

**SOUTH COLONIE DISTRICT-WIDE SCHOOL SAFETY PLAN (PUBLIC PLAN)  
PROJECT SAVE (SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)  
Commissioner's Regulation 155.17**

**Introduction**

Emergencies and violent incidents in school districts are critical issues that require comprehensive planning and training. The New York State Safe Schools Against Violence in Education (SAVE) law requires school districts to develop a school safety plan to prevent or minimize the effects of serious violent incidents and natural/manmade disasters and to facilitate the coordination of state, local and county resources in the event of such incidents or emergencies. The district-wide school safety 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. 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

**District Safe Schools Coordinator /Chief Emergency Officer**

The South Colonie Central School District has designated **David Perry, Assistant Superintendent of Human Resources, Safe Schools & IT**, as the district's chief emergency officer (CEO). The CEO is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the district level safety plan. Additionally, the CEO ensures that building level emergency response plans are annually updated.

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

**A. Purpose**

The South Colonie Central School's District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the board of education, the superintendent appoints a district-wide school safety team and charges it with making recommendations regarding the development, maintenance, and implementation of the district-wide school safety plan. The finalization of the plan ultimately rests with the superintendent, with adoption by the Board of Education by September 1<sup>st</sup> of each school year.

**B. Identification of School Teams**

The South Colonie Central School District has created a district-wide school safety team and building level emergency response teams for every school building. Both consist of, but are not limited to, representatives of the school board, teachers, staff, administrators, parent organizations, school safety personnel, law enforcement and other first responders.

**C. Coordination of District and School Plans and Teams**

The district-wide school safety plan is directly linked to the individual building-level emergency response plans for each school. The protocols reflected in the district-wide school safety plan guide the development and implementation of each building-level emergency response plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's building-level emergency response team. Upon the activation of the building-level emergency response team, the superintendent of schools, or his/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 when needed.

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan was originally prepared in 2001, adopted by the school board after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Full copies of the district-wide school safety plan and any amendments were submitted to the New York State Education Department (NYSED) within 30 days of adoption.

The commissioner's regulation also requires that this plan shall be reviewed by the district-wide school safety team on an annual basis on or before September 1<sup>st</sup> of each year, and recommendations for updates provided to the superintendent. Herein after, all updates made by the district-wide school safety team shall be presented to the board of education for adoption pursuant to the aforementioned regulations. In most cases, recommendations are specific and included in building-level emergency response plans. A copy of the district-wide school safety plan is available at the South Colonie District Office located at 102 Loralee Drive, Albany, New York and online at the district's website ([www.southcolonieschools.org](http://www.southcolonieschools.org)). While linked to the district-wide school safety plan, 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 New York State Education Law Section 2801-a. Building-level emergency response plans and all updates are given to the New York State Police, Colonie Police and Albany County Sheriff's Department within 30 days of adoption.

### **Section II: General Emergency Response Planning**

The district-wide school safety plan provides the framework for the building-level emergency response plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will provide one consistent response system that will be used by all school employees, students, parents and emergency responders. This is particularly beneficial as students move from elementary to middle school and then to high school, and as full-time, part-time and substitute employees travel among the schools.

The district-wide school safety team has identified many factors that could cause an emergency in our schools and facilities within the district as well as factors that need to be considered when responding to an emergency. The detailed list of potential internal and external hazards or emergency situations is included in the confidential building-level emergency response plans.

**A. Identification of Potential Emergency Situations (on and off school property):**

Lists of areas on school property that have the potential to create an emergency situation have been identified. This list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency, such as gas lines, fuel tanks and chemical storage. The detailed list and floor plans are included in the confidential building-level emergency response plans and are updated on an annual basis.

The district-wide school safety team in conjunction with Colonie Police, New York State Police, Albany County Sheriff's Department, Colonie Fire Prevention Department, Colonie EMS and town officials from Colonie has identified potential emergency situations off of school property that could have an impact on the district. Factors that were considered include population, presence of hazardous materials, potential for emergency based on geographical potential and/or national trends and proximity to district property, such as airports, bridges, dams, major intersections, primary routes of hazardous cartage locations of hazardous materials. The detailed list is included in the confidential building-level emergency response plans and is updated on an annual basis.

**B. Multi-Hazard Response Guidelines**

a. **Actions** - Included in the building-level emergency response plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). These guidelines include but not limited to:

- Initial actions
- Command post location (primary and secondary)
- Before, during and after school evacuation including evacuation routes and relocations sites (internal and external)
- Shelter in place
- Lockdown/lockout
- Hold and Place
- Emergency school cancellations, closing, early dismissal and delays including after-school, evening activities, weekend and CYC-Care.

b. **Emergencies**- These include, but are not limited to the following multi-hazard response guidelines:

Casualty	Air Pollution Epidemic      Mass
Alarm Activation	Anthrax/Biological Explosion Medical Emergency Aviation Crash Fire Natural Gas Leak

Failure	Bldg. Structural Flood Radiological
site	Bomb Threat HAZMAT on & off- School Bus Accident
Failure	Civil Disturbance Heating System Severe Weather Crimes Against People Hostage Situation Threats of Violence Earthquake Intruder Situation Toxic Exposure Elec. System Failure Loss of Building Water Emergency Energy Supply Loss Loss of Buses

- c. **Resources** - The district has identified various resources that may be available for use during an emergency, including: the identification of personnel via school building teams; use of Incident Command System (ICS); a list of volunteer faculty/staff trained in first aid, CPR and AED use; equipment; master list of all vehicles in the Transportation Department; building floor plans/maps with shut-offs and potential hazards noted; American Red Cross sheltering agreements; and designated shelter sites with backup shelter sites. The district has agreements with any shelters that are used within the community. The specific, detailed information is included in the confidential building-level emergency response plans upon the advice of the New York State Police.
- d. **Incident Command System (ICS)** - The district has identified school personnel authorized to make decisions during an emergency. Through ICS the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS identifies the staff members and their backups assigned to provide assistance during emergencies. Each school has a building-level emergency response team (sister schools and tri-building schools will have one combined team) that works under the Incident Command System. Each team is documented in detail. This document is given only to building-level emergency response team members, the school emergency coordinator, the New York State Police and the Colonie Police Department. The building-level emergency response team details are located in the confidential building-level emergency response plans. Each building-level emergency response team has

been given an overview of the ICS, an ICS flow chart, ICS training and specific ICS roles and responsibilities.

- e. **Policies and Procedures for Training** - The 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. Procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, fire drills, evacuation drills, lockdown drills, table top exercises, New York State Police Safe Schools Training and ICS/NIMS training (an internal, confidential Guide for Safety & Emergency Planning has been created and references specific requirements for training and drill frequency). Individual schools use various faculty/staff surveys and forms, in order to obtain feedback on the drill practiced. School administrators then address any concerns or questions noted and share them either in written form or in faculty/staff meetings. On a monthly basis, the district administrators and principals meet to discuss all reports of multi-hazard training, actual and potential hazards and/or violence (implied threats, direct threats and/or actual acts of violence). The discussions are the key to debriefing as a district. Actions and procedures that are carried out successfully are verified and areas in need of improvement are noted as needed. This level of district awareness assists each principal and administrator in responding to future training, actual emergency responses and implied threat, direct threats and/or actual acts of violence.

The district conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. The district administrators and building-level emergency response teams participate in tabletop exercises with local responders. The New York State Police have been instrumental in conducting tabletop exercises at the district and school building levels. They have provided valuable debriefing assistance in tabletops involving criminal offences and threats/acts of violence. A debriefing is conducted after each drill and/or exercise to determine if changes to the plan are necessary and to assist in returning to routine school activities. Schools that have multiple floor levels also prepare and practice a non-ambulatory emergency evacuation plan.

### **Section III: Responding to Threats and Acts of Violence**

- A. **Policies and Procedures** - Schools will activate their crisis team and will refer to their crisis intervention plans and the multi-hazard response guides. The multi-hazard response guides are reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. The following types of procedures are addressed in the confidential building-level emergency response plans:

- Contacting appropriate law enforcement agency, if necessary.
- Inform the building principal and superintendent.
- The use of staff trained in de-escalation or other strategies to diffuse the situation. Informing the building principal of implied or direct threats.
- Determine the level of threat with principal and superintendent/designee.
- Monitoring the situation, adjusting the district's response as appropriate to include possible implementation of the emergency response team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure 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.
- Communication with parent/legal guardian, and general public, as needed.

*NOTE: The South Colonie Code of Conduct also describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The district's code of conduct also supports school safety and security. The code of conduct is pursuant to the district's safe and drug-free schools policy and the no weapons policy.*

**B. Response Protocols** – These are identified in the district-wide school safety plan, along with definitions of ICS roles and responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures and protocols for responding to bomb threat, intruders, hostage takings and kidnapping including:

- Identification of decision-makers.
- Notification of administrators/agencies - All district administrators, principals, their secretaries and building custodians have a confidential emergency reference card. This card specifically outlines which agency and which administrator(s) need to be contacted under which emergency circumstances. This two-sided document is updated on an annual basis and designed to be kept near the phones at work and at home if needed during “off” hours.
- Plans to safeguard students and staff.
- System for student release (reunification)
- Procedures to provide transportation, if necessary.
- Debriefing procedures.

*Upon the advice of the Colonie Police, New York State Police, Albany County Sheriff's Department and local fire department, the specific response details are located in the confidential building-level emergency response plans.*

**C. Communications Protocols** - The district has established policies and procedures to contact parents, legal guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the South Colonie Central School District, the following communication methods will be taken:

- For small-scale incidents, the crisis intervention plans and crisis team may be activated. Depending on the incident, school personnel may directly call the parents/legal guardians of all students directly impacted. All other parents/legal guardians will receive an informational notification via the website or Student Information System. Meetings may be scheduled in a timely manner for further discussion if necessary.
- For any major incident, the crisis intervention plans and crisis team will be activated. The district will be working with the media (TV, radio, newspaper), website, social media and SIS system to relay pertinent school related information (i.e. how and where parents can be reunited with children, etc.). Community meetings and/or press conferences may be scheduled in a timely manner to discuss the particulars of the incidents and the district's response.

#### **Section IV: Communication with Other Agencies**

The district-wide school safety plan provides the framework for the building-level emergency response plan with regard to communication with other agencies.

- A. The South Colonie Central School District is fortunate to have substantial ties to the community of Colonie. In case of an emergency within any one of our facilities, that facility would dial 911 for emergency assistance. If involvement were needed from other local government agencies, then the superintendent or their designee would act as that contact person. Additional procedures for communications can be found in the building-level emergency response plans and the Capital Region BOCES Emergency Communications Network Flowchart. The following examples are the types of arrangements that could be used by the District:
- Principal (building-level IC or backup IC) or Superintendent (district-wide IC or backup IC) in an emergency would contact the county dispatch center for fire, EMS, or police by calling 911.
  - Principal (building-level IC or backup IC) or Superintendent (district-wide IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.
- B. Arrangements for obtaining advice and assistance from local government officials including the county or town officials responsible for implementation of Article 2-B of the Executive Law will be carried out through the protocols established in Capital Region BOCES Communication Flowchart. The following are examples of the types of arrangements that could be used by the district during countywide emergencies:
- Superintendent (district-wide IC or backup IC) in an emergency will contact the Saratoga County Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
  - The District has identified resources for an emergency from the following agencies: Colonie Police, American Red Cross, Albany County Emergency Services Office, New York State Police, Albany County Sheriff, Albany County

Mental Health Office and Capital Region BOCES Health/Safety/Risk Management Office.

- If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee will notify the appropriate town officials (ex: highway dept., town administrator, and/or public safety). The district would contact the following as needed: Town of Colonie and Village of Colonie. Likewise, should there be an emergency within the community that has the potential to impact the facilities of the school district; the superintendent should be notified immediately.
- C. If there is an emergency within the district that has the potential to impact bus transportation capabilities either to or from other educational agencies within the district boundaries, the director of transportation in close coordination with the school emergency coordinator will activate a phone tree to inform all necessary parties. The phone tree will be located in the building-level emergency response plan for the transportation department. In the event the phones are not operational, media (radio, television, district website) may be utilized to convey the pertinent emergency information.
- D. Along with the phone tree, the district has access to the following information about each educational agency located in the school district, including information on:
- School population.
  - Number of staff.
  - Transportation needs.
  - Business and home telephone numbers of key officials of each such educational agency.

The details are considered confidential, due to the school specific information and administrator home phone numbers, and are located in the confidential building-level emergency response plan.

## **Section V: Prevention and Intervention Strategies**

**Security Measures and Procedures** - The district procedures require the following: visitor sign-in and visitor badges (during regular school hours), single point of entry, buzz-in door surveillance systems, fingerprinting of employees, volunteering screening, and employee badges. The district also has school monitors in each building, as well as uniformed School Resource Officers. Uniformed SRO's are routinely present on campus, in school buildings, and at large public events. Video surveillance, random locker searches, security pages and exterior lighting are also used to improve security.

**Security Policies** - To further enhance school security and student, faculty and staff safety, the district has the following policies in place:

- Child Abuse/Maltreatment and Neglect
- Code of Conduct



- Dignity for All Students
- Drug-Free Workplace
- Emergency Closings
- Fingerprinting of Prospective School Employees
- Fire Drills, Bomb Threats and Bus Emergency Drills
- Hazardous Waste and Handling of Toxic Substances by Employees
- Safety and Security
- School Bus Safety Program
- School Safety Plans
- Threats of Violence in School
- Anti-Harassment in the School District
- Uniform Violent and Disruptive Incident System
- Unlawful Possession of a Weapon on School Grounds
- Use of Video/Audio Systems in the School District
- Weapons in School and the Gun-Free Schools Act
- Supervision of Students

**Identification of Warning Signs** - The South Colonie Central School District has implemented procedures for the dissemination of materials regarding the early detection of potentially violent behaviors (threat assessment) when deemed appropriate. The district employs school social workers, counselors, psychologists and intervention counselors who assist the district in identifying early warning signs in students and early intervention/prevention strategies. Designated personnel also play a key role in suicide prevention programs.

**Appropriate Prevention and Intervention Strategies** (not all inclusive; an internal, confidential Guide for Safety & Emergency Planning has been created and references specific requirements for training and drill frequency):

- Collaborative efforts with state and local law enforcement officials.
- Training of hall monitors and other personnel.
- Active Shooter Training
- Compliance with DASA regulations.
- Non-violent conflict resolution training programs.
- Extended day school programs.
- Community-wide Character Education Program.

**Prevention and Intervention Programs** - Strategies for improving communication among students, between students and staff and the reporting of potentially violent incidents. Highlights of the major programs are noted below (not all inclusive):

**District-Wide Programs:**

- OLWEUS -Character Education Program
- iCARE
- Student/parent/legal guardian handbook that outlines the expectations of students

**Colonie Central High School (grades 9-12):**

- Counseling Center – All students are assigned a school counselor who works with the students and parents.
- Child Study Team – Members (Principal, Assistant Principal, Psychologist, Intervention Counselor, School Counselors and School Nurse) meet weekly to discuss students who are referred by members of the committee or teachers. Specific interventions are developed and staff are assigned to monitor progress.
- PBIS (Positive Behavioral Interventions & Support)
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the Assistant Principal or Principal to discuss the behavior and its consequences.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Key Club – Organized to promote pride and service to school and community.

### **Middle Schools (grades 5-8):**

- Middle School Rights and Expectations – Provided in written form in the Student Agenda.
- OLWEUS (Anti-Bullying).
- Words of Wisdom – Rights and expectations reinforced daily by the ‘Words of Wisdom’ are read with the morning announcements. These are inspirational passages reflecting on the words of prominent people throughout history and applied to students’ lives.
- Counseling Center – All students are assigned a school counselor who works with the students and parents. Counselors discuss study/organizational skills, goal setting, interim/report card grades, strategies for improving grades/attitudes, learning styles, getting along with others and related topics that concern a student and/or parents.
- Child Study Team – Members (principal, assistant principal, psychologist, intervention counselor, school counselors and school nurse) meet weekly to discuss students who are referred by members of the committee or teachers. Specific interventions are developed and staff are assigned to monitor progress.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Student Agenda – The ‘What is Character’ section of the student’s agenda is provided for student reading and teacher use in school to help students learn the skills of making responsible choices and being proactive in facing challenges.
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the assistant principal or principal to discuss the behavior and its consequences.

### **Elementary Schools (PK-4):**

- OLWEUS (Anti-Bullying).
- Character Counts Moment; each day a student reads a message improving behavior positive ideas.

- Character Counts Assemblies.
- Comprehensive approach to work toward an atmosphere of tolerance school-wide.
- Conflict Resolution.

**Prevention and Intervention Training** – The district’s human resources department has developed a description of duties, hiring and screening process. As required by the SAVE legislation, all employees are fingerprinted and have a criminal background check via the NYS Education Department. Monitors receive the SAVE required de-escalation training.

## **Section VI: Recovery**

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

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a school building emergency response team is faced with threats of violence or actual violent incidents, members of the district-wide school safety team will assist as follows:

- Acting as a sounding board for the building principal/supervisor of implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate responses.
- Sending a district-wide school safety team member to support the building-level emergency response team.
- Monitoring the situation and adjusting the District’s response as appropriate.
- Assisting with parent/legal guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security.
- Assisting with offering a “backup” team (another school team and/or an outside group) if the affected team needs assistance.
- At monthly administrator’s meetings, all implied or direct threats and/or violent acts are shared and discussed. A consensus is reached on how to best handle each incident in a manner that meets district and building approval. All administrators have this ongoing resource available.

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

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a building-level emergency response team is faced with threats of violence or actual violent incidents, the district-wide school safety team will assist as follows:

- Sending a district-wide school safety team member to each affected school building as a liaison between the school building and the district office.
- Activating the district-wide crisis team. The team consists of the school physicians, school nurse coordinator and school psychologists and District office administrative staff as needed. The team has with local connections to the Albany County Department of Health and area school districts for support.
- Continued feedback from those directly impacted is sought. Building and district support is offered during the incident with projected plans to assist if needed

during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original incident.

- d. Assisting with parent/legal guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention.
- e. Assisting the schools with the creation of written statements being distributed to faculty/staff, parents/legal guardians; press releases and media requests through the district's public information officer and communications office. The district has a large resource of letters, press releases and media procedures that take the burden off the individual school building team.

*Last updated: July 2018*