

GREENPORT UNION FREE SCHOOL DISTRICT
Greenport, New York 11944



District-wide
School Safety Plan

2020 - 2021



Greenport Union Free School District

720 Front Street Greenport, NY 11944-1599

Phone: (631) 477-1950 Fax: (631) 593-8951 Website: www.gufsd.org

Marlon C. Small, Superintendent



INTRODUCTION

General Considerations

The Greenport Union Free School District developed a District-Wide School Safety Plan pursuant to Commissioner's Regulations 155.17. The plan is a guideline to address the following:

- Prompt reaction to implied or direct threats of violence to or from students, staff, and visitors
- Coordination and communication with local emergency services, community resources, and parent and/or guardians
- Appropriate prevention and intervention strategies
- School building security
- Yearly school safety training and safety drills

Identification of School Team

The Greenport Union Free School District has appointed a district-wide school safety team. The members of the team include the following:

- Superintendent
- Assistant Superintendent of Business
- Assistant Superintendent for Technology & Administrative Services
- Assistant Plant & Facilities Administrator
- High School Principal
- Elementary Principal / Director of Special Education
- School Board Member (2)
- Teacher Union Representative (1-2)
- CSEA Union Representative
- School Nurse
- School Psychologist
- Parent / PTO Member

Mission and Goals

The mission of the Greenport Union Free School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency services and community resources
4. Aid in recovery from disasters



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The goals of the Greenport Union Free School District are to:

1. Provide emergency response plans, services, training and supplies for facilities and employees
2. Ensure the safety and supervision of students, faculty, staff, and visitors to the school
3. Restore normal services as quickly as possible
4. Coordinate the use of school personnel and facilities
5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

Building-Level Emergency Response Plan

Districts are also required to develop building-level emergency response plans. These plans are submitted to the New York State Education Department and State Police for review and approval. Building-level emergency response plans include protocols for various events including, but not limited to, evacuation, lockout, and hold-in-place. To maintain security and comply with NYS Education Law §2801-a(6), building-level emergency response plans shall be confidential and are not subject to disclosure under the Freedom on Information Law or any other law.

Concept of Operation

The District-Wide School Safety Plan is crucial to guiding the building-level emergency response team in developing their Building-Level Emergency Response Plan.

The District-Wide School Safety Plan was developed as a resource for the school buildings. In the event of an emergency or violent incident, it serves as a guide for mobilizing the district's and local government agencies resources to provide a unified response to incidents. The plan strives to eliminate duplicate efforts, and provide a clear and concise direction for necessary responses in the event of an emergency. In the event of an emergency or violent incident, the initial response will be managed by the School Emergency Response Team. The Building Principal, or other administrator in charge, is responsible for notifying the Superintendent or his/her designee. This notification shall be accomplished through the use of a telephone or the district's in-house radio network. When appropriate, local emergency and community resources are to be activated to supplement the district's response to existing protocols. The plan shall be reviewed periodically and maintained by the District-Wide School Safety Team.

ORGANIZATIONAL STRUCTURE FOR EMERGENCY MANAGEMENT

Most schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. School organization for emergencies include a district-wide school safety team and school emergency response teams.



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District-Wide School Safety Team

The District-Wide School Safety Team develops emergency operations plan for the district and schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards. The DWSST is familiar with federal and state legislations pertaining to school safety planning and develops/implements the District Wide Safety Plan. DWSST members will meet periodically with local, county and state representatives to refine emergency response protocols and coordination of local resources.

School Emergency Response Team

In the event of an emergency or violent incident at a school, the initial response will be from the School Emergency Response Team. The SERT will follow the protocols outlined in the Building Level Emergency Response Plans. The existence of SERT is to provide necessary coordination to insure safety and supervision in a major crisis. Each school has developed their own unique emergency response safety and crisis management plan. The SERT is made up of staff members who are trained in an event of an emergency and typically do not have consistent and direct responsibility for students. The team members will be appointed by the Superintendent and building Principal and the membership will include, but not be limited to non-instructional staff.

The SERT shall be responsible for the development and review of a building-level emergency response plan for their specific school. The plan shall cover all buildings and shall address crisis intervention and emergency response and management at the district level. The plans shall address communications, emergency response and evacuation at the school level, and include all procedures required by law and regulation.

CONCEPT OF OPERATIONS

The objective of school safety programs is to protect the lives and wellbeing of students and staff through the prompt and timely response of trained school personnel in the case of an emergency. To meet these objectives, the School shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

General

- It is the responsibility of the School officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the district.
- It is the responsibility of the School to provide emergency response education and training for school personnel.
- It is the responsibility of the Superintendent, along with each building's administrative team, to conduct drills and exercises to prepare school personnel and students for an emergency situation.



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- To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and business) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and identifies immediate action functional protocols as well as guidelines for responding to specific types of incidents.
- The Incident Command System (ICS) will be used to manage emergencies that occur within the district/school. A Chain of Command (COC) has been established to mitigate serious and routine emergencies that may occur. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. District and site personnel should be trained in their roles in ICS, as necessary.
- The District's ICS closely follows that of The National Incident Management System (NIMS) which establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.
- According to the U.S. Department of Homeland Security, school districts are among local agencies that must comply with NIMS. Compliance can be achieved through coordination with other components of local government and adoption of ICS to manage emergencies in schools. School district participation in local government's NIMS preparedness program is essential to ensure that emergency responder services are delivered to schools in a time and effective manner. The Greenport School District recognizes that staff will be first responders during an emergency. Adopting NIMS will enable staff to respond more effectively to an emergency and enhance communications between first responders and emergency responders. The School will work with its local government to become NIMS compliant.
- Personnel tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. The School is charged with ensuring the training and equipment necessary for an appropriate response are in place.
- This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for the day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.



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RISK REDUCTION - PREVENTION, INTERVENTION, AND RESPONSE

Program Initiatives

Administrators shall conduct a meeting with staff and students at the beginning of the school year to communicate the following:

- All staff will establish open communications with students to encourage reporting potentially violent behaviors anonymously and without fear of repercussion.
- All staff will be available to discuss any problems or concerns with students
- Students will be provided the proper procedures to access staff
- Students will be advised who to contact in the event of a conflict on a school bus, event, athletic event, etc.
- Students will be provided information on existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs
- In addition, the district has the following:
 - District wide policy regarding bullying, violence, and harassment
 - District Code of Conduct
 - Crisis Intervention/Response plan
 - Presentations on suicide prevention
 - Presentations on drug, alcohol, tobacco, and vaping
 - District psychologist & social worker
 - Student Council

Facility Initiatives

The School has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- The school has developed a visitor sign-in procedure and requires the use of visitor ID badges
- The school has developed a single point of access for visitors, with buzzer access systems to certain areas of the school building
- The school has installed interior hall cameras.

Training, Drills, and Exercises

The school has established policies and procedures for school safety training for employees and students. These trainings include an off-site evacuation drill, fire drills, lockdown drills, and lockout drills. The School will make every effort to work with local and county emergency responders and preparedness officials to conduct building level drills and other exercises to test components of the emergency response plan.



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The School will conduct training with staff on topics that may include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.