

Dobbs Ferry

Union Free School District

District-wide School Safety Plan

Commissioner's Regulation 155.17

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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-Wide School Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed Building-Level Emergency Response Plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, manmade and technological disasters. To address these threats, the State of New York enacted the Safe Schools Against Violence in Education (SAVE) law in 2000. This component of Project SAVE is a comprehensive planning effort that addresses Mitigation, Prevention, Preparedness, Response and Recovery with respect to a variety of emergencies in the school district and its schools.

The Dobbs Ferry Union Free School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this on-going district-wide cooperation and support of Project SAVE.

Section 1.0 General Considerations and Planning Guidelines

1.1 Purpose

The Dobbs Ferry District-wide School Safety Plan was developed pursuant to (NYSED) Commissioner's Regulation 155.17. At the direction of the Dobbs Ferry Board of Education, the Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

This Plan is designed to provide guidance to each of the **Building-Level School Safety Teams** as well as the **District-level Emergency Operations Team (EOT)** before, during, and after an emergency and describes the general roles and responsibilities of the members. It identifies who will coordinate an incident and the procedures that will be employed. The plan also outlines how the Dobbs Ferry Union Free School District will coordinate with adjacent school districts as well as County and State agencies.

1.2 Identification of School Teams

The Dobbs Ferry School District has maintained this District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, district and building level administrators, parent organizations; school safety personnel; Law Enforcement, Fire and EMS personnel; other school personnel and community representatives.

In addition, each School's **Building-Level Emergency Response Plan** identifies three safety-related teams.

1. Building Safety Team
2. Emergency Response Team
3. Post-Incident Response Team

1.3 Concept of Operations / Relationship between the District-wide School Safety Plans and the Building-Level Emergency Response Plans

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of individual Building-level Emergency Response Plans. This Plan sets forth the general procedures and protocols to be adhered to at each individual school essentially serving as the "safety" standard operating procedures. This includes the consistent use of plain language terminology for events and procedures to ensure understanding and to prevent confusion.

The Principal at each school typically appoints a Building-level School Safety Team that develops and maintains the Building-level Emergency Response Plans at the building level. It is expected and understood that no two Building-Level Emergency Response Plans will be identical as each has a unique student and staff population, physical layout and geographical considerations. This does not however relieve any school from abiding by the expectations set forth in the District-wide School Safety Plans. As the Middle School and High School share one building, there will be one (1) Building-level Emergency Response Plan for that campus developed and maintained by the Principals of both the MS and HS.

In the event of an emergency or violent incident, the initial response at an individual school will be by that building's Emergency Response Team under the direction of the Principal (Incident Commander) or their designated alternate .

Upon activation of the School Emergency Response Team, the Superintendent of Schools or 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.

1.4 The National Incident Management System (NIMS)

The National Incident Management System integrates existing best practices into a consistent, nationwide, systematic approach to incident management that is applicable at all levels of government, nongovernmental organizations (NGOs), and the private sector, and across functional disciplines in an all-hazards context.

Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance.

These critical components are addressed within the Dobbs Ferry Union Free School District's District-wide and Building-level Safety Plans.

1.5 Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this plan was made available for public comment a minimum of 30 days prior to being adopted by the Board of Education. The District-Wide plan will be formally adopted by the Dobbs Ferry BOE (Date: September 26, 2013) after a public hearing (August 13, 2013 – 7:00 PM – Board Room) that provided 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 have been, and will continue to be submitted to the New York State Education Department as required.

As required, the District-wide School Safety Team will formally review this Plan annually. This required annual review will be completed on or before July 1 of each year after its initial adoption by the Board of Education.

A copy of the Dobbs Ferry's District-wide School Safety Plan may be viewed by appointment at the Dobbs Ferry School District Office. Building-Level Emergency Response Plans are confidential and are not subject to disclosure under Article 6 of the Public Officers Law or any other provisions of law, in accordance with Education law Section 2801-a. Copies of the District-wide School Safety Plan as well as each school's Building-Level Emergency Response Plans are provided to the Village of Dobbs Ferry Police Department and the New York State Police.