

Greenwich Central School District

DISTRICT-WIDE SCHOOL SAFETY PLAN

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Greenwich Central School District
District-Wide School Safety Plan Table of Contents

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DISTRICT – WIDE SCHOOL SAFETY PLAN

PROJECT SAVE

(Safe Schools Against Violence in Education)

Commissioner’s Regulation 155.17

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 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 Greenwich Central School District supports the SAVE Legislation and facilitates the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Greenwich Central School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Greenwich Central School District Board of Education, the Superintendent of the Greenwich 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 **Greenwich 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 Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School’s Building-level Emergency Response Team.

- Upon the activation of the Building-level Emergency Response Team, the Superintendent of Schools or their designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan review and public comment

- This plan shall be reviewed and maintained by the Greenwich Central School 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 on the district’s website.
- Pursuant to Commissioner’s Regulation 155.17 (e)(3), the original plan was made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board only after at least one public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The initial plan must be (and 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 are available on the district’s website within 30 days of adoption. Building-level Emergency Response Plans are supplied to both local and State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The District-wide School Safety Plan provides the framework for the Building-level Emergency Response Plans. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will be used to assist school employees, students, parents and emergency responders learn one system that can be used in the Greenwich Central School District.

A. Identification of sites of potential emergency, including:

- The district-wide school safety team, in conjunction with local officials, has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.
- A list of areas has been identified as having the potential to impact within the district. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the Building-level Emergency Response Plans.

- The district team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the Building-level Emergency Response Plans.

B. The district has developed Multi-Hazard Action Guides. These guidelines are located in the Building-level Emergency Response Plans and are in ICS (Incident Command System) format. Plans for taking the following actions in response to an emergency where appropriate are, including but not limited to:

- Initial Actions
- Command Post Location (primary and secondary)
- School Cancellation
- Early Dismissal
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
- Evacuation/Relocation Sites (internal and external)
- Shelter in Place
- Lockdown
- Lockout
- Relocation
- Duck & Cover

Emergencies include, but are not limited to:

Air Pollution	Fire Alarm Activation	School Bus Accident
Anthrax/Biological	Flood	Severe Weather Emergency
Aviation Crash	Heating System Failure	Threats of Violence
Bldg. Structural Failure	Hostage Situation	Water Emergency
Bomb Threat	Intruder Situation	
Civil Disturbance	Loss of Building	
Crimes Against People	Loss of Buses	
Earthquake	Mass Casualty	
Elec. System Failure	Medical Emergency	
Energy Supply Loss	Natural Gas Leak	
Epidemic	Radiological	
Explosion	Rook Leak/Failure	

- C. The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.
- D. Using the ICS (Incident Command System) the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.
- E. The 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 following procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, fire drills, lockdown drills, table top exercises and Incident Command System training.
- F. The district conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. A debriefing concludes each test to determine if changes to the plan are necessary.

Section III: Responding to Threats and Acts of Violence

- A. The district refers to its Crisis Intervention Plan via the Post-Incident Response Team and the Multi-Hazard Emergency Action Guides located in the Building-Level Emergency Response Plans. These are reviewed by the District-wide School Safety Team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following types of procedures are addressed in the Building-level plans:
 - The use of staff trained in de-escalation or other strategies to diffuse the situation. Training is and will be offered through Character Education.
 - Informing the Superintendent or designee of implied or direct threats.
 - Determining the level of threat with the Superintendent and Building-level Team members.
 - Contacting appropriate law enforcement agency, if necessary.
 - Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the Emergency Response Team.
 - Communication with parents/guardians.
- B. The Multi-Hazard Emergency Action Guides in the Building-level Emergency Response Plans provide guidance on the district's policies and procedures for responding to direct acts of violence (i.e., Crimes Against Persons, Hostage Taking, Intruder and Kidnapping) by students, teachers, other school personnel and visitors to the school, including consideration

of zero-tolerance policies for school violence. The following types of procedures are addressed in the plan:

- Inform the Superintendent/designee
- Determine the level of threat with the superintendent/designee and the Building – level Response Team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate law enforcement agency.

NOTE: The **Greenwich 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.

C. Response protocols are identified in the Building-level Emergency Response Plans recommended by the NYS Police in the New York State Guide to School Emergency Response Planning and functional annexes (S.H.E.L.L.)

D. The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:

- 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.

E. The district has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the **Greenwich Central School District** the following communication methods will be taken:

- For small-scale incidents, school personnel will directly call the parents/guardians of all students directly impacted by any acts of violence. All other parents/guardians will receive an informational letter. The Crisis Intervention Plan and Post-Incident Response Team will be activated and available. If needed, as needed, community meetings will be scheduled in a timely manner for further discussion.
- For any major incident, the district will be working with the media (ex., TV, radio, Times Union Source Line) to relay pertinent school related information (i.e., how and where can parents be reunited with children, etc.) It is unfortunate, but important to remember that major emergencies can quickly tie up phone lines with in coming and out going calls and roads can be quickly blocked by the traffic of emergency vehicles, concerned parents and community members. School personnel will directly call the parents/guardians of all students directly impacted by any acts of violence. All other parents/guardians will receive an informational letter. Community meetings will be scheduled in a timely manner for further discussion and will include the Crisis Intervention Plan and Post-Incident Response Team.

Section IV: Communication with Others

- A. The Greenwich Central School District is fortunate to have substantial ties to the community of Greenwich and Washington County. If there were to be an emergency within our facility, that facility would call 911 for emergency assistance. If involvement is needed from other local government agencies, then the Superintendent or designee would act as that contact person. Additional procedures for communications can be found in the Building-level Emergency Response Plans including local emergency contacts and phone numbers, and the NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government. The following examples are the types of arrangements that could be used by the district:
- Superintendent (IC-Incident Commander or backup IC) in an emergency would contact the county dispatch center for fire, EMS, or police by calling 911.
 - Superintendent (IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.
- B. Arrangements 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 will be carried out through the protocols established in the NYS/BOCES Communication Flow Chart. The following are examples of the types of arrangements that could be used by the district during county-wide emergencies:
- Superintendent (IC or backup IC) in an emergency will contact the Washington County 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: Greenwich Police, Washington County Civil Defense Office, American Red Cross, Washington County Emergency Services Office, New York State Police, Washington County Sheriff, Washington County Mental Health Office and the Capital Region BOCES-Health/Safety/Risk Management Office.
 - If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee will notify the appropriate city officials (Example: Mayor, Highway Dept., City Administrator, and/or Public Safety). Likewise, should there be an emergency within the community that has the potential to impact the district, the Superintendent should be notified immediately.

- C. If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Superintendent or their designee will activate a phone tree to inform all necessary parties. The phone tree will be located in the Building-level Emergency Response Plans. Educational agencies within the district boundaries include: public and nonpublic elementary and secondary schools, public and private nursery schools, approved private schools for the education of pupils with handicapping conditions, and public and private schools for the education of preschool children with handicapping conditions.
- D. The confidential Building-level Emergency Response Plans contain the phone tree, and the following information about each educational agency located in the school district: school population; Number of staff; transportation needs; business and home telephone numbers of key officials of each such educational agency

Section V: Prevention and Intervention Strategies

- A. The district has developed policies and procedures related to school building security, including, where appropriate: visitor sign-in and badge procedures, employee badges, the use of security personnel, security devices and procedures, DARE officers, and exterior door security.
- B. The Greenwich Central School District has implemented procedures for the 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 or board, students and other persons deemed appropriate to receive such information. The district has and continues to participate in programs such as: Banana Splits, abduction prevention training, child abuse and prevention workshops, programs designed to provide staff on how to identify potentially violent behaviors and other risk factors, Girls Are Great Character Education, and Family Life Education. The district additionally employs school psychologists, social workers, special education staff and a school nurse who are instrumental in assisting the district in identifying early warning signs in students, early intervention/prevention strategies and the development of violence prevention instruction for staff.
- C. The district relies on appropriate prevention and intervention strategies such as:
- Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations
 - Non-violent conflict resolution training programs
 - Peer mediation programs and youth courts
 - Extended day and other school safety programs
 - Rapid Responder development, planning and training.

- D. The district has created and supports strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:
- Peer mediation;
 - Conflict resolution;
 - Creating a forum or designating a mentor for students concerned with bullying or violence, Establishing anonymous reporting mechanisms for school violence;
 - Others based on district need.
- E. The Greenwich Central School District has descriptions of duties, hiring and screening process, and requirements for the training of hall monitors and other school safety personnel. Currently, the school does not have hall monitors but will have descriptions if needed. This information is maintained in the district’s personnel office.

APPENDIX A: The following is a listing of all school buildings covered by the district-wide school safety plan:

BUILDING NAME	ADDRESS
Primary	10 Gray Ave
Middle Grade	10 Gray Ave
Jr/Sr High School	10 Gray Ave
Bus Garage	10 Gray Ave

APPENDIX B: Identification of Potential Hazardous Sites

- **COMMUNITY BASED LIST:** A list of areas have been identified as having the potential to impact within the district. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the Building-level Emergency Response Plans.
- **SCHOOL BASED LIST:** The district team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the Building-level Emergency Response Plans.