

# ***GNC UFSO***

---



## **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 Educational Law Section 2801-a.

Greenburgh North Castle UFSD contains the following four academies:

### **Greenburgh Academy**

108 Shonnard Place  
Yonkers, NY, 10703  
Dave Gualtiere, Principal

### **Kenneth Clark Academy**

71 Broadway  
Dobbs Ferry, NY, 10522  
Dr. David Fine, Principal/Asst. Superintendent

### **REACH Academy**

45 East Gainsborg Ave.  
West Harrison, NY, 10604  
Paul Pizzutello, Principal

### **Kaplan Career Academy**

623 Blooming Grove Turnpike  
New Windsor, NY, 12533  
Jay Posephney, Principal

Greenburgh Academy, Kenneth Clark Academy, REACH Academy  
and Kaplan Career Academy are all accredited by the New York  
State Board of Regents.

Published by:  
The Greenburgh North Castle Union Free School District

## Introduction

---

Emergencies in schools are paramount 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 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 designed to meet the needs of all four schools within the District and is the foundation of the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, man-made, and technological 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 risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Greenburgh-North Castle Union Free School District supports the SAVE legislation. As such, the Superintendent of Schools encourages and advocates on-going District-Wide cooperation and support of Project SAVE.

---

## SECTION 1: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

---

### **Purpose:**

The Greenburgh-North Castle Union Free School District (GNC UFSD) Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Greenburgh-North Castle School Board, the Superintendent of the Greenburgh-North Castle School District convened a District-Wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

This plan seeks to develop a solid framework upon which the District can provide:

- A safe learning environment for our students
- A thorough and thoughtful process for responding to a wide range of emergency situations.
- An ongoing assessment of the district's safety policies, procedures, and implementations.

## Team Identification:

The GNC UFSD has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, school safety personnel, parents, child care agency staff, and other school personnel. The members of the team and their positions are as follows:

Dr. Carolyn McGuffog- Superintendent of Schools

Dr. David Fine – Assistant Superintendent of Instruction/Principal

Dr. Robert Maher – Board of Education President

Dr. Don Antonecchia –Chief Operating Officer St. Christopher’s Inc.

Dr. Robin Levine – Director of Pupil Personnel

Ms. Denise Rivera – Director of HR & Technology

Mr. John Marino – Director of Finance & Operations

Mr. Jay Posephney, Principal Kaplan Career Academy

Mr. Dave Gualtiere, Principal Greenburgh Academy

Mr. Paul Pizzutello, Principal REACH Academy

Mr. Marc Samet- P.E. Teacher, Greenburgh Academy

Mr. Anthony Camaj – Teacher, Greenburgh Academy

Ms. Raquel Campbell- Nurse, Dr. Kenneth B. Clark Academy

Ms. Susan Boccard- Nurse, Kaplan Career Academy

Shaneika Robinson- Nurse, Greenburgh Academy

Ms. Sarah McClennan- Nurse, REACH Academy

### **Concepts of Operation:**

1. The District-Wide School Safety Plan will be directly linked to individual Building Emergency Response Plans for each of our four academies. Protocols developed in the District-Wide School Safety 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 is notified, the District Emergency Response Team, if necessary, will be mobilized to respond, and when appropriate, local emergency officials will be notified (See School Crisis Response Handbook).

### **Plan Review and Public Comment:**

The District Safety Plan will be reviewed periodically and will be maintained by the District-Wide School Safety Team. The required annual review of the plan will be completed on or before July 1st of each year.

Pursuant to the Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to adoption. The District 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 at a public meeting.

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 Public Officers Law or any other provisions of law in accordance with Education Law Section 2801-a. Building-level Safety and Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

All building level safety plans will be reviewed annually and updated as needed, to remain current with the District Safety Plan, by individual Building Safety Committees. Each building level administrator will be responsible for facilitating this process.

---

## SECTION II: RISK PREVENTION AND INTERVENTION

---

Risk Reduction/Prevention and Intervention describe District policies and procedures that are in place to eliminate the possibility or the occurrence, or reduce the impact of an emergency if it does occur.

### **General Emergency Response & Prevention Planning:**

#### **A. Identification of potentially dangerous/hazardous sites**

1. Each school will identify and locate areas of potential emergencies in and around their building. The Assistant Superintendent and a building custodian will locate and map these sites. These sites are to include

electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-offs.

Representatives of local fire department personnel may assist in these efforts.

2. These locations will be listed in each School Building Safety Plan and placed in building maps supplied to police, fire, EMS and District personnel (See individual Building Plans).
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

**System Sites:**

Electrical Panels/shut off

Gas appliances

Sewage System

Ventilation/Air Conditioning

Gas lines/shut off

Heating plant

Structural failure

Water Supply/shut off

**Environment problem sites:**

Chemical storage

Paper supply storage

Science rooms and labs

Cleaning supplies

Art rooms

**Site Considerations:**

Nearby streams, ponds, rivers

Unprotected exterior gas,

Electric, air conditioning

Supplies or equipment

Bus Ports

Isolated areas near schools

Steep areas near schools

Dangerous and dated

recreational areas



**B. The District has made the following resources available in the event of an emergency:**

**1. Medical:**

- \* Nurses
- \* First Aid AED Defibrillators
- \* School Physician

**2. Security:**

- \* TCI School trained School Monitors

**3. Emergency Response:**

- \* Members of local police, fire and EMT's

**4. Post-critical Incident Response Personnel:**

- \* Psychologists
- \* School Counselor's
- \* Social Workers

\* Emergency equipment is available at each school building and in the health center of St. Christopher's.

**5. All communication devices available in each school:**

- \* Cell Phones
- \* PA Systems
- \* Fax Machines
- \* Land Line Phones
- \* Fire Alarms
- \* 2 way radios
- \* Internet/email

**(See School Crisis Handbook)**

**C. Description of procedures to coordinate the use of District resources and person power during emergencies:**

**1. Officials authorized to make decisions:**

- \* Superintendent
- \* Assistant Superintendent
- \* Directors
- \* Building Principals & Assistant Principals

**2. Personnel assigned to provide assistance:**

- \* Medical Staff
- \* TCI trained school monitors
- \* Psychological and clinical services staff

**D. Procedures for annual multi-hazard school safety training for staff and students:**

1. School Building Safety Committee will complete inspections and review of all buildings and plans in compliance with rescue regulations-part 155.4 (d) annually.
2. Any required staff trainings supplied by the District will be completed annually (blood-borne pathogens, hazmat training, Justice Center training). District staff, in accordance with state and District guidelines, will provide training.
3. All required student safety trainings will be completed annually (District approved fire prevention program and District approved student code of conduct).

**E. The District will conduct drills and other exercises to test components of the emergency response plan in accordance with the District approved Safety Plan schedule (see appendix 1). These include tabletop exercises, in coordination with local emergency responders and preparedness officials:**

1. Types of drills to be tested include:
  - \* Intruder Lock downs
  - \* Sheltering (Off Site)
  - \* District emergency preparedness
  - \* Communication Systems Check
  - \* School Emergency Response
  - \* Team Table Top Practices
  - \* Weather Related
  - \* Evacuations
  - \* Dismissal
  - \* Sheltering
  - \* Fire
  - \* Lock Out Drill
2. Appropriate staff training will be provided to ensure effectiveness.
3. Schools will keep a record of building drills and accountability forms (see appendix 2), and report this information annually to the District Safety Team for review.

**F. District wide suggested proactive security measures:**

- \* District schools will encourage use of a single point of entry
- \* We encourage that all doors be locked except the main entrance of each school.
- \* The entrance to each school building is monitored and visitors are required to sign in and out.
- \* Visitors and staff are required to wear identification.

- \* Visitor access is limited to specific locations.
- \* Escorting visitors is encouraged.
- \* The District will educate students, staff and parents about the importance of school safety. Appropriate training will be available.
- \* Schools will hold drills that help promote school safety.
- \* Schools will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students (critical incident process).
- \* The District will continue to investigate security devices and/or strategies to make the schools as safe as possible.
- \* Schools will develop procedures for anonymous reporting of threats of violence and bullying (critical incident process).

---

### SECTION III: RESPONDING AND REPORTING THREATS AND ACTS OF VIOLENCE

---

Responding and reporting threats and acts of violence is the plan used to identify and describe the district's policies and procedures for responding to acts of violence and other school emergencies.

#### **A. District Response to Emergency Situations**

1. The District procedure for cancellation or early dismissal is as follows:

The Superintendent and in his/her absence the Assistant Superintendent or Designee will review all

situations following the District's critical incident process. Immediate notifications will be made in discussion with Building Principals. Notifications to program Directors at St. Christopher's Inc. will be made by Building Principals. Families of day students will be notified through the District's automated school reach program, and all sending District CSE's will be notified by school social workers in consultation with principals and CSE chairperson. All other appropriate notifications will be made following the critical incident process (See critical incident process).

2. Procedures for evacuations are found in building plans. The evacuation procedures vary by school and situation. Plans include transportation available, evacuations and pedestrian evacuation (See School Crisis Response Handbook).
3. Procedures for sheltering On-Site vary from each school (See Individual Building Plans).
4. Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available (see individual building plans).
5. All procedures will include provisions for parental notification following the critical incident process for each Building Safety Plan.

6. Emergencies include but are not limited to:

Fire	Bomb Threat
Intrusions	Explosion
Kidnapping	Civil Disturbance
Anthrax	Electrical Malfunctioning
Hazardous Material	Missing Student
Hostage Taking	Abuse

\* Further details about these individual emergencies are referenced in the School Crisis Response Handbook.

**B. The district has developed the following safety and security procedures to protect students, staff and visitors from indirect and direct threats of violence.**

1. Reporting of threats or acts of violence to school authorities:

- A. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others, or property.
- B. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others, or property.
- C. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others, or property.

- D. Students, staff, parents and others will continue to be educated about the importance of reporting threats and the procedures of reporting.

## 2. Investigating threats or acts of violence:

- A. Following the critical incident process, the building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
- B. Serious acts will require involvement of police personnel (Violent offenses in accordance with SAVE requirements).
- C. Chronic offenders may require a functional behavior analysis, behavior intervention plan, committee of special education meeting to review and revise IEP, manifestation determination hearing, and/or police involvement.
- D. Threats placing students, staff, and others in imminent danger may require an immediate call to the police.

### 3. Reporting Incidents:

- A. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
- B. Incidents of violence, serious threats, bullying, intimidation, etc. may require involvement of the police.
- C. District and building administration are authorized to call the police to respond to the threat or acts of violence.

### 4. Removing Violent Individuals:

- A. Aggressively dangerous and violent students should only be therapeutically held by qualified staff (TCI certified). Police may be called to remove the student.
- B. Violent adults are to be reported immediately, the authorities called, and only removed by the police.
- C. Students and staff should be in lock down mode when violent people are in or around the school.



5. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent accident:
  - A. The critical incident process is to be followed (See building plans for police departments serving our school areas).
  
6. Identification of appropriate responses to emergencies:

\*See school crisis response handbook.

The following are examples of topics included in the School Crisis Response Handbook:

Fire	Weapons
Intrusions	Bomb Threat
Kidnapping	Explosion
Anthrax	Civil Disturbance
Hazardous Materials	Poisoning
Hostage Taking	Electrical Malfunctioning
Suicide	

7. Procedures for contacting parents, guardians, or persons in parental relation to the students of the district, in the event of a violent incident or early dismissal:
  - A. The Superintendent and in his/her absence the Assistant Superintendent will review all situations following the District's critical incident process. Immediate notifications will be made in discussion

with building principals. Notifications to program directors at St. Christopher's Inc. will be made by building principals. Families of day students will be notified through the district's automated school reach program, and all sending District CSE's will be notified by school social workers in consultation with principals and CSE chairperson. All other appropriate notifications will be made following the critical incident process. Supervision will be maintained as necessary (See critical incident process).

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

---

#### SECTION IV: RECOVERY

---

The recovery section of the plan is used to identify and describe the District's actions that will be taken after acts of threats or actual violent incidents, or other emergencies, which have had a major effect on the well being of students.

- A. GNC will work closely with the following agencies during the recovery period of an emergency:

\*Police

\*Fire

\*EMS

\*Local Hospitals

\*Environmental Control Agencies

\*Southern Westchester BOCES

- B. Obtaining Assistance from Government Officials:
1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies, and local government agencies are in the School Response Handbook.
- C. Communication system for informing all educational agencies of a disaster or emergency:
1. The Superintendent or his designee will oversee all communication within the District and all necessary stakeholders.
  2. All demographic information will be kept in district office and updated regularly.

## Appendices

- Appendix 1: District Approved Safety Plan Drill Schedule
- Appendix 2: School Building Emergency Accountability Form
- Appendix 3: School District Incident Forms (Critical & Non Critical)
- Appendix 4: First Responder Contact Information by Building
- Appendix 5: Sample Identification Card (Student & Staff)



### **District Approved Safety Plan Schedule 2017/2018**

**Fire Drills:** According to §807 of New York State Educational Law, each school building must conduct 12 drills annually; 8 of which will be conducted prior to December 1<sup>st</sup>. In addition to the 12 drills, 2 drills will be held during the summer school session; 1 within the first week of summer school.

Drills will be conducted as follows:

- September at least 3 drills
- October at least 3 drills
- November at least 2 drills
- The 4 remaining drills by May 15<sup>th</sup>

**Lockdown:** At least 1 Lockdown drill will be conducted within the first six weeks of the school year.

**Early/Emergency Dismissal Drill:** At least once a year each school building will conduct an “Early/Emergency” Dismissal Drill. Such a drill will take place no more than 15 minutes prior to the end of the school day. Parents/Guardians shall be notified at least 1 week prior to the drill. When possible such drills will be in cooperation with local emergency plan officials. All academies will schedule the drill on the first Monday of October.

*Each building will be responsible for conducting one test of its emergency plan or its emergency response procedures under each of its building level school safety plans by the first Monday of October.*

Check One: Drill  Actual



### District Emergency Accountability Form

School Building: KCA  GA  RA  KAPLAN

Incident: Fire  Lockout  Lockdown  Evacuation

Date: \_\_\_\_\_

Room/Location: \_\_\_\_\_

- 1) Classroom Teacher's Name: \_\_\_\_\_
- 2) Teaching Assistant's Name: \_\_\_\_\_
- 3) Other Adults' Names, if any, in Classroom:
- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 4) Number of Students, if any, in Classroom: \_\_\_\_\_

- 5) Names of Students, if any, in Classroom:

1)	9)
2)	10)
3)	11)
4)	12)
5)	13)
6)	14)
7)	15)
8)	16)

Completed by:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

- See attached documents for Critical and Non-Critical Incident Forms
- See attached document for Sample ID's
- First Responder Contact Info To be Completed by School Building Safety Teams