

PROJECT SAVE

(Safe Schools Against Violence in Education)

Broadalbin-Perth Central School District



SUMMARY

Building-Level Emergency Response Plan

For Public Hearing

Commissioner's Regulation 155.7

2011-2012 School Year

Introduction

Legislation requires that 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. Pursuant to Commissioner's Regulation 155.17 (e)(3), a summary of this plan is being provided for public comment 30 days prior to its 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 plans must be formally adopted by the Board of Education.

Describe the process used by the building in developing this Building-level Emergency Response Plan, including any strategies such as community or student involvement and collaboration. The school may describe the data or process used for needs assessment and implementation of the plan to meet the individualized needs of the school in keeping with the intent of Project SAVE. Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk 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 schools.

The Broadalbin-Perth Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section 1: General Considerations and Planning Guidelines

A. Purpose

The Broadalbin-Perth Central School's Building-level Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Broadalbin-Perth Central School District Board of Education, the Principals of Broadalbin-Perth Central School's appointed a Building-level School Safety Team and charged it with the development and maintenance of the School Emergency Response Plan.

B. Identification of School Teams

The Broadalbin-Perth Central School District has developed three emergency teams:

- Building-level School Safety Team
- Building-level School Emergency Response Team
- Building-level Post-incident Response Team

C. Concept of Operations

- The initial response to all emergencies at Broadalbin-Perth Central 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 will be reviewed periodically during the year and will be maintained by the Building-level School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), a summary of this plan will be made available for public comment at least 30 days prior to its 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 plans must be formally adopted by the Board of Education.
- 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 Building-level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

A. Designation of School Teams

- A Building-level School Safety Team, including the members required by regulation, has been created. Members of the team include: school safety personnel; local law enforcement officials; representatives of teacher, administrator, and parent organizations; local ambulance and other emergency response agencies; community members; other school personnel; and other representatives appointed by the Board of Education.
- A Building-level Emergency Response Team, including the members required by regulation, has been created. Members of the team include: school personnel, local law enforcement officials, representatives from local, regional, and/or State emergency response agencies; and other appropriate incident response teams.
- A Building-level Post-incident Response Team, including the members required by regulation, has been created. Members of the team include: school personnel; medical personnel; mental health counselors; and others who can assist the school community in coping with the aftermath of a serious violent incident or emergency.

B. Prevention/Intervention Strategies

- Training for emergency teams and safety officers, including de-escalation training, has been conducted as determined in the district-wide plan.
- Procedures for an annual review and the conduct of drills and exercises to test components of this school's plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials have been developed and will be implemented.
- The District-wide School Safety Plan requires annual multi-hazard training for students and staff. The school's plan describes how this training will be provided to staff and students in the building.

C. Identification of Sites of Potential Emergencies

- The District-wide School Safety Plan requires an identification of sites of potential emergency. The Building-level School Safety Team has identified both internal and external hazards that may warrant protective actions, such as the evacuation and sheltering of the school population.

Section III: Response

A. Assignment of Responsibilities

- A chain of command consistent with the National Interagency Incident Management System (NIIMS)/Incident Command System (ICS) will be used in response to an emergency in the building. In the event of an emergency, the building's response team may adapt NIIMS/ICS principles based on the needs of the incident.

B. Continuity of Operations

- The building has developed procedures to continue operations during an emergency.

C. Access to Floor Plans

- Procedures have been developed to ensure that crisis response, fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.

D. Notification and Activation

- Procedures have been developed to ensure that crisis response, fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.
- Internal and external communication systems have been developed that will be used in emergencies.
- Procedures are in place for notification and activation of the Building-level Emergency Response Plan.

E. Hazard Guidelines

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The school building's plan includes building-specific guidelines for the following types of emergencies: (examples)

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Others as determined by the Building-level School Safety Team
- Intruder
- Explosive/Bomb Threat
- Related Hazardous Material
- Biological
- Radiological
- Epidemic

F. Evacuation Procedures

- Policies and procedures have been developed for the safe evacuation of students, teachers, other school personnel and visitors to the school in the event of a serious violent incident which include at least the following:
 - Evacuation before, during and after school hours (including security during evacuation)
 - Evacuation routes (internal & external)
 - Sheltering sites (internal & external)
 - Procedures for addressing medical needs
 - Transportation
 - Emergency notification of persons in parental relation to the students
 - Other procedures as determined by the Building-level School Safety Team.

G. Security of Crime Scene

Policies and procedures have been established for securing and restricting access to the crime scene in order to preserve evidence from being disturbed or destroyed in cases of violent crimes on school property.

Section IV: Recovery

The Building-level Emergency Response Plan will be coordinated with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.

Short term actions for recovery include: (examples)

- Mental health counseling (students and staff)
- Building security
- Facility restoration
- Post-incident response critique
- Other

Long term actions for recovery include: (examples)

- Mental health counseling (monitor for post-traumatic stress behavior)
- Building security
- Mitigation (to reduce the likelihood of occurrence and impact if it does occur again)
- Other