

**Edinburg Common School District
District Wide School Safety Plan**

PROJECT SAVE
(Safe Schools Against Violence in Education)
EDINBURG COMMON SCHOOL DISTRICT – WIDE
SCHOOL SAFETY PLAN
Commissioner's Regulation 155.17

INTRODUCTION 2

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES 3

- A. PURPOSE 3
- B. IDENTIFICATION OF SCHOOL TEAMS 3
- C. CONCEPT OF OPERATIONS 3
- D. PLAN REVIEW AND PUBLIC COMMENT 4

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES 5

- A. PREVENTION/INTERVENTION STRATEGIES 5
- B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR 6
- C. *Hazard Identification* 7
- Hazard Assessment* 7

SECTION III: RESPONSE 8

- C. NOTIFICATION AND ACTIVATION 8
- B. Situational Responses* 8
- Early dismissal* 10
- Cancellation* 10
- In the of school cancellation, the Superintendent or her designee will contact he following personnel/entities:* 10

SECTION IV: RECOVERY 11

- A. DISTRICT SUPPORT FOR BUILDING 11
- B. DISASTER MENTAL HEALTH SERVICES 11

**Edinburg Common School District
District Wide School Safety Plan**

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 HAMILTON-FULTON-MONTGOMERY BOCES, in coordination with the EDINBURG COMMON 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 I: General Considerations and Planning Guidelines

A. Purpose

The Edinburg Common District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Edinburg Common School District Board of Education, the Superintendent of the Edinburg Common 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 Edinburg Common School District has created a District-wide School Safety Team. The members of the team and their positions or affiliations are as follows:

<i>Team Member</i>	<i>Representing</i>
Carol Sniezyk	Medical staff
John Flood	Support staff
John Olmstead	Response personnel
Kimberly S. Hromada	Administration
	Building Maintenance/response personnel
Sandy L. Moore	Chief Emergency Officer
Jessica Kirby-Barnes	BOCES HSRM
Krissy Petruso	Parent Member

C. Concept of Operations

The District-wide School Safety Plan shall be directly linked to the Building-level Emergency Response Plan. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of the Building-level Emergency Response Plan.

The School Emergency Response Team will make the initial response to an emergency or violent incident.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or 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.

**Edinburg Common School District
District Wide School Safety Plan**

D. Plan review and public comment

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plan 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.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be 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 1 of each year after its adoption by the Board of Education. A copy of the plan will be available during normal working hours at the main office of the district.

Section II: Risk Reduction/Prevention and Intervention Strategies

A. Prevention/Intervention Strategies

Program Initiatives

In order to provide a safe learning environment and increase communication between students and staff the following programs have been established with the assistance of the school counselor:

- Non-violent conflict resolution programs
- Peer-mediation
- An anonymous forum for students concerning bullying and / or violence

Training, Drills, and exercises

Three levels of annual multi-hazard school training will be considered in this plan:

- a) responder training for members of the Incident Response and Post-Incident Response teams conducted by the BOCES HSRM staff in the first week of the school year
- b) general staff awareness training conducted during Superintendent's Conference Day by BOCES HSRM staff; and
- c) general student awareness training of emergency response procedures conducted by building staff during the first week of school at a minimum and additional times throughout the year as warranted.

Each year the District-Wide School Safety Team, in consultation with local response agencies, will plan appropriate emergency response drills at both the district and building levels.

Review of each exercise was done by the District-Wide School Safety Team.

Implementation of School Security

The district has implemented a visitor badge/sign-in procedure located at the main office as the first step in school security. Additional measures, such as dog searches will be conducted when necessary.

Edinburg Common School consists of only one building, grades PreK-6 with 82 students. The school does not have hall monitors or school security personnel.

Vital Educational Agency Information

Due to the location of the Edinburg Common School district there are no additional educational agencies

**Edinburg Common School District
District Wide School Safety Plan**

inside of district boundaries. Edinburg Common School consists of only one building, grades PreK-6 with 75 students and 30 staff members.

B. Early Detection of Potentially Violent Behavior

Copies of the Lieutenant Governor’s Brochure “Protect Your Child From Violence, A Resource For Parents” will be distributed to staff, students and parent as deemed appropriate by the Superintendent.

C. Hazard Identification

<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>
Playground areas	external
Off-site field trips	external
School buildings	Internal or external
Weather emergencies	external

Hazard Assessment

Type	Predictability	Approx. Frequency	Warning Time	Seriousness	Possible Responses
Intruder	1	5	1	3,5	3
Bomb Threat	1	5	1	5	3,4
High Winds	3	2	2	5	1,3
Bus Accident	1	5	1	3	7
Winter Storm	5	1	4	5	1,6

Predictability: 1) unpredictable through 5) very predictable
 Frequency: 1) more than once/year; 2) annually; 3) every 2-3 years; 4) every 5-10 years; 5) rarely
 Warning Time: 1) none; 2) minutes; 3) hours; 4) days; 5) exact likely dates known
 Seriousness: 1) disaster (entire community w/casualties); 2) disaster (entire school w/casualties); 3) emergency (affects one or more individuals w/casualties); 4) emergency (entire community no casualties); 5) emergency (entire school no casualties)
 Possible Responses: 1) Shelter-in-Place; 2) Lockout; 3) Lockdown; 4) Evacuate; 5) Hold-in-Place; 6) Early Dismissal 7) External emergency response

Section III: Response

C. Notification and Activation

The report of an incident or a hazard's development will be reported to the Superintendent or her designee as soon as possible following its detection.

The building will utilize both internal and external communications in emergencies:

Telephone		Local media
Intercom	Bus radio system	NOAA Weather Radio
District radio system (portables)	Runner system	Emergency Alert System (EAS)

When a situation warrants (i.e. early dismissal, violent incident) the district will enact the early dismissal plan contacting emergency names that have been provided on the emergency contact cards.

B. Situational Responses

The district has placed in the building level plan, procedures for the following situations:

- Threats of Violence
- Hostage/Kidnapping
- Natural/Weather Related
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Intruder
- Explosive/Bomb Threat
- Hazardous Material
- Biological
- Radiological
- Epidemic

Responses to Acts of Violence: Implied or Direct Threats

The district will incorporate the following personnel when responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school:

- Superintendent or her designee
- Emergency response team, if necessary
- Staff aware of de-escalation techniques
- Law enforcement if necessary, 911 will be called and the Saratoga County Sheriff Department or 1st responding agency will respond