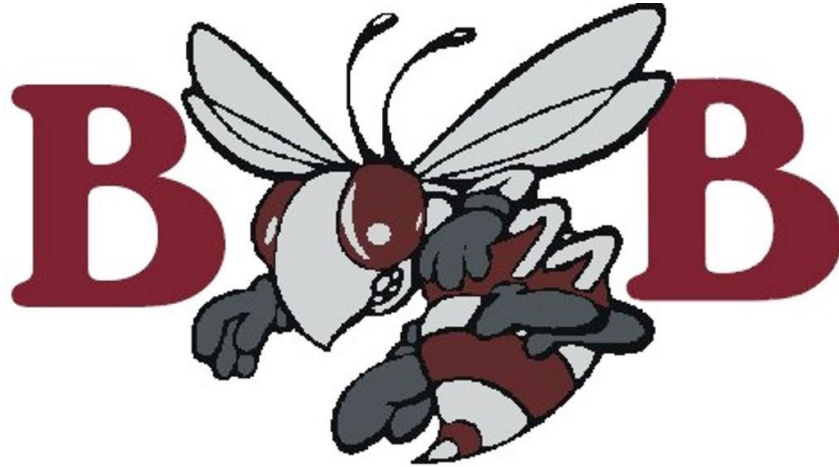


2021-2022

District-Wide School Safety Plan

Byron-Bergen Central School District



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.

Approved by the Byron-Bergen Board of Education
On _____, 2021

SECTION I. – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

- A. Purpose** – The Byron-Bergen Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Byron-Bergen Central School District Board of Education, the Superintendent of Byron-Bergen Central School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.
- B. Identification of School Teams** – The Byron-Bergen Central School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the teachers, administrators, parents, school safety personnel, first responders and other school personnel.
- C. Concept of Operations** – The District-Wide School Safety Plan was designed from information compiled from the Building-Level Emergency Response Plans. In the event of a school or district emergency, the District will adhere to the policies and procedures within these plans. The Superintendent will activate the Emergency Response Teams, as indicated within the Building-Level Emergency Response Plans, and these Teams will be the initial personnel to respond to an event. The District will call upon the resources of first-responders and other emergency personnel as appropriate to augment response. The Trauma, Illness, and Grief (TIG) Team may also be activated.
- D. Plan Review and Public Comment** – Pursuant to Commissioner’s Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide School Safety Plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before July 1st of each year after its adoption by the Board of Education. A copy of the plan will be available at the Byron-Bergen Central School District Office (located at 6917 West Bergen Road, Bergen, NY 14416). It can also be found on the District's webpage at www.bbschools.org or by calling (585) 494-1220.

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police. Copies of the Emergency Response Plan, including appendices and annexes are distributed to members of the School Safety Teams, the Byron and Bergen Fire Departments, and Genesee County Sheriff's Office.

SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies Program Initiatives – The District has implemented various programs and activities aimed at improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:

- Non-Violent conflict resolution training programs
- Direct instruction of violence prevention and mental health awareness
- Professional development for faculty and staff on situational and multi-hazard responses
- TIG Team (Trauma, Illness, and Grief) implementation
- Peer mediation and adult mentoring programs
- Establishing anonymous reporting mechanisms for school violence/bullying
- Awareness and intervention programs, designed by the Counseling Department and the School Resource Officer

- District-sponsored community education seminars and informal programs at times that are convenient to parents and families

Training, Drills, and Exercises – Administrators, staff, and students engage in policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. These drills and training include: early go-home drill; table top exercises; live drills; and Emergency Management Team exercises. These exercises are also completed with members of the Genesee County Sheriff's Department and members of the local Fire Departments. All staff members are trained on school security protocols and best practices. Members of the TIG Team (Trauma, Illness, and Grief) are trained to work cooperatively with the District and Building Safety Teams to coordinate support for training, drills, and exercises.

Implementation of School Security – The Byron-Bergen Central School District has comprehensive policies and procedures designed to provide school building security, including the use of school safety officers and/or security devices and other procedures. Some of these security measures include: controlling traffic flow on campus; hall monitors; visitor badge/sign-in procedures; video surveillance; metal detectors; a school resource officer; security audit; canine searches and training all staff on crisis intervention.

Vital Educational Agency Information – The District maintains copies of student/family census material (including contact and custodial information) in an electronic and hard copy form. This Vital Educational Agency Information is maintained and updated regularly. In the event that an evacuation is necessary, administration will have access to this information electronically, if conditions allow, and in hard copy form. This will be updated at the beginning of each school year or when personnel changes, and then on a regular basis.

B. Early Detection of Potentially Violent Behaviors – The District maintains policies and procedures for the dissemination of informative materials regarding the early detection of potentially concerning behaviors, including, but not limited to the identification of family, community, and environmental factors to teachers, administrators, parents/guardians, students, and other persons deemed appropriate to receive such information. To prepare for

violent incidents and increase student safety, all staff members are trained annually on the identification of early warning signs and violence prevention strategies. The District Safety Team will make recommendations for additional trainings based on relevant topics and/or a needs-assessment model.

C. Hazard Identification – Sites for potential emergencies include: the primary and secondary school buildings, property adjacent to the schools (athletic fields, playground areas, and parking lots), school buses, and field trips.

SECTION III – RESPONSE

A. Notification and Activation (Internal and External Communications) – The District has identified procedures for contacting appropriate law enforcement officials in the event of a violent incident. The District’s procedures include maintaining a list of local law enforcement agencies, and the designation of the individuals who are authorized to contact law enforcement agencies.

The District will inform all educational agencies within the school district of a disaster or emergency situation by means of:

- Telephone
- Email
- Emergency responders
- PA system

In the event of an emergency or impending emergency, the Superintendent will notify all appropriate faculty and staff. This includes the administrative teams in the:

- Byron-Bergen Elementary School
- Byron-Bergen Jr./Sr. High School
- Byron-Bergen District Office
- Byron-Bergen Transportation/Maintenance Facility

Parents, guardians, or persons in parental relation to the students will be contacted in the event of an emergency by the administrative team via:

- Instant Connect System (telephone and text)
- Website/Social Media
- Email
- Local media
- Emergency Alert Broadcast System

B. Situational Responses/ Multi-Hazard Responses – Responses/Actions – Included in the building-level safety plans are for handling multi-hazard emergencies and are in compliance with the Incident Command System (ICS). Functional Annexes (specific information and direction) provide standard language and procedures, and are intended to be transferable to schools statewide - modifications are not recommended. These protocols are updated annually and are included in the confidential Building-Level Emergency Response Plan. These guidelines include, but are not limited to:

1. **Shelter-In-Place:** A Shelter-In-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or rooms/hallways without windows (such as in the event of a tornado).

2. **Hold-In-Place:** If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue, or medical emergency that requires student and staff movement to be limited, a “Hold-In-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

3. **Evacuation:** Should take place if it is determined that it is safer outside than inside the building (i.e.; fire, explosion, intruder, hazardous material spill) and staff, students, and visitors can safely reach the evacuation location without danger.

4. **Lockout:** Describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

5. **Lockdown:** Describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

Responses to Acts of Violence: Implied or Direct Threats – The Byron-Bergen Central School District uses the following type(s) of procedure(s):

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Initiate lockdown, lockout, or evacuate if appropriate.
- Determine level of threat with Superintendent/designee.
- Contact the appropriate law enforcement agency, if necessary.
- Discipline or legal action, as appropriate.
- Monitor the situation, adjust response as appropriate.

Arrangements for Obtaining Emergency Assistance from Local Government – The District has identified the procedures to be used to obtain assistance during emergencies from emergency service organizations and local government agencies.

- Superintendent/Designee in an emergency will contact the 911 center for police, fire or EMS response.
- Superintendent/Designee contacts the highest-ranking local government official for notification and/or assistance

Procedures for Obtaining Advice and Assistance from Local Government Officials – The District has identified the procedures to be used to obtain advice and assistance from local government officials including the county, town, or village officials responsible for implementation of Article 2B of the Executive Law.

- Superintendent/Designee in an emergency will contact the emergency management coordinator and/or the highest ranking local government official for obtaining advice and assistance.

Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies – The District has identified procedures to use school resources including, but not limited to:

- Facilities for sheltering and buses for transportation
- Maintenance trucks for material transport
- Maintenance machines for moving items/transport as necessary.
- Emergency response equipment, including first aid supplies, barriers, emergency response kits, temporary shelter.
- Food for temporary sheltering
- Technology as appropriate (cell phones, landline phones, fax machines, walkie talkies)
- Cots, blankets, etc., as available

Protective Action Options – The following actions will be considered in response to an emergency where appropriate.

- **Early Dismissal** - for situations that warrant sending students home safely prior to the end of regular school day (see Weather Related). Arrange transportation, contact local media, and activate the parent notification system.
- **Evacuation** - (before, during, and after school hours, including security during evacuation/evacuation routes). After determining the level of threat, contact the Transportation Coordinator to arrange transportation if necessary. Clear all evacuation routes and sites prior to evacuation. Evacuate all staff and students to pre-arranged evacuation sites. Account for all students and staff population. Report any missing staff or students to the Building Principal/Designee.
- **Sheltering/Lockout** (internal and external) - Determine the level of threat. Determine location of sheltering depending on the nature of the incident. Account for all students and staff. Report any missing staff or students to the Building Principal/Designee. Determine other occupants in the building. Make appropriate arrangements for human needs. Take appropriate safety precautions. Establish a public information officer to provide information. Retain appropriate District personnel until all students have been returned home.
- **School Cancellation** - When situations warrant the safety of the students to remain at home. If the school closes or closes early because of hazardous road/weather conditions there shall be NO activities sponsored by the school in any of the school facilities (see Weather Related).
- **Lockdown** - During situations of hostile criminal act or where students/staff must be safety secured, provisions shall be in place to secure the building and occupants. Implement “Security of a Crime Scene Procedures” to protect any area from disturbance where a potential crime has been committed.

Weather Related - The Transportation Coordinator shall investigate road conditions and contact the dispatcher in the Town, County, and State Highway Departments, as well as the Genesee County Sheriff's Department for reports on road conditions and then report conditions and recommendations to the Superintendent. The Superintendent shall make the decision whether to close or not. The Superintendent or his/her designee shall contact the Transportation Coordinator, Director of Facilities, and the Building Administrators to advise them of that decision and if appropriate, the time for dismissal. Principals or other designees shall contact the local radio/television stations on the emergency list as soon as it is possible. Instant Connect will be activated.

BOCES, Private, or Parochial Transportation. If the District is closed because of hazardous conditions of roads, students who live in the District will not be transported to BOCES, private or parochial schools.

SECTION IV – RECOVERY

A. District Support for Buildings – The District resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected Schools as needed. The Post-Incident Response is intended for initiating and establishing crisis intervention to affected employees/students. After an incident, the school teams shall meet and review the following:

- Establish documents
- Assess changes needed to the Emergency Response Plan
- Consider additional training or resources
- Evaluate the current violence prevention/school safety activities
- Provide appropriate counseling services
- Assemble TIG Team (Trauma, Illness, and Grief)
- Maintenance/repair to Transportation systems or Custodial Staff
- Establish meeting times with staff, students, families, public meeting, and/or other methods to communicate
- Superintendent will communicate with media

B. Disaster Mental Health Service

- The District Office will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s). The TIG Team, counselors, and school psychologists will be an integral part of this evaluation.
- The District will evaluate the response in the recovery and assess violence prevention and school safety activities and what the school can do to improve its plan.