

# DISTRICT-WIDE SCHOOL SAFETY & EMERGENCY MANAGEMENT PLAN



Beacon City School District  
2017-18

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## **District-wide School Safety Plan: Introduction**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. They range from acts of bullying or harassment to catastrophic natural or man-made events. The Board of Education of the Beacon City School District recognizes its responsibility to adopt and amend a comprehensive District-wide School Safety Plan and Building-level Emergency Response Plans regarding crisis intervention, emergency response and management.

Taken together, the district and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. Emergency management is the continuous process whereby the staff of the Beacon City School District evaluates plans to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

In accordance with New York State Education Law, Chapter 16, Title II, Article 55, Section 2801-a, the Beacon City School District shall have the following school safety teams and plans to deal with crisis intervention, emergency response and management:

### **District-wide Comprehensive School Safety Plan District-wide School Safety Team**

The district-wide plans are responsive to the needs of all schools within the district and are consistent with the more detailed emergency school plans required at the building level. The Board will appoint a district-wide school safety team that includes, but is not limited to: district administrators; building administrators; faculty members; district staff members representing building secretaries, district transportation, district buildings and grounds and school nurses; parent organizations; school safety personnel; individual parents or guardians of students in the district; and students. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall address crisis intervention, emergency response, recovery and management at the district and building-levels.

The District Safety Plan and all of our Building-level Emergency Response Plans, when combined, constitute the Beacon City School District – District-wide Comprehensive School Safety Plan.

A District-wide Comprehensive School Safety Plan (excluding protected information) shall be available for public inspection and public comment, in the district offices for at least 30 days prior to adoption. Our District-wide Comprehensive School Safety Plan will be adopted after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested party by July 1st of every year.

**Building-level Emergency Response Plan      Building-level Emergency Response Team**  
**Building-level Post Incident Recovery Team      Building-level School Safety Team**

Each Building Principal shall be responsible for appointing a Building-level School Safety Team. This team shall include representation from administrators, teachers, parents or guardians, school safety personnel, other school personnel, local law enforcement officials, local fire department officials, local ambulance and other emergency response agencies. Each building-level school safety team shall be responsible for the development and review of their building-level emergency response plan. The plan shall address preparedness, prevention, emergency response, and recovery at the building level and shall include all procedures required by law and regulation.

Within each building, the building-level school safety team shall designate:

- a) Building-level Emergency Response Team (BERT) that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- b) Building-level Post Incident Recovery Team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the school community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of all of the emergency response procedures outlined under their Building-level Emergency Response Plans including procedures for sheltering, lockdown and early dismissal/evacuation.

### **Team Appointments**

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board of Education and the Building Principals will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

### **Annual Review and Report**

Each building-level plan shall be reviewed by the appropriate school safety team every year by April 1st and updated or amended as needed. The District-wide School Safety Team shall review the District-wide plan and the building-level plans every year by May 1st, and update or amend it as needed. The Board of Education shall adopt, by July 1st of each succeeding year the District-wide Comprehensive School Safety Plan.

The Superintendent shall initiate a review each year, of the building-level emergency response plans. The review shall include monitoring that each building is in compliance with the New York State Education Law, Chapter 16, Title II, Section 2801-a - School Safety Plans and Department of Education Commissioner's Regulations § 155.17 - School Safety Plans. The yearly review shall be submitted to the Board of Education along with any amendments, additions or changes that may be recommended.

# SECTION I: SAFETY AND EMERGENCY MANAGEMENT PLANNING GUIDELINES

## A. Purpose

The Beacon City School District, District-wide Comprehensive Emergency Response Plan was developed under the guidelines found in the S.A.V.E. Legislation. The specific sections of this law are found in the New York State Education Law, Chapter 16, Title II; Article 55, titled: Regulation by Boards of Education of Conduct on School District Property; sections 2802; 2801-a; and 2814. In addition our District-wide and our Building-level Emergency Response Plans **follow the New York State Commissioner of Education's Regulations for School Safety Plans, regulation 155.17.**

## B. Team Identification

### District-wide School Safety Team

The Board of Education appointed a District-wide Safety Team that included the required representatives. The District-wide Safety Team reviewed and made changes in the District-wide plan for presentation to the Board of Education for their review and approval. **(MEMBERS OF THE SAFETY TEAM – APPENDIX 1)**

## C. Concept of Operations

1. The District-wide School Safety Plan will be directly linked to the individual Building-level Emergency Response Plans. Protocols developed in the District-wide School Safety Plan will guide the development and implementation of the Building-level Emergency Response Plans. These plans should be developed and updated annually with the assistance of the Building Emergency response Team (BERT). The plan shall provide for lockdown, lockout, sheltering, evacuation, early dismissal, other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness administrators. These several plans shall be submitted to the District's Emergency Planning Committee for annual approval and incorporation into the overall District's Safety and Emergency Management Plan.
2. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building-level Emergency Response Team.
3. Once the Superintendent or Designee is notified, the District-wide Emergency Response Team may be mobilized to respond, depending on the gravity and type of emergency or incident in the individual school. If district resources other than those available in the affected building are to be used, the District-wide Emergency Response Team will be activated. Local emergency officials will be notified, if appropriate and if not already done so by the Building-level Emergency Response Team.
4. District-wide Emergency Response Team **(MEMBERS OF THE EMERGENCY RESPONSE TEAM – APPENDIX 2)**

**D.**

## **Plan Review and Public Comment**

1. The District-wide Comprehensive School Safety Plan shall be monitored and maintained by the District-wide Safety Team and will be reviewed annually on or before May 1<sup>st</sup> of each year.
2. The District-wide Comprehensive School Safety Plan, which excludes protected and confidential information, will be made available at the Central Administrative Office for public inspection and comment thirty days prior to adoption. The District-wide Comprehensive School Safety Plan may be adopted by the School Board only after at least one public hearing which provides for the participation by school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education at a public meeting.
3. The District-wide Comprehensive School Safety Plan and all the Building-level Emergency Response Plans shall be confidential and 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, Chapter 16; Article II, Section 2801-a.
4. The District-wide Comprehensive School Safety Plan, which excludes protected and confidential information, shall be made available on the District Web Site and upon request.
5. Full copies of the District-wide Comprehensive School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
6. Full copies of the District-wide School Safety Plan, and the individual Building-level Emergency Response Plans will be given to all emergency services that will respond to a particular district building. In addition, a full copy of the District-wide Comprehensive School Safety Plan will be given to the City of Beacon Police and the City Emergency Committee
7. Full copies of the combined District-wide Comprehensive School Safety Plan, will be maintained at the Central Office for the District.

### **E. Identification of potentially dangerous/hazardous sites**

1. Each school will identify and locate areas of potential emergencies in and around their building. The Director of Buildings and Grounds and building custodians will locate and map these sites. These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves. Representatives of Dutchess County BOCES and local fire department personnel have assisted, and will continue to participate in these efforts.



2. These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - a. **System Sites:**

Electrical panels/shut-offs	Gas lines/shut-off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/air-conditioning	Watersupply/shut-off
  - b. **Environment Problem Sites:**

Chemical storage	Cleaning supplies
Paper supply storage	Science rooms and labs
  - c. **Site Considerations:**
    - Isolated areas near the school
    - Nearby streams, ponds, rivers (flooding)
    - Steep areas near school
    - Unprotected exterior gas/electric, air conditioning supplies or equipment
    - Dangerous and outdated playground equipment.

**F. District Response to Emergency Situations**

1. The District procedure for School cancellation:
  - a. The Superintendent makes the determination after consultation with the Directors of Transportation and Facilities.
  - b. The Superintendent or Designee contacts local radio and television stations.
  - c. The Superintendent or Designee also initiates the automated emergency call system. The designated Assistant Superintendent is authorized to follow this procedure if the Superintendent is unavailable.
2. The District procedure for early dismissal:
  - a. Superintendent or Designee decides on an early dismissal.
  - b. Director of Transportation is notified to supply buses.
  - c. Central office and building administrators are informed.
  - d. Staff and students are informed of closing.
    - e. Parents are notified of early dismissal through media contacts (radio stations, television and web site.) A message will be sent to all parents/guardians using the automated emergency call system.
    - f. Parents of elementary students will provide the school with alternative locations to bring their children in the case of an early dismissal if they are generally not home.

### Obtaining Information from Outside the School

The State of New York has developed a web-based system designed to enhance the state's ability to alert the public in emergency situations and respond after disasters. The system is known as NY-ALERT, which utilizes a single web-based portal (webpage) that integrates numerous gateways for the dissemination of emergency alerts to the public, including schools. NY-ALERT will provide National Weather Service bulletins about severe weather, advisories on road closures, recommended emergency protective actions for fast-breaking incidents and other emergency response information from federal, state and local authorities. This feature will utilize e-mail, facsimile transmissions, cell bursting, short messages service (SMS), web-posting, text message and dial-out voice messaging to rapidly transmit messages.

For information on NY-ALERT, visit <http://www.nyalert.gov/>. Please contact your county emergency management office to inquire on the use of NY-ALERT in your jurisdiction.

#### 3. Procedures for Evacuations:

Procedures for evacuations will be developed by the Building-level Safety Team in conjunction with the District's Director of Transportation and are found in the Building-level Emergency Response Plans. The evacuation procedures are specific to each school. They include but are not limited to:

- a. Evacuation before, during, and after school
- b. Evacuation routes (internal and external)
- c. Sheltering sites (internal and external)
- d. Procedures for addressing medical needs
- e. Transportation and pedestrian evacuation plans
- f. Notification and communication procedures (Superintendent and parents)

#### 4. Procedures for Sheltering On-site:

Procedures for Sheltering On-site are found in the Building-level Emergency Response Plans. The procedures are specific to each school and situation. Shelter-in-place procedures and weather safety zones are designated in each building.

#### 5. Procedures for Off-site Sheltering:

Each building has identified off-site sheltering facilities to be used in the event of emergencies when transportation is not available. These are included in each of the Building-level Emergency Response Plans.

6. Emergencies include but are not limited to:

Biological / Chemical Contamination	Incident Floods
Intrusions	Bomb Threat
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds / Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Packages

Information about these Emergency protocols are referenced in the Building Emergency Response Plans.

7. Other emergencies may be caused by national or regional events, including acts of terrorism. District schools will follow the Department of Homeland Security Advisory System.

### **G. Mandatory Reporting**

1. The Superintendent shall notify the Commissioner of Education, as soon as possible whenever the emergency plan or building-level school safety plan is activated and results in the closing of a school building in the district, and shall provide such information as the commissioner may require. Such information need not be provided for routine weather emergency days.\* {New York State Department of Education, Commissioner's Regulations, 155.17 school safety plans, paragraph ( h), {Reporting}}

### **H. District resources, which may be available for use during an emergency**

1. The list of school personnel who would be available in emergency situations will be developed by each Building Safety Team, with a copy of all building lists maintained at the Central Administrative Office. The list may include, but is not limited to, the names of all the staff members, with the school/office and home telephone numbers and the following:

#### **a. Medical**

School Physician  
Supervisor of Health and Safety  
School Nurses  
Emergency Medical Technicians – trained  
First Aid trained staff  
CPR/AED trained staff

#### **b. Security**

Principals, Assistant Principals and Athletic Director  
Director of Buildings and Grounds  
Head Custodians  
Trained Hall Monitors  
School Security Monitors

**c. Emergency Response**

Principals, Assistant Principals and Athletic Director  
Members of the City of Beacon Police Department  
Members of the Town of Fishkill Police Department  
Members of fire companies  
School Nurses  
Staff with EMT training  
School Security Monitors

**d. Post-Critical Incident Response Personnel**

Principals, Assistant Principals and Athletic Director  
Director of PPS  
Staff Psychologists  
Guidance Counselors  
Social Workers

**e. Department of Buildings and Grounds**

Director of Buildings and Grounds  
Maintenance  
Custodians

**f. Department of Transportation**

Director of Transportation  
Drivers

2. Emergency Equipment

Each Building-level Emergency Response Plan will include a list with the location of emergency equipment available in each school:

- a. Medical supplies
- b. Medical equipment
- c. Automated External Defibrillators

3. Emergency Communication Equipment

Each Building-level Emergency Response Plan will include a list, including the location in the building, of all communication devices available

- a. Weather Scanners
- b. Bullhorns
- c. FAX machines
- d. Portable Radios (Walkie Talkies)
- e. Cellular telephones
- f. Networked computers
- g. Public Address System

These resources will be found in the individual Building-level Emergency Response Plans and on file at the Central Administration Office.

## **I. Description of procedures to authorize**

1. Officials authorized to make decisions and their succession: See Appendix 3

## **J. Procedure for annual multi-hazard school safety training for staff and students**

1. Each Building-level School Safety Team will conduct training each school year on their Building-level Emergency Response Plan. This training will be included in the various meetings, drills and training sessions conducted by the building principal.
2. All required staff training provided by Dutchess County BOCES will be completed annually (i.e.: Blood-borne Pathogens; Hazardous Materials; Right-to-know).
3. Any required student safety training will be completed by or under the supervision of appropriate District staff.

## **K. Procedure to conduct drills and other exercises to test components of the Emergency Response Plans**

1. The Building Principal shall be responsible for conducting at least one drill every school year of all of the emergency response procedures outlined under their Building-level Emergency Response Plan. The types of drills to be conducted include:
  - a. Actual Drills:
    - Fire
    - Emergency dismissal/evacuation
    - Hold-in-place
    - Shelter-in-place (weather related)
    - Bus emergency evacuation
    - Lockdown
    - Lockout
    - Medical/AED emergency
  - b. Building-level Emergency Response Team Table-Top Drills:
    - Intruder in the building
    - Weapon in the building
    - Serious violent incident
    - Gas leak
    - Shelter – off-site
    - Power failure
    - Bomb threat
  - c. Communication Systems Check

2. Appropriate staff training will be provided to ensure effectiveness.
3. All administrators and Building-level Emergency Response Team members shall complete the “ICS for Schools” training.
  - a. (See: <http://training.fema.gov/EMIWeb/is/is100sc.asp>)
4. Schools will keep a record of all building drills, exercises and training. Copies of all training records will be sent to the Assistant Superintendent for Personnel & Instruction by May 1st annually.

## **SECTION II: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

### **A. Early Detection of Potentially Dangerous Behavior**

This section contains the District policy and procedures for disseminating information regarding early detection of potentially dangerous behavior. Additional information is contained in Appendix 5

1. A summary of the District's Code of Conduct is provided to all students in the District at the start of every school year to ensure that all students understand what behaviors are acceptable in a school setting. The Code of Conduct delineates, among other behaviors, lack of tolerance for bullying, violence, and harassment.
2. A "plain language" summary of the Code of Conduct is mailed to all parents/guardians of students in the District at the start of each school year, and is disseminated at the time of registration thereafter.
3. All new employees are provided with a copy of the Code of Conduct at the time of first hire. All teachers and other staff members are provided with a copy of the Code of Conduct annually.
4. Efforts are made on the building level in each of the District's six schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Child Study Teams or their equivalents meet regularly in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. Guidance counselors, school psychologists, school social workers, nurses, outside agencies (as appropriate), administrators, teachers, parents/guardians, and students are involved in this process.
5. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual's behavior, and on responsible decision-making.
6. Each of District's school psychologists/social workers facilitates counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.

### **B. Implied or Direct Threats of Violence**

1. Reporting of implied or direct threats of violence to school authorities:
  - a. Students are required to inform school staff about any implied or direct threat of violence to themselves, others or property by students, teachers, other school personnel as well as visitors to the school.
  - b. Staff are required to inform building administration of any implied or direct threat of violence directed at students, themselves, others or property.
  - c. Parents and visitors are encouraged to tell school staff about any implied or direct threats of violence towards students, themselves, others or property.
  - d. Students, staff, parents and others will be educated about the importance or reporting threats and the procedures of reporting.

2. Investigating implied or direct threats of violence:

- a. The building administrator will investigate, or cause an investigation to be conducted, for all reported implied or direct threats of violence and will make the determination for disciplinary measures consistent with the Code of Conduct.
- b. Serious threats, including implied or direct threats of violent offenses, will require the involvement of the police.
- c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
- d. Threats (implied or direct) placing students, staff and others in imminent danger require an immediate call to the police. (Call 911)

3. Reporting implied or direct threats of violence:

- a. School administrators must keep a record of implied or direct threats of violence and report them to the Superintendent or designee as well as annually to the State (New York State Department of Education, Violent and Disruptive Incident Reports, incident categories (10) intimidation, harassment, menacing, or bullying behavior and no physical contact).
- b. Incidents of implied or direct serious threats of violence, intimidation, etc., require involvement of the police.
- c. District and building administrators or their designee are authorized to call the police to respond to the implied or direct threats of violence.
- d. All incidents that have police involvement shall be reported to the Superintendent.

## C. Acts of Violence

1. Reporting acts of violence to school authorities:

- a. Students are required to inform school staff about acts of violence towards themselves, others or property by students, teachers, other school personnel as well as visitors to the school.
- b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
- c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
- d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

2. Investigating acts of violence:

- a. The building administrator or assistant, will investigate, or cause an investigation to be conducted, on any reported acts of violence, and will make the determination of disciplinary measures consistent with the Code of Conduct.
- b. Serious violent incidents (acts), including violent offenses listed in the SAVE regulations, will require the involvement of the police.
- c. Acts of violence placing students and staff in imminent danger require an immediate call to the police.



- d. Chronic offenders may require a behavior intervention plan, close monitoring and police involvement.

- e. The following incidents require the involvement of the police as mandated by SAVE.

**Incidents that require involvement of the police as mandated by SAVE:**

*Any student, employee, parent or visitor on school grounds who:*

*Commits an act of violence upon a teacher, administrator or other school employee*

*Commits an act of violence to another student while on school district property*

*Commits an act of violence to any person lawfully upon school district property*

*Possesses or displays a gun, knife, explosive or incendiary bomb, or other dangerous weapon*

*Threatens to use, or uses, any instrument that appears capable of causing physical injury, serious physical injury or death to another person while on school property*

*Knowingly and intentionally damages or destroys the personal property of a teacher, administrator, other school district employee or any person lawfully upon school district property*

*Knowingly and intentionally damages or destroys school property*

3. Pro-active measures to prevent acts of violence:

- a. The Beacon City District will educate students, staff and parents about the importance of school safety. Appropriate information will be communicated to students, parents/guardians, and school district staff.
- b. Beacon Schools will hold drills that help promote school safety.
- c. The Beacon City School District has developed reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- d. The District will continue to investigate security devices and strategies to make schools as safe as possible.
- e. The Beacon City School District has developed procedures for anonymous reporting of threats of violence.

4. Removing Violent Individuals:

- a. Police will be called to remove aggressively dangerous and violent students or individuals at the discretion of the building principal or designee.
- b. District and building administrators, or their designees, are authorized to call police to respond to the act of violence.
- c. Violent adults are to be reported to the authorities immediately and should only be removed from the school building/location/event by the police.

- d. If the school is in session, students and staff should be in lockdown when violent people are in or around the school.

5. Reporting Incidents:

- a. Incidents of serious violence require involvement of the police.
- b. District and building administrators or their designee are authorized to call the police to respond to an act of violence.
- c. School administrators must keep a record of implied and direct threats and acts of violence and report them to the Superintendent or designee as well as annually to the State.\*

(\* New York State Department of Education, Violent and Disruptive Incident Reports, Incident categories (4) Assault with Serious Physical Injury and (7) Assault with Physical Injury)

**D. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.**

**IN AN EMERGENCY, POLICE SHOULD BE CONTACTED BY DIALING 911**

- 1. Incidents of serious violence will be reported to the police by the building principal or designee.
- 2. The procedure for reporting violent incidents to the police is for the building principal or designee to call the police agency assigned to the school. The administrator shall request a copy of such a report from the police agency and shall forward a copy to the Superintendent.
- 3. The police agencies that serve the District are as follows:

City of Beacon Police	845-831-4111
Town of Fishkill Police for Glenham E.S.	845-831-1110
Dutchess County Sheriff's Office	845-486-3800
New York State Police	845-677-7300

**E. Identification of appropriate response to emergencies.**

Emergencies include but are not limited to:

Biological / Chemical Contamination	Hazardous material incidents
Armed person or student	High winds/storms
Bomb threat / suspicious package / bomb	Hostage situation
Explosion Suicide	Fire Suspicious package

**F. Procedures for contacting parents, guardians and persons in parental relation to the students of the District in the event of a violent incident or early dismissal.**

- 1. The District procedure for early dismissal is as follows:
  - a. Superintendent or his/her designee decides on an early dismissal.
  - b. Transportation Director is notified to supply buses.
  - c. Central Administration and Building Administrators are informed.

- d. Staff and students are informed of closing.
  - e. Parents are notified of early dismissal through media contacts (radio stations, television, web site.) Message be called out using the district Emergency Call System and on the District Web site at [www.beaconcityk12.org](http://www.beaconcityk12.org)
  - f. Every September, parents of elementary students will provide the school with alternative plans for emergency/early dismissal. Parents should notify the school if the information changes.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

### Section III: COMMUNICATION WITH OTHERS

#### A. Arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and local government agencies.

1. The Beacon City School District has worked closely with police, fire, EMS, and governmental agencies to obtain assistance during emergencies. Representatives are included on each school's Building-level Safety Team, and have provided technical assistance for the development of the Building-level Emergency Response Plans. Emergency mental health services can be accessed from county and regional mental health agencies.

2. List of Assisting Agencies:

a. Police Agencies: **(Emergencies - dial 911)**

**Non-Emergency Matters:**

City of Beacon Police	845-831-4111
Town of Fishkill Police for Glenham E.S.	845-831-1110
Dutchess County Sheriff's Office	845-486-3800
New York State Police	845-677-7300

b. Fire Departments: **(Emergencies - dial 911)**

c. Emergency Medical Services: **(Emergencies - dial 911)**

d. Additional contacts: **(Emergencies – dial 911)**

**Non-Emergency Matters:**

American Red Cross	845-471-0200
Astor Crisis Services	845-452-2372
Centers for Disease Control (CDC)	770-488-7100
Central Hudson	800-527-2714
Dutchess County Emergency Management	845-486-2020

#### B. Obtaining assistance from government officials:

1. The arrangements for obtaining assistance during emergencies from local emergency organizations, agencies and local government agencies are in the Building-level Emergency Response Plan and the District-wide School Safety Plan.

2. Key officials in local government that can help to develop plans and assist in emergency situations are listed in APPENDIX 4.

**C. System for informing all educational agencies within the Beacon City School District of a disaster or emergency:**

1. The Superintendent or Designee shall inform all educational agencies within the Beacon City School District boundaries of an emergency or disaster that impacts or potentially impacts them.
2. The list of educational institutions located within the District, their school population and staff numbers; their transportation needs; the name, title business telephone number, home telephone number, FAX number of key officials of said educational institutions; will be listed in an appendix of the District-wide Comprehensive School Safety Plan and will be updated annually by the first day of each new school year. Copies of the information will be maintained in the Offices of the Superintendent, Assistant Superintendents, Director of Transportation, and Director of Health/Safety.

## Section IV: PREVENTION AND INTERVENTION STRATEGIES

### A. Procedures related to building security:

1. Schools will use a single point of entry system.
  - a. All doors are locked from the inside to prevent entrance. Buildings in the District will use a Closed Circuit Television / Remote Unlock System to monitor the buildings' front door. School staff will use this CCTV / Remote Unlock to allow access to the building during the entire time the school is in session and students are present. The front door at the High School will be monitored by security staff during the entire school day, while students are in the building.
  - b. No door shall be locked to prevent emergency exit.
  - c. Main entrances are to be monitored and all visitors must sign-in and sign-out.
  - d. All visitors are required to show picture identification when they sign-in. All visitors are to be issued and required to wear identification while in any District school building during the school day. Visitor access is restricted to specific locations and will be by appointment only.
  - e. Staff members will wear visible identification badges on their outer-most garment.
  - f. Any individual not wearing identification is to be directed to the main entrance sign-in and sign-out area by all staff.
  - g. Should any individual refuse to show, or not possess proper identification, or refuse to wear the required identification, they shall be refused admittance to the school building and the police contacted if necessary.
  - h. Individuals picking up a student must have prior parent/guardian authorization and must show picture identification by the staff monitoring student pick-up.
2. The high school and middle school buildings have monitors whose duties include, but are not limited to: monitor entrances, move students between classrooms, patrol hallways, supervise cafeterias, supervise parking lots, direct visitors to the appropriate office, and check restrooms. The monitors are under the supervision of the building principal.
3. The District may use school security monitors in addition to the school monitors. School security monitors are members of the staff of the building. They are responsible for the safety and security of the students, staff, visitors, building and school grounds. Their duties include, but are not limited to: monitoring all persons seeking admission to the school building; inspecting identification of all visitors, patrolling the school building grounds; monitoring any security system operated in the school building; responding to all reports of fire, medical emergencies, and any other unusual occurrence in the school building or on school grounds. School security monitors may also be assigned to any extra-curricular function at the direction of the building administrator.
4. Elementary buildings do not have monitors dedicated solely to student supervision and security. Main entrances and visitor sign-in stations in elementary buildings are to be monitored by office staff.



**B. Procedures for disseminating informative materials regarding early detection of potentially dangerous behavior:**

1. The Superintendent shall determine the procedure for the dissemination of information regarding early detection of potentially violent behavior.
2. Students, staff, parents and community members shall receive information regarding early detection of potentially violent behavior.

**C. Appropriate Prevention and Intervention Strategies:**

1. Training for school security personnel and monitors working in a security capacity includes:
  - a. Individual and group de-escalation
  - b. Non-violent conflict resolution skills
  - c. Understanding youth culture
  - d. Crime scene management
2. The District has provided training to staff in de-escalation techniques and non-violent conflict resolution training. It is recommended that each building have some staff trained in non-violent crisis intervention.
3. Training is provided during conference days, summer in-service programs and after school seminars.
4. Procedures relating to building security including utilization of staff and security equipment:
  - a. All district schools have night alarms.
  - b. Selected areas in the schools, including computer rooms, have specialized alarm systems.
  - c. All staff members will be provided with and expected to wear picture ID cards.
  - d. The district will periodically investigate other security equipment and measures, such as surveillance CCTV cameras.
5. Strategies to improve communication among students and between students and staff, to promote conflict resolution, anger management, character education, and social skill development; and processes for reporting potentially violent incidents:
  - a. Beacon High School has conflict resolution and diversity programs available to students on a co-curricular, extra-curricular, and counseling basis. The health curriculum provides for the same safety components, including anger management and social skill development. The middle school has a variety of school safety related programs. These programs include conflict resolution, anti-bullying instruction, and social skill development, anger management and components of character education. The Beacon City School District elementary schools have a wide range of programs that impact school safety. They are delivered through the curriculum and with extra-curricular activities. These programs include conflict resolution, anti-bullying instruction, social skill development, anger management and components of character education. The District implements character education programs that comply with Project SAVE, including Positive Behavior Interventions and Supports (PBIS) and

Responsive Classroom initiatives.

NAME OF PROGRAM	ELEM SCHOOLS	MIDDLE SCHOOL	HIGH SCHOOL
Anti-Bullying Programs	X	X	X
Banana Splits	X		
Behavioral Counseling	X	X	X
Chef in the Classroom- JVF	X		
Conflict Resolution	X	X	X
Crisis Intervention	X	X	X
Cultural Awareness	X	X	X
Cyber Bullying/Online Safety	X	X	
Dealing with Stress and Conflict	X	X	X
Engineer Day/Team Building	X		
Farm to School- JVF	X		
Health Curriculum		X	X
Human Rights Curriculum	X	X	X
Instructional Strategies/Targeted Lesson		X	X
Intergenerational Programs		X	X
Kids to Kids		X	
Make a Difference Program		X	
PBIS	X	X	X
PTA Arts in Education		X	
Parenting Workshops		X	X
Peer Mediation			X
Reading Buddies	X	X	
Response to Intervention	X	X	X
SADD Program		X	X
Seven Habits of Highly Effective People	X		
Sharpe Reservation	X		
Social Skills Groups	X	X	X
Social Studies Curriculum	X	X	X
Student Bill of Rights		X	
Student Council	X	X	X
Student Mentors		X	X
Student Newspaper		X	X
Student Study Team	X	X	X
Student Transition Program			X
Tolerance/Respect Project	X	X	X

b. Building Safety Teams will develop programs and strategies that encourage student-to-staff communication.

6. The District has implemented procedures for anonymous reporting of threats, acts of violence and bullying, both verbal and physical that intimidate others.



7. Gang membership is destructive to a healthy school environment. Members of gangs are more likely than other students to carry weapons and engage in acts of violence.
  - a. Establish partnerships with law enforcement in order to exchange information and educate teachers and staff about the presence of gangs and their activities.
  
8. Staff training programs needed to meet SAVE requirements:
  - a. The District provides annual training to staff in violence prevention and intervention, including but not limited to in-service programs, conference days and workshops. Two hours of instruction on issues of school safety is provided to all employees each year.
  
  - b. This training may include, but is not limited to:
    - De-escalation training
    - Warning signals for violence
    - Non-violent conflict resolution
    - Emergency Response Team training
    - Mediation
    - Mentoring
    - Social skill development
    - Character education