

# **RANDOLPH ACADEMY UNION FREE SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN**

**BOE Adoption: July 7, 2020**

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State School 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 are at risk for 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 Randolph Academy supports and complies with the SAVE Legislation, and is intent on being proactive and reflective regarding the planning process. The Superintendent of the Randolph Academy UFSD encourages and advocates for on-going district-wide cooperation in support of Project SAVE.

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

### **A. Purpose**

The Randolph Academy UFSD District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 and Education Law 2801-a.

### **B. Identification of School Teams**

The Randolph Academy UFSD Board of Education, upon the recommendation of the Superintendent, appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

The District-wide School Safety Team consists of, but is not limited to, representatives of the School Board, students, teachers, administrators, parents, school safety personnel and other school personnel.

### C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for Randolph Academy UFSD. The protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plan.
- The development of the District-wide safety plan was a collaborative effort involving members of the district-wide safety team, law enforcement officials, and local emergency service coordinators. The plan was further developed utilizing the guidelines provided the by the New York State Education Department, in consultation with Homeland Security and the New York State Police.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The Randolph Academy Union Free School District consist of the following facilities:

Randolph Academy – Randolph Campus	Randolph Academy – Hamburg Campus
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The District’s Chief Emergency Officer is the Superintendent. In the absence of the Superintendent, the designee is the Building Principal. All information pertaining to an emergency or violent incident will be directed to either the Building Principal/designee or the Superintendent/designee.

- 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 be notified by calling **911**.
- County and State resources through existing established protocols may supplement emergency response efforts.

### D. Plan Review and Public Comment

This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.

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

While linked to the District-wide School Safety Plan, the 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 District-wide School Safety Plan and amendments will be submitted to the New York State Education Department as requested. Building-level Emergency Response Plans will be supplied to the: Hamburg Police, Big Tree Fire Department, Randolph Fire Department, Erie County Sheriff, Cattaraugus County Sheriff and New York State Police within 30 days of adoption.

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

### **A. Prevention/Intervention Strategies**

#### **Program Initiatives**

The Randolph Academy Union Free School District regularly conducts programs for students, staff and parents, such as:

- Non-Violent Conflict Resolution Training Programs
- Student Mentoring Program
- Transportation Safety Program
- Student Study Circles
- Transition Program for Students entering Grade 6 and Grade 9
- Character Education
- Counseling Program
- Bullying Prevention Program
- Fire Safety Program
- New York State Police Safe Schools Program concerned with bullying and violence prevention
- National Incident Management System (NIMS) training for emergency response team members
- Project SAVE Violence Prevention Training
- Restorative Justice program
- New York State School Safety Guide (2007)

#### **Training, Drills, and Exercises**

The Randolph Academy Union Free School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. The district has established the following procedure(s) for multi-hazard school safety training for staff and students and will annually:

- Review building emergency response procedures will occur with staff by

September 15<sup>th</sup> of each school year or within 30 days of hire.

- Fully participate in the Annual Early Dismissal - Go Home Evacuation Drill.
- Conduct eight evacuation drills
- Conduct four lock down drills
- Conduct three School Bus Safety and Evacuation Drills

Eight of these emergency drills will be completed by December 31<sup>st</sup> of each school year. Directly following each emergency drill a debriefing will be conducted to evaluate the exercises and determine if changes to the emergency response plan are necessary.

### **Implementation of School Security**

The Randolph Academy Union Free School District has developed policies and procedures related to school building security, including the following:

- Annual security audits were conducted by local law enforcement, local fire department officials, insurance companies and BOCES risk management personnel
- All school facilities have a secured front entrance with video surveillance and remote door access hardware.
- All visitors who enter the building are directed to the Main Office to sign-in and receive a badge. Anyone who is found in the building without a badge is directed back to the Main Office to sign in.
- Digital video surveillance system is available throughout the High School/Middle School and Elementary School at both campuses.

Note: Policies and procedures are continually being evaluated and shaped by real life experiences, such as bomb threats, lockdowns, and other potentially disruptive events.

### **Vital Educational Agency Information**

The Randolph Academy Union Free School Central District consists of two education facilities, located in Randolph, New York and Hamburg, New York.

The district has collaborative agreements with neighboring school districts Randolph Central School District and Frontier Central School District to assist as needed in the event of an emergency. The Randolph campus will utilize the New Directions Youth and Family Services facility as an initial resource.

## **B. Early Detection of Potentially Violent Behaviors**

The Randolph Academy Union Free School District has policies and procedures for dissemination of informational materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community, and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district.

## **C. Hazard Identification**

The identification of sites of potential emergencies is located in *Maps & Diagrams* in each of each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram.

## **Section III: Response**

### **A. Notification and Activation of Internal and External Communications**

The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.

In the event of an emergency staff, students and visitors will be contacted in one or more of the following manners:

- Telephone (land line and cellular)
- Intercom
- Runner with verbal message
- Email
- Radio System
- Automated calling system
- Instant messenger

The district has requires staff and students who discover an emergency situation or impending emergency, to notify the building Principal and provide him/her with information on the nature of the event. In the event that the building Principal cannot be reached, the Superintendent will be contacted.

Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-level Emergency Response Plan. This includes using local media in some instances or the Automated Notification System.

### **B. Situational Responses**

The district has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building level

Emergency Response Plan. The emergencies addressed in the plan include, but are not limited to:

Threats of Violence	Hostage/Kidnapping	Natural/Weather Related
Civil Disturbance	School Bus Accident	Gas Leak
Intruder	Explosion	Bomb Threat
Hazardous Materials	Mass Casualty	Biological Threat
Public Health Threat	Radiological	Water Emergency
Loss of Facility	Loss of Transportation	Building Structural Failure

- Others as determined by the Building-level School Safety Team
- These guidelines are not open for public comment or review. Sharing such information could put people or facilities at risk

The guidelines provide basic instructions for responding to any given incidents, such as:

- Notifying school administrators of the incident
- Contacting local emergency response agencies
- Assembling the emergency response team and implementing the incident command system
- Moving occupants from an area of danger to an area of safety
- Community/parent notification
- Sheltering or student release procedures
- Aftermath and recovery

**Responding to Acts of Violence: Implied or Direct Threats**

The Building-level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The following procedures are addressed in the plan, and could be used by the district:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform the Building Principal of implied or direct threat.
- Determine the level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor the situation, adjust the district's response as appropriate
- Implement procedures in Building Safety Plan.

**Acts of Violence**

The Building-level Emergency Response Plan provides guidance on the District’s policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Determine the level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform the Building Principal/Superintendent.
- If necessary, initiate lockdown or lockout procedures and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering, or evacuation procedures.

Note: Randolph Academy Union Free School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.

### **C. Response Protocols**

The Incident Command System, Multi-Hazard Emergency Response Action Guidelines in each Building-level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

### **D. Arrangements for Obtaining Emergency Assistance from Local Government**

A section on Emergency Communications in each Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the district:

- The superintendent or his or her designee in an emergency will contact the regional emergency dispatch center by calling 911. The dispatcher will determine the appropriate services needed by the school.
- The superintendent or his or her designee contacts highest-ranking local Village and/or Town officials to provide notification and/or request assistance.

#### **Procedures for Obtaining Advice and Assistance from Local Government Officials**

The district will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-level Emergency Response Plans for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. The

types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.

### **E. District Resources Available for Use in an Emergency**

A District & Building Resources and Supply Inventory is located in each Building-level Emergency Response Plan which identifies the district resources, which may be available during an emergency, which could include the identification of resources, such as available facilities, blankets, cots, food supply, communications equipment, fire extinguishers, first aid supplies, flashlights, bull horn, district vehicles and buses.

### **Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

Each Building-level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and manpower during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.

### **F. Protective Action Options**

Each Building-level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

## **Section IV: Recovery**

### **A. District Support for Buildings**

Each Building-level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at Randolph Academy Union Free School District. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Emergency Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.

### **B. Disaster Mental Health Services**

The Administrative team will be advised by the Building Level Emergency Response Team who will assist in the coordination of disaster mental health resources including community resources, neighboring school districts, and other mental health resources



to fully support members of the school community, such as the Cattaraugus County Department of Community Services and the Erie County Department of Mental Health.

A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluating the district's plan for possible revisions.