

**PEMBROKE CENTRAL SCHOOL DISTRICT**  
**DISTRICT-WIDE**  
**SAFETY PLAN**  
**Updated July 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 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 Pembroke Central School District supports the SAVE Legislation. 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 Pembroke Central School District-wide School Safety Plan was developed pursuant to Education Law §2801-a and Commissioner's Regulation §155.17. At the direction of the Pembroke School District Board of Education, the Superintendent of Pembroke 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 Pembroke Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parents, school safety, and other personnel.

The members of the team are identified by their positions.

**Chief Emergency Officer.** Matthew Calderón

**Administrator(s):** Nathan Work, Lisa Blake, Norman Foster, Matthew Calderón, Christie Maisano Brandon Ricci

**Teacher(s):** Anthony DiGiulio, Susan Schadt

**Safety Personnel:** Michael Nuwer, Deb Kern, Donna Hackett, Scott Strollo, Patrick Reeves (SRO)

### 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.
- The District Safety Team will meet annually to amend and update the Plan and will include various stakeholders: administrators, teachers, school nurses, parents, students, and local law enforcement. Input from all parties, as well as the Project Save template were used to develop the plan.
- 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.
- 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.
- Efforts may be supplemented by County and State resources through existing protocols.

### D. Plan Review and Public Comment

This plan is reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1st of each year after its adoption by the Board of Education. A copy of the plan will be available in the District Office.

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

### A. Prevention/Intervention and Strategies/Program

The Pembroke School District has implemented various programs and activities aimed at improving communication among students and between students and staff and the reporting of potentially violent incidents such as the establishment of:

- Non-violent conflict resolution techniques
- Peer mediation
- Extended day and other school safety programs
- Student mentors
- Establishing anonymous reporting mechanisms for school violence
- Other programs and activities based on District needs. The District may also want to describe what strategies it will develop, based on its needs assessment, to create a positive, safe learning environment for students, such as community involvement in the school's mentoring programs, and adjusting schedules to minimize the potential for conflicts and altercations.

### B. Training, Drills, and Exercises

1. Policies and procedures for annual multi-hazard school training for staff and students, including the strategies for implementing training related to multi-hazards.
  - The Districts **Chief Emergency Officer** will annually review with staff and students, their role in implementing the emergency response plan. Training will occur through use of specific meeting times at each school. Training will include discussions with trained emergency response

personnel from local responding agencies. Training modules will be specific for each building as outlined in the Building Level Safety Plans.

- The District will submit to NYSED certification that all district and school staff have been trained on the emergency response plan and will include components on violence prevention and mental health by September 15<sup>th</sup> of each school year or within 30 days of hire, whichever is sooner.
2. Procedures for the review and conduct of drills and other 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.
- Each year, the Superintendent will conduct at least one test of the emergency response procedures for each student occupied facility. All tests will be conducted in cooperation with local and county emergency management officials to the extent possible.
  - Table top drill reviews will be conducted by the administration to discern appropriate response knowledge as each individualized school safety plan requires.

### **C. Implementation of School Security**

Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and/or security devices or procedures.

- All staff are required to actively participate in measures outlined by the administration for providing school safety and security. These include:
  - Limiting access for all persons to one main entrance.
  - Wearing staff and visitor identification badges at all times.
  - Being cognizant of strangers in the building and stopping visitors who have not properly registered.
  - Providing adequate lighting in all areas.
  - Reducing and controlling traffic flow on campus.
  - Providing greeters for processing all visitors to student occupied buildings.
  - Training all staff on crisis intervention.

### **D. Vital Educational Agency Information**

The District maintains information about each educational agency located in the school District including information on: school population, number of staff, transportation needs, and business and home telephone numbers of key officials of each such educational agency on the school premises.

### **E. Early Detection of Potentially Violent Behaviors**

The District maintains policies and 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/guardian, students, and other persons deemed appropriate to receive such information.
- Administrators and counselors share pertinent intake information regarding specific students with staff.
- Special Education Staff meets regularly to discuss students and their IEP's.
- Selected staff meet systematically with probation officer, juvenile officers and social service staff.

- Assistant principals meet with staff after an incident to discuss strategy when necessary.

## **F. Hazard Identification**

The District has identified sites of potential emergencies, which includes the process for identifying the sites, the potential internal or external hazards or emergency situations, and the location of the potential sites. The list of sites of potential emergencies include: all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses, off-site field trips, and other potential emergencies that the District's planning team chooses to identify.

## **Section III: Response**

### **A. Notification and Activation (Internal and External Communications)**

The District has identified policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. The District's procedures include maintaining a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The District will ensure that the people listed in the chain of command in the Building Level Safety Plans understand their role and that they are known to emergency responders. The Incident Command System (ICS) chain of command in each school building includes the following roles:

- Superintendent
- School Principals
- Or other appointed designee

The Designated location of the ICS facilities and family reunification plans for each building can be found in the Building Level Safety Plans.

Key school personnel will have completed the NIMS IS-700: An Introduction and the IS-100.SC an Introduction to the Incident Command System, I-100 for Schools. NIMS and ICS terminology will be used during all tabletops, drills, and actual emergencies. After-incident debriefings of drills and real incidents and incorporation of corrective actions will take place when necessary.

The system may specify that in the event of an emergency, or impending emergency, the District will notify all principals or designees of facilities within the District to take the appropriate action.

The District will contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The District might include using local media in some instances, or using a phone tree with emergency contact cards provided by students.

### **B. Situational Responses**

1. Responses to the following types of incidents are outlined in the Building Level Safety Plans.
  - Threats of Violence
  - Hostage/Kidnapping
  - Natural/Weather Related Hazardous Material
  - Civil Disturbance
  - School Bus Accident
  - Gas Leak
  - Intruders

- Bomb Threat
- Chemical Spill
- Fire / Explosion
- Biological Material
- Epidemic

### **C. Responses to Implied or Direct Threats**

The following procedures will be used 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) might be used by the District:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

### **D. Responses to Acts of Violence**

The following procedures will be used for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedure(s) could be used by the District:

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

### **E. Response Protocols**

The District's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions, and kidnappings are outline in the Building Safety Plans.

### **F. Arrangements for Obtaining Emergency Assistance from Local Government**

The District has identified the procedures to be used to obtain assistance during emergencies from emergency services organizations and local government agencies.

- Superintendent/Designee in an emergency contacts 911 center for police, fire, or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

### **G. Procedures for Obtaining Advice and Assistance from Local Government Officials**

The District has identified the procedures to be used to obtain advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2B of the Executive Law.

- Superintendent/Designee in an emergency will contact the emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.

## **H. District Resources Available for Use in an Emergency**

District resources available for use in an emergency are outlined in the Building Level Safety Plans.

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

Procedures to coordinate the use of school district resources and manpower during emergencies are outlined in the Building Level Safety Plans.

## **J. Protective Action Options**

The District will respond and take the following actions in response to an emergency where appropriate:

- school cancellation
- early dismissal
- evacuation
- sheltering

### **a. School Cancellation Procedures:**

When any emergency occurs that requires the cancellation of school and related activities, such information will immediately be brought to the attention of the Superintendent of Schools. The Superintendent will immediately notify the school principal regarding the school closing. Upon deciding to close school, all members of the administrative staff will be contacted. Each administrator shall contact their respective staff. Once the notification process has begun, the Superintendent or his designee will contact the District's official radio and television stations.

Upon cancellation of school, ALL ACTIVITIES taking place at the school shall be cancelled without exception or regard for sponsorship. Their respective supervisors shall notify staff required to report.

### **b. Early Dismissal Procedures:**

When circumstances require the early dismissal of school, the Superintendent of schools shall immediately notify the Emergency Coordinator and establish a dismissal time. Such time shall be contingent upon the availability of transportation services and the timeliness of arranging for buses to gather at the school being dismissed. Once a time is established, the specific building administrator(s) shall be notified and he/she will notify staff of the dismissal time. All official radio and television stations shall be notified of the dismissal along with the Genesee Valley BOCES and appropriate private schools. Students attending classes outside the District shall also be dismissed early so as to complete the normal dismissal process as closely as possible.

Any students unable to enter either their home or the emergency dismissal alternate sites shall be returned to a designated area and their legal guardians will be contacted for direction.

### **c. Evacuation**

In the event a school building must be evacuated, the following procedure will be followed;

- Determine the level of threat – Superintendent or Designee.
- Contact Transportation Supervisor to arrange transportation – Designee.

- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to Building Principal.
- Make determination regarding early dismissal designee.
- If determination was made to dismiss early, contact local media to inform parents of early dismissal.
- Complete an Incident Reporting Form.
- Ensure adult supervision or continued school supervision and security.
- Set up an information center so that parents may make inquires as to the situation.
- Retain appropriate District personnel until all students have been returned home.

**d. Sheltering sites (internal and external)**

The District’s identified sheltering sites are outlined in the Building Level Safety Plans.

In the event a school building must utilize an internal or external shelter, the following procedure will be followed;

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing students or staff to designee.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate District personnel until all students have been returned home.

**Section IV: Recovery**

**A. District Support for Buildings**

District resources will support the Emergency Response and the Post-Incident Response Teams in the affected school(s) as needed.

**B. Disaster Mental Health Services**

The District office will assist in the coordination of Disaster Mental Health Resources in support of the Post-Incident Response Team, in the affected school(s).

**Appendices**