Administrative team will be advised by the Crisis Response Team (School Psychologists, Social Worker, School Counselors, and School Nurses) who will assist in the coordination of disaster mental health resources through the 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 evaluating the district's plan for possible revisions.