

## MADINA SCHOOL SAFETY PLAN

2022-2023

### INTRODUCTION

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. Schools are required to develop a 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.

#### Section I: General Considerations and Planning Guidelines

##### PURPOSE

The Madina School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

##### IDENTIFICATION OF SCHOOL TEAMS

Madina School has created a School Safety Team. The members of the team for 2022-2023 are:

Suzanne Karim, Principal, Madina School

Qari Amjad, Imam, Westchester Muslim Center

##### CONCEPT OF OPERATIONS

In the event of an emergency or violent incident, the initial response to all emergencies will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, where appropriate, will notify local emergency officials.

##### Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the School Safety Committee. This plan will be available for public review and comment on the Madina School website and approved annually by the Madina School Board prior to September 1st. A copy of the plan will be available at Madina School, 22 Brookfield Road Mount Vernon, NY 10552 and on the Madina School website.

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

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence or reduce the impact, of such emergency if it does occur.

## PREVENTION/INTERVENTION STRATEGIES

### PROGRAM INITIATIVES

The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:

\_\_\_ Non-violent conflict resolution training programs

\_\_\_ Peer mediation programs

\_\_\_ Character Education

\_\_\_ Social Skills Training

\_\_\_ Youth clubs

\_\_\_ Others based on building needs

### TRAINING, DRILLS, AND EXERCISES

Madina School shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training shall include periodic Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate.

Madina School annually performs twelve (12) fire & emergency drills which are timed and documented for review prior to the annual Fire Safety Inspection. Eight (8) of the twelve (12) drills are evacuation drills, and must be conducted between September 1 and December 31. The remaining drills are lockdown drills or other emergency drills. The efficacy of these drills is assessed annually by building administrators and teaching staff.

### IMPLEMENTATION OF SCHOOL SECURITY

Madina School uses the following security procedures in its school buildings: Additional security indicatives are in planning & development.

- a.) Securing those exterior doors not routinely used for student or staff entrance.
- b.) To the extent possible, limiting entrance to the main door of each school building.
- c.) Other security measures as deemed appropriate by the Board.

#### VITAL EDUCATIONAL AGENCY INFORMATION

Madina School collects and maintains vital educational information, i.e. student enrollment, number of staff, etc.

Location: 22 Brookfield Road

Contact Person: Suzanne Karim

Phone Number: 914-668-8786

Enrollment: 50

(Updated February 2023)

The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for Madina School staff. These professionals, among other duties, support at risk students to ensure successful adjustment to class by providing them with conflict resolution skills and appropriate communication strategies.

Where a student is deemed by an appropriate staff member to require attention in this area the school principal and teacher representatives shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents shall be contacted.

#### HAZARD IDENTIFICATION

Madina School is evaluated annually for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, biological contamination, and site security. The most recent evaluation was performed on February 27, 2023. The next evaluation will take place during February 2024.

### Section III: Response

#### NOTIFICATION AND ACTIVATION (INTERNAL AND EXTERNAL COMMUNICATIONS)

In the event of a violent incident, either implied or direct, Madina School shall utilize the county's 911 system to contact available law enforcement personnel.

In the event of an emergency or disaster that may impact school facilities or programs, Madina School will use the following means to communicate with all educational facilities within the agency.

Telephone/Cell Phone

Fax/Email

[www.madinaschoolwmc.org](http://www.madinaschoolwmc.org)

In the event of an early dismissal, or other event that warrants such action, persons in parental relation shall be notified via one of the following: local media, the use of telephone chains, School Remind, and web postings.

#### SITUATIONAL RESPONSES

##### Multi-Hazard Response Protocols

Madina School has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

#### **BOMB THREAT**

- Evaluate and identify the threat situation. Use Bomb Threat Instruction Form
- Call 911.
- Do NOT use Fire Alarm.
- Notify building administration
- Initiate a Hold in Place Advise All Staff to scan their area for anything unusual or suspicious.
- Scan and clear area that students are to be moved to. If necessary, evacuate the Building. Take student information (football).
- Move students so that they are clear of the building.
- Shut off all radios and cell phones.
- Set up command post.

- Wait for Emergency Services, inform them and follow their directions.
- If necessary, institute a “Return Home” or “Off Site” plan, or
- Terminate emergency. Resume instruction.

#### **INTRUDER**

- Administrator in charge to Identify and Evaluate situation
- Call 911.
- Immediate Lockdown Procedures announced and followed.
- Wait for Emergency Services, inform them and follow their directions.

#### **HOSTAGE SITUATION**

- Identify and evaluate situation. Who is in the area? Are there any other hazards?
- Call 911.
- Initiate a lockdown or evacuation.
- Check that all students and staff are accounted for.
- Notify parents.
- Set up command post.
- Wait for emergency services. Notify and advise of the situation and follow their instruction.
- Contact Home Schools.
- If necessary, institute a “Return Home” or “Off Site Sheltering” plan, or
- Terminate emergency. Resume instruction.

#### **KIDNAPPING**

- Identify and evaluate situation
- Call 911
- Notify parents.
- Set up command post.
- Wait for police, emergency services. Notify and advise of the situation and follow their instruction.

#### **PHYSICAL ASSAULT OR THREAT**

- Staff should assess situation and contact Crisis Intervention who will attempt to break up confrontation and de-escalate situation according to building policy.

- Call 911 if needed

#### **SNOW/ICE STORM**

- Monitor weather radio warnings
- If necessary, institute “Shelter” or “Return Home” plan.

#### **HAZARDOUS MATERIALS INCIDENT**

- If incident is inside the building move everyone away from the area of the spill/leak and perform a normal building evacuation.
- Call 911.
- If incident is outside the building initiate a Hold in Place and call 911.
- Wait for police, emergency services and follow their instruction.

#### **THUNDER/LIGHTNING STORM**

- Monitor weather radio warnings
- Based on radio warnings, curtail all outdoor activities and immediately bring all students and staff inside building
- Continue normal indoor activities until weather radio warnings warrant moving staff and students to pre-designated sheltering locations.

#### **FIRE**

- Sound alarm if not already activated.
- Evacuate building.
- Move students clear of building.
- Check to see if all students are accounted for.
- Set up command post.
- Wait for the fire department to arrive.
- If necessary, institute an “Off Site Sheltering” or “Return Home” plan.
- Terminate emergency. Resume instruction.

#### **EXPLOSION**

- Sound fire alarm.
- Move students clear of the building.
- Check to see if all teachers have all students accounted for.
- Set up command post.

- Wait for emergency services (fire department, police) to arrive and advise of situation.
- If necessary, institute a “Return Home” or “Off Site Sheltering” plan.
- Terminate emergency. Resume instruction.

#### **GAS LEAK**

- Upon discovery of a gas leak or detection of odors notify: school principal.
- Building Administrator or designee will call 911 to alert fire service.
- Evacuate the building leaving lights as they are. DO NOT use the fire alarm.
- Move students clear of building.
- Wait for the fire department to arrive.
- If necessary, institute a “Return Home” or “Off Site Sheltering” plan.
- Terminate emergency. Resume instruction.

#### **SYSTEM FAILURE**

- Assess situation. Determine if problem is internal or external.
- If there is a question of safety of the building occupants initiate evacuation. Otherwise Hold in Place.
- If necessary, institute “Shelter” or “Return Home” plan.
- If necessary, institute a “Return Home” or “Off Site Sheltering” plan, or
- Terminate emergency. Resume instruction.

#### **STRUCTURAL FAILURE**

- Assess situation. Determine if problem is internal or external.
- If there is a question of safety of the building occupants initiate evacuation. Otherwise Hold in Place.
- If necessary, institute “Shelter” or “Return Home” plan.
- If necessary, institute a “Return Home” or “Off Site Sheltering” plan, or
- Terminate emergency. Resume instruction.
- Contact design professionals.

#### **SICK/INJURED PERSON**

- Identify injured or sick person
- Contact building administration

- Follow procedure according to building policy
- Initiate Hold in Place.
- If needed parents or family members will be notified.

#### RESPONSES TO ACTS OF VIOLENCE: IMPLIED OR DIRECT THREATS

Students and staff of Madina School are expected to abide by normal standards of civility as outlined in the Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. This includes direct/implied threats of suicide or self-harm by a student. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, District Superintendent, those in parental relation) based on the nature of the threat.

The Madina School Code of Conduct contains Policies and Procedures regarding conduct on school property.

#### ACTS OF VIOLENCE

Any act of violence against another, by a student, staff member or visitor, will be not be tolerated by Madina School. In the event of such an incident the building administrator or his/her designee shall notify law enforcement, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

#### ARRANGEMENTS FOR OBTAINING EMERGENCY ASSISTANCE FROM LOCAL GOVERNMENT

When appropriate, Madina School will make use of the following local government agencies during emergencies:

Fire, Police, Medical: 911

#### PROCEDURES FOR OBTAINING ADVICE AND ASSISTANCE FROM LOCAL GOVERNMENT OFFICIALS

When deemed appropriate, the building administrator or his/or designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

#### DISTRICT RESOURCES AVAILABLE FOR USE IN AN EMERGENCY

Madina School is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, water, fire extinguishers, flashlights, and emergency phone number lists.

#### PROCEDURES TO COORDINATE THE USE OF SCHOOL DISTRICT RESOURCES AND MANPOWER DURING EMERGENCIES



The use of manpower and resources during an emergency shall be coordinated at each facility by the building administrator or director with direction from the building administrator or his/her designee.

An inventory of resources will be made periodically but no less than annually and following each activation of the Madina School Safety Plan.

#### PROTECTIVE ACTION OPTIONS

##### (a) School Cancellation or Delay

The cancellation or delay of Madina School educational programs shall be made by the Board or designee. The decision to cancel or delay school shall follow the established chain of command.

##### (b) Early dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending blizzard). The decision to dismiss school early shall be made by the Board or his/her designee. Persons in parental relation shall be notified via one of the following ways: the use of telephone chains, School Remind and web postings.

##### (c) Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the building administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

##### (d) Sheltering

Sheltering, inside the school, is implemented under conditions when it is safer for students and staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision

to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). A code or similar system should be in place to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged.

#### (e) Terrorist Threats & Activities

In the event of terrorist threats or activities, building administrators or his/her designee shall follow the recommended actions outlined in the NYS Homeland Security and Emergency Services. The actions recommended are based on the level of alert declared by the state and federal governments.

#### Section IV: Recovery

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The Madina School administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

A. Madina School will support the Emergency Response Teams and the Post-Incident Response Teams following an emergencies or disasters by providing both financial and logistical support. The agency will also assist these teams by interfacing with relevant regulatory agencies and the media.

B. Madina School shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

The 2022-2023 plan was approved at the August 11, 2022 Board meeting.