

# VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR

## SCHOOL SAFETY PLANS AND TEAMS

Policy 5150

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Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive District-wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the District-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire School District community. The plans shall be designed to endeavor to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the School District's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in School District schools.

In accordance with state law and regulation, the School District shall have the following school safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

### Comprehensive District-wide School Safety Team and Plan

The Board of Education shall annually appoint a District-wide school safety team that includes, but is not limited to, a representative from the following constituencies: the Board of Education, teachers, administrators, and parent organizations, School District safety personnel and other School District personnel. This team shall be responsible for the development and annual review of a comprehensive District-wide school safety plan. The plan shall cover all School District school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the School District level. It shall include all those elements required by law and regulation.

The Board of Education, in its discretion, may appoint a student representative to the District-wide school safety team. However, no confidential building-level emergency response plan(s) shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plan(s), or confidential portions of the District-wide emergency response strategy.

The Superintendent of Schools or his/her designee shall be the School District's chief emergency officer and shall coordinate communication between School District staff, law enforcement and first responders.

### Building-level emergency response teams and plans

Each Building Principal shall be responsible for annually appointing an emergency response team that includes representation from teachers, administrators, parent organizations, School District safety personnel, other School District personnel, community members, law enforcement officials, fire officials and other emergency response agencies, and other representatives the Board of Education deems appropriate. The emergency response team shall be responsible for the development and review of a building-level emergency response plan for each School District building. The plan(s) shall address communication, emergency response (including insuring that local responders have access to floor plans, blueprints, and other appropriate maps of School District property and the immediate surrounding area), and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the building level emergency response plans shall designate:

- an emergency response team that includes appropriate School District personnel, law enforcement officials, fire officials and representatives from local, regional and/or state emergency response agencies to assist the School District community in responding to a serious violent incident or emergency;
- other appropriate incident response teams; and
- a post-incident response team that includes appropriate School District personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least two (2) tests every school year of the emergency response procedures under this plan including procedures for sheltering, early dismissal, drills and other exercises to test the components of the plan.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

### Annual Review and Report

Each safety plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If either plan requires change, then the updated plan shall be submitted to the Board of Education for review and approval. In the case of the District-wide safety plan, the updated plan will be submitted to the Board of Education in time to allow thirty (30) days for public comment and to hold a public hearing which provides for the participation of School District personnel, students and other

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interested parties prior to Board of Education adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools or his/her designee shall be responsible for filing the District-level school safety plan and any amendments to the plan with the Commissioner of Education within thirty (30) days after their adoption. The Superintendent of Schools or his/her designee shall be responsible for filing the building-level emergency response plan for each building and any amendments to the plan with the appropriate law enforcement agency and the state police within thirty (30) days after their adoption.

Ref: Education Law §2801-a  
Executive Law §2B  
8 NYCRR Part 155

Adoption date: May 22, 2019