

# **PORT JEFFERSON UNION FREE SCHOOL DISTRICT DISTRICT-WIDE SCHOOL SAFETY PLAN**

The following is a synopsis of the Port Jefferson Union Free School District-Wide School Safety Plan. Specific details of the plan are confidential and not available to the public.

The plan is designed to address:

- Implied or direct threats of violence by students, staff, and visitors
- Acts of violence by students, staff, and visitors with zero tolerance for violent acts
- Appropriate prevention and intervention strategies
- Contacting law enforcement officials in the event of a violent incident
- Contacting parents/guardians in the event of a violent incident
- School building security
- Dissemination of materials regarding early detection of potentially violent behaviors
- Annual school safety training for students and staff
- Protocols for responding to bomb threats, hostage taking, intrusions, and kidnappings
- Improving communication among students and between students and staff and the reporting of potentially violent incidents
- Duties of school safety personnel, personnel training, and the hiring/screening process of school security personnel
- The allocation of District resources and manpower at the discretion of the Superintendent or his/her designee

## **I. BUILDING LEVEL SCHOOL SAFETY PLANS**

Each building has developed a Building Level School Safety Plan which shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Building Level School Safety Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Building Level School Safety Plans identifies potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips, and work sites, and contains the following elements:

- Procedures for the safe evacuation, appropriate sheltering, or securing of students, staff, and visitors in the event of serious violent incident or other emergency
- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency

response agencies; other appropriate incident response teams; and a post incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident

- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds, and road maps of the immediate surrounding area
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System
- Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident
- Procedures for review and the conducting of drills and other exercises to test components of the emergency response plan
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property

### III. PLANS OF ACTION

To account for the variable character of disaster emergencies and the extent of advance warning, there are four different plans of action to ensure the health and safety of students, staff, and visitors: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, and General Shelter.

#### A. Cancellation Prior to the Start of School

The Superintendent or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of the students, staff, and visitors. Notice will be given to staff, parents, and students through the use of radio and television stations as well as automated email and phone notifications.

#### B. General Evacuation

This plan shall be used as a guideline when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

#### C. General Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible.

#### D. General Shelter Plan

This plan shall be used in crisis situations when it has been determined that being inside the building is safer than being outside. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter.

##### 1. Take Cover

In the event of imminent danger due to natural or manmade disasters, this action will direct students, staff, and visitors to “take cover” in their immediate location.

##### 2. In-Building Shelter (*Safe Areas*)

Each building shall determine *Designated Safe Areas* to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building.

##### 3. Off-Campus Shelter

This plan shall be used when it becomes necessary to move students, staff, and visitors off campus completely and immediately

### **IV. EVACUATION OF DISABLED STUDENTS, STAFF, AND VISITORS**

Each Building Level School Safety Plan includes evacuation procedures for all disabled persons and identifies assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Building Level School Safety Plan.

### **V. EVACUATION AREAS**

Evacuation areas are identified in the Building Level School Safety Plan.

### **VI. WEATHER CONDITIONS AND EVACUATION**

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Building Level School Safety Plans addresses the procedures for prolonged outdoor exposure;

### **VII. RE-OCCUPANCY OF A SCHOOL BUILDING**

After a building has been cleared by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by

the building administrator: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

## **IX. BUILDING SAFETY/SECURITY**

Port Jefferson Union Free School District will provide the necessary physical environment, security devices, security personnel, and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter Port Jefferson Union Free School District property. Port Jefferson Union Free School District will:

- continue to evaluate the appropriate use of building alarms, fire alarms, proper lighting and appropriate locking systems
- Conduct ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors, and locking devices
- Establish procedures for building access which limit entrances, with all other entrances locked from outside
- Continue to evaluate the use of appropriate communication devices, such as two way radios, cell phones, Public Address system, bullhorns and other devices and technologies that may be deemed appropriate

Port Jefferson Union Free School District designates staff members who are responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees. Port Jefferson Union Free School District will evaluate and review the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators will review the security needs of their facilities and make recommendations to implement the required changes.

Port Jefferson Union Free School District provides an ongoing avenue for the effective review of safety and security concerns of students, staff, and visitors.

## **X. STAFF DEVELOPMENT**

Port Jefferson Union Free School District maintains a staff development program in order to assure that staff is given the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

- Right-to-know training (as required by law)
- Bloodborne pathogen training (as required by law)
- Violence prevention training on regular conference days (annually)

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses on conference days
- Additional building-based training based on site discretion and needs
- Knowledge of Port Jefferson Union Free School District Board Policies related to safety and security
- Knowledge of School Safety Plan and specific roles related to plan
- Training in the use of security devices as needed
- Review of the student handbook and Code of Conduct at the beginning of each school year
- Development of appropriate programs for students such as:
  - Non-violent conflict resolution
  - Peer mediation
  - Anti-bullying
  - Presentation of:
    - District Code of Conduct
    - New York State Law governing student behavior
    - Antiviolence policies and procedures
- The district shall conduct tabletop exercises with the building-level safety teams to test the components of the emergency response plan

## **XI. SCHOOL SAFETY PERSONNEL-DUTIES, TRAINING, HIRING, AND SCREENING**

The Port Jefferson Union Free School District provides the following staff training, hiring, and screening:

Their duties include:

- Providing protection for students, staff, and visitors
- Enforcing District policies (i.e., smoking, weapons)
- Assisting building administrators in developing Building Level Safety Plans
- Patrolling parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Controlling flow of campus traffic, particularly at bus arrival/dismissal
- Overseeing parking
- Conducting periodic checks of doors, windows, and parking areas to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Directing hall traffic

- Greeting visitors and distribute passes
- Providing information and directions as may required
- Patrolling hallway
- Intervening in the event of disturbances and contract appropriate officials
- Restraining persons engaged in disorderly conduct
- Responding to emergencies such as bomb threats and building evacuations
- Assisting in calming disturbances and crowd control
- Assisting law enforcement officers in the performance of their duties
- Working with police and rescue personnel with medical emergency situations
- Bringing any fire hazards and building safety problems to the attention of the building administrator
- Alerting building administrator about altercations/problems
- Reporting vandalism and unsecured areas to building administrator
- Performing other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g., BOCES Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training
- Bloodborne pathogen training

## **XII. STUDENT TRANSPORTATION SAFETY**

Port Jefferson Union Free School District acknowledges that a students day begins the minute the student boards the bus until he steps off of the bus at the end of the day. Therefore, to ensure student safety:

- All buses are staffed by personnel knowledgeable about the students and their needs and are trained accordingly.

The following items/facilities that are proximate to the Port Jefferson Union Free School District have been identified as having a potential for presenting emergencies that could affect the district:

- Long Island Rail Road
- Port Jefferson Harbor (fuel transport, flooding)

- National Grid Power Plant

The Superintendent of Schools shall be responsible for conveying emergency information to educational facilities within the Port Jefferson Union Free School District. The Superintendent shall take appropriate steps to secure the following information about each educational agency within the district: number of students, number of employees, transportation requirements associated with the evacuation of each facility; and the business and home telephone numbers of key officials of each agency.

Eastern Suffolk BOCES Program within the Port Jefferson Union Free School District:

Jefferson Academic Center

119 Spring Street

Port Jefferson, NY 11777

631-476-0564

Holly Iuliucci, Principal

Questions or comments, please contact Fred Koelbel, Director of Security, at [fkoelbel@portjeffschools.org](mailto:fkoelbel@portjeffschools.org).