

Briarcliff Manor UFSD

District Wide Safety Plan

2022-2023

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 Education Law Section 2801-a.

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SECTION I: GENERAL CONSIDERATIONS AND GUIDELINES

PURPOSE

Briarcliff Manor School District's - District Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel and other school personnel.

IDENTIFICATION OF TEAM

The School District has created a Schools Safety and Emergency Response Team, (SSERT), consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Position	Name
Superintendent	James Kaishian
Assistant Superintendent for Finance & Operations	John Brucato
Director of Facilities	Kenneth Baviello
Teamsters Staff Bargaining Unit Representative	James Trapani
Parent/BPTA Representative	Lisa Zedlovich
BTA Bargaining Unit Representative	Thomas Kenney
Administrators:	
Todd Elementary School	Jessica Michaelidis
Briarcliff Middle School	Amy Gladstone
Briarcliff High School	Diana Blank
School Board President	Michael Haberman
SRP Bargaining Representative	James Kelly
Briarcliff Manor Police Department	Chief Dominick Gorey

CONCEPT OF OPERATIONS

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Safety & Emergency Response Team, (SSERT).

Upon the activation of the School Safety Emergency Response Team (SSERT), 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.

PLAN REVIEW AND PUBLIC COMMENT

This plan will be reviewed annually during the year and will be maintained by the District-wide School Safety Emergency Response Team (SSERT) with technical assistance from appropriate agencies. The required annual review will be completed each year after its adoption by the Board of Education by September 1st. Prior to adoption, the district will hold a public hearing that allows for school personnel, student and public participation and will be available for public comment for 30 days.

Within 30 days of adoption, the district will post the district-wide safety plan on the district website. The URL will be submitted via Basic Educational Data System (BEDS) to the State Department in October.

The Plan will be entered into the Safe Schools application on the State Education Department Business Portal and posted to the District website no later than October 1st of each year.

Comment Period: June 23, 2022 – July 27, 2022

Public Hearing Date: July 27, 2022

Adoption: July 27, 2022

SECTION II: RISK PREVENTION AND INTERVENTION

Risk Reduction/Prevention and Intervention are comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility or the occurrence or reduce the impact of an emergency if it does occur.

Below is a list of programs that district has in place for prevention.

PREVENTION/INTERVENTION STRATEGIES

Program Initiatives

Program Name	Todd Elementary	Middle School	High School
Coalition of Human Dignity			X
Character Education/Caring Community	X	X	X
Conflict Resolution Training		X	X
Course Challenge			X
Coalition for Human Dignity			X
Gay Straight Alliance			X
Don't Say You Can't Play	X		
EPIC: Growing Up Together	X	X	X
Facing History and Ourselves		X	
Leadership			X
Multicultural Club			X
Peer Leadership			X
Peer Mediation		X	X
SADD			X
Social Decision Making/Social Skills	X	X	
STAR			X
Student Assistant Program		X	
Therapeutic Crisis Intervention		X	X
World of Difference		X	X
Briarcliff Community Taskforce	X	X	X

TRAINING, DRILLS, AND EXERCISES

All District personnel (faculty, custodial staff, office staff and administrators) will receive an orientation to the District's multi hazard response on an annual basis. The orientation will focus on the District policies, and procedures for evacuation, emergency communication and the incident command system. (Substitute teachers and teacher's aides will receive a fact sheet on the District's policies and procedures upon initial assignment. All staff will be trained by September 15th of each school year.

- Eight evacuation drills and four lock-down drills, eight of the required drills will be completed by December 31st
- Four of the drills will be through a secondary means of egress or a fire escape
- The drill will be conducted at different times during the day

- Pupils will be instructed as to what procedure to follow in the event a fire occurs during lunch or assembly
- The District will conduct one go home early drill to test its alerting and warning procedures, communications procedures, resources, staff procedures, transportation procedures, public information procedures, and evacuation procedures.
- All personnel who regularly answer telephones will receive updated training on protocols for data gathering in the event of a bomb threat made over the telephone
- In addition to the required fire drills and the early dismissal drill, each building will conduct two additional drills during the course of the year to prepare students and staff for responding to other emergencies. Each drill will be assessed carefully, and modifications will be made to existing procedures based on the feedback.

IMPLEMENTATION OF SCHOOL SECURITY

- Each building, as a part of developing the Building-Level Emergency Response Plan, examines specific security needs for their building
- Each building develops and enforces restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions are included in the student handbook/Code of Conduct.
- All Facilities staff as well as key office staff in each building have a communication system allowing for communication among key staff in an emergency.
- All employees are required to wear photo ID badges.
- All visitors are required to sign in/out and to wear identification badges to indicate their “visiting” status.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.
- The hiring and screening of all staff is in accordance with District policies and in conformance with SAVE legislation.
- School buildings have staff specifically trained to monitor their building and grounds
- Each building has a single point of entry. All other doors are locked, and they are checked periodically throughout the day
- Some areas within the District are monitored by security cameras.

- School personnel are encouraged to greet strangers and direct them to sign in if they have not and report any visitors who have not signed in to the security personnel on duty.

VITAL EDUCATIONAL AGENCY INFORMATION

Each individual educational program within the Briarcliff Manor UFSD collects and maintains information such as student enrollment, student personal data, and staff numbers for their program and staff assignments. The Human Resources Department maintains information about the business and home telephone numbers of all employees.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

Each year, the District staff attends workshops and training that address issues related to threat assessment strategies, characteristics in children that predict violent behavior, and the appropriate actions to be taken.

There will be policies and procedures for

- Acts of violence by students, teachers, other school personnel and visitors, including consideration of zero-tolerance policies for school violence
- Implied or direct threats of violence by students, teachers, other school personnel and visitors
- Bomb threats, hostage takings, intrusions, and kidnappings

HAZARD IDENTIFICATION

Faculty and staff will conduct a daily inspection of their classrooms, specialty rooms, playground, athletic fields, and/or office areas to identify, evaluate, and if needed control any potential hazards associated with their work area. All concerns should be forwarded to a member of the faculty's safety committee for further reviews. If necessary, the building principal shall be contacted directly.

The District will continue to work with outside agencies such as NYSIR to evaluate potential hazards associated in transporting and educating our students. The building level response plans have lists of specific hazards for each building.

SECTION III: RESPONSE-NOTIFICATION AND ACTIVATION

In the event of an emergency or pending emergency, staff members should immediately inform the building principal or their designee who will:

- Immediately notify the local law enforcement officials if the situation warrants (using 911).
- Notify the District Superintendent.
- Determine if the Program Safety/Emergency Response Team requires activation.
- Staff are to call 911 if deemed necessary.

The District Superintendent will determine what other educational facilities within the District must be notified and whether any emergency action needs to be taken at those facilities. The internal phone system as well as the emergency cell phone system will be utilized

Emergency situations, school closings, or delays will be communicated via; **Connect-ED** and the following radio and television stations:

WHUD; WFAS; FIOS; NEWS CHANNEL 12

EMERGENCY REPORT PROTOCOL

Specific procedures have been developed for handling telephone reports of an emergency or crisis event.

MULTI-HAZARD RESPONSE

Briarcliff Manor UFSD has developed multi-hazard response plans for the various types of emergency situations. The protocols are maintained in each Building Level Emergency Response Plans.

The local police have keys to the district.

ARRANGEMENTS FOR OBTAINING ASSISTANCE FROM LOCAL GOVERNMENT AND OTHER AGENCIES

Briarcliff Manor UFSD maintains ongoing communication with local municipal officials, governmental agencies and emergency service organizations. When appropriate, the District will contact the following governmental agencies, emergency service organizations, and other agencies to seek assistance in an emergency:

ALL EMERGENCIES: FIRE, POLICE & AMBULANCE

DIAL 911

PROCEDURES TO COORDINATE THE USE OF DISTRICT RESOURCES IN AN EMERGENCY

In an emergency that requires the activation of the District Safety/Emergency Response Team, the coordination of District resources will be through the District Safety Team with the District Superintendent as Incident Commander. If the Team is not activated, the coordination of resources will be managed through the office of the District Superintendent. The Director of Facilities will oversee the allocation of custodial and maintenance staff as well as vehicular needs. Other District staff may be called as needed.

District resources, which may be available for use during an emergency, which could include the identification of resources, such as facilities, buses and trucks can be found in building level plans. District contracts with Briarcliff bus for two 66-passenger school buses, two 20-passenger vans, two 19-passenger vans, and owns five service trucks, and other heavy machinery.

PROTECTIVE ACTION OPTIONS

During certain emergency situations one of the following may be used:

- Sheltering in Place – used to shelter students and staff inside the building
- Hold in Place – used to limit movement of students and staff while dealing with short term emergencies
- Evacuation/Relocation – used to evacuate students and staff from building
- Lockout – used to secure school buildings and grounds during the incidents that pose an imminent concern outside of the school
- Lockdown – used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school

DESCRIPTION OF SECURITY

- The district maintains a security force at each of the buildings. The security officers police the entrances as well as buildings and grounds.
- Security personnel will defer to and consult with school administration in the event of student misconduct that violates the school's code of conduct.
- Security officers participate in emergency response training.
- The Superintendent of Schools, Dr. James Kaishian is the Chief Emergency Officer of the district.

SCHOOL CANCELLATION

School cancellation will be used when information regarding a potential crisis is received with enough lead-time to alert all students and staff. This option is likely to be used when dealing with weather-related storms for which ample warning is normally provided. Other situations, such as an incident at the Indian Point nuclear power plant, may also dictate this action.

EARLY DISMISSAL

Early dismissal will be used when school is in session and there is time to return students and staff to their homes before the expected emergency occurs. This information will be communicated to parents via; **Connect-ED** and the following radio and television stations: **WHUD; WFAS; FIOS; NEWS CHANNEL 12**

SECTION IV: RECOVERY

As a part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The District Wide Safety/Emergency Response Team is charged with providing support to the Building Teams.

SECTION V: STATE DISASTER EMERGENCY – PUBLIC HEALTH

These protocols have been developed to respond to a public health emergency. Directive shall come from New York State Education Department, New York State Department of Health, Westchester County Department of Health, or other appropriate agency for this protocol to be activated.

DEFINITIONS

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. (S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

(S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. (S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).

IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state ordered reduction of in-person workforce, below is a list of essential positions and titles along with the justification for this assignment.

Position	Title
Information Technology	Director
	Technicians
Custodial and Maintenance	Director
	Assistant Director
	Building Custodians
Administration	Superintendent and Asst. Superintendent
Faculty and Staff	Teacher/Related Service Provider
Security	Guards
Food Service	Food Service Worker

TELECOMMUTING PROTOCOLS

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

The Information Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendent and departmental supervisors. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Information Technology. Below is the listing of non-essential personal who have been identified as needing equipment.

Non –Essential Position Titles	Equipment assignment
	Laptop
Building Administrators	X
Business Office Staff	X
District Administrators	X
District Office Staff	X
IT Staff	X
Nurses	X
Building Support Staff	X
Teachers	X
Teaching Assistants	X

Downloading and installing software and data.

At Briarcliff Manor UFSD, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Microsoft Office 365. Some staff will be granted VPN access as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for VPN. The Director of Information Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of VPN access.

In the event of a pandemic, the district will use voicemail to email service that will allow employees to receive messages from their district phones. Cell phones will also be utilized.

STAGGERING OF WORK SHIFTS

- Staff already has staggered work schedules, 6 am through to 9 am are the normal arrival times with corresponding departure times.
- If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.

PERSONAL PROTECTIVE EQUIPMENT

PLAN TO PROCURE PPE

PPE will be purchased using the BOCES bid process and qualified vendors. Facilities office staff in conjunction with the appropriate departments will work together to find reliable sources.

Duplicate orders will be placed if there is a potential issue with supply chains.

MINIMUM PPE REQUIRED

Minimum two pieces of each type of PPE for each essential employee (masks, gloves, face shields).

Position
Superintendent (1)
Assistant Superintendent for Finance & Operations (1)
Director of Facilities(1)
Assistant Director of Facilities (1)
Building Custodians (3)
Director of IT (+ 5 staff)
Faculty and Staff
Security (9)

Additional Supplies:

- 2 boxes of each size of N95 respirators

PPE STORAGE

PPE type	Storage Location
Masks (reusable)	Facilities Office
Gloves	Facilities Office
Face shields	Nurse Offices/Facilities Office
Gowns	Nurse Offices/Facilities Office
N-95	Nurse Offices

PROTOCOL FOLLOWING EXPOSURE

In the event of a potential exposure to a communicable disease, an employee will be required to leave campus and quarantine as according to Westchester Department of Health guidelines. The employee will be required to disclose where they had been located while potentially carrying the communicable disease. Once identified, the potentially infected areas will be sanitized and disinfected by the facilities team. Once sanitization has concluded, the potentially infected areas will be deemed safe for use by the Director of Facilities. Building administration will begin contact tracing for any potential exposures while on District premises in accordance with Westchester Department of Health guidelines.

DOCUMENTATION

The Assistant Superintendent for Finance & Operations in conjunction with departmental supervisors will keep an online schedule for purposes of capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy. Visitors to campus are prohibited unless they are consulting essential business and are scheduled and approved in advance by the Superintendent or designee.

EMERGENCY HOUSING

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:

- High School Gymnasium
- High School Cafeteria
- Middle School Gymnasium
- Middle School Cafeteria