

# **Troy City School District**

## **District Wide Safety Plan**

**2018/2019**

**Updated August 2018**

## **Purpose**

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

## **Identification of School Teams**

The Troy City School District has appointed a District-wide School Safety Team consisting of, but not limited to, students, teachers, administrators, parent representative; school safety personnel; and other school personnel. The members of the team and their positions or affiliations are as follows:

Superintendent of Schools:  
Asst. Superintendent of Curriculum and Instruction:  
Asst. Superintendent of Business:  
Director of Facilities and Security:  
Director of Human Resources:  
Middle School Principal:  
High School Principal:  
School 2 Principal:  
School 12 Principal:  
School 14 Principal:  
School 16 Principal:  
School 18 Principal:  
Carroll Hill Principal:  
PM Custodial Supervisor:  
Troy Police SRO's:  
Questar Health & Safety:  
Teacher rep:  
Teacher rep:  
PTSA:  
Board of Education Member:  
Athletic Director:  
CSEA rep:  
Nurse:  
Nurse:

### **CHIEF EMERGENCY OFFICER:**

The Chief Emergency Officer, required by Education Law §2801-a, is defined by both the statute and the implementing regulation, §155.17(a) as either the superintendent or the superintendent's designee. Education Law §2801-a and the implementing regulations, require the Chief Emergency Officer to coordinate appropriate safety, security, and emergency training for district and school staff, annually update all Building-Level Emergency Response Plans, assist with decisions related to security related technology and development of policies for the use of such technology, and to ensure that required evacuation and lock-down drills are conducted in accordance with the requirements of Education Law §807. This position will be filled by Superintendent.

### **SCHOOL INCIDENT COMMAND STAFF:**

Each building has established a SCHOOL EMERGENCY RESPONSE TEAM (SERT) with the following roles:

Incident Command- Sets objectives, strategies and overall responsibility for safe response, and makes decisions (administrators, Superintendent); has Incident Command Training.

Public information Officer - Communicates with media & parents as the designated District spokesperson (Superintendent, district). Has media training.

Safety Officer - Establish safe zones, monitors for protective equipment and safe/unsafe conditions. Can suspend work activities if unsafe. Has advanced training in HAZMAT, emergency response and worker safety.

Liaison- Is the go-between IC and other response facilities, briefs school administration.

### **OPERATIONS**

- Facilities Team-Conduct sweeps and assess damage, survey and controls utility systems, investigate, report & deal with fires, secures damaged areas (Facilities staff)
- Evacuation/Shelter Team-gather reports on missing persons & report to command post, organize staff & students for safe relocation, manage student supervision, coordinate evacuation site, manage personal needs-food, sanitation
- Search & Rescue Team-check with accountability captain for missing persons, search for injured/missing persons, coordinate transportation for first aid needs, report injuries to command post, assist with first aid
- First Aid Team-Procures and organizes first aid area and supplies, maintains first aid station, provides first aid care, coordinates with EMS, reports status to

command post, keeps records of where injured are taken and by whom, ensures injured who are transported for further medical care are tagged with name, address, medical & contact information, prepare for medication administration and special needs populations (Nurse, first aid responders)

- Reunification team-accounts for all students at all times, manages release of students, maintains copies of student emergency cards, sign-out sheets, validates identification and documents release of student by name and time, ensures staff remains with students until all are released and accounted for, reports status to command post (attendance)
- Crisis Response- assist students, staff and families and with needs, counseling for both responders & staff/students (guidance)

## **PLANNING/FINANCE**

- Planning/Finance Team – tracks resources, documents events, controls maps, handles demobilization (administrative)

## **LOGISTICS**

- Logistics Team –Provides resources and services necessary for incident, coordinates communication equipment, handles transportation, coordinates food, water & sanitation, response personnel, medical services for responders, manages traffic, set up cones, maintains flow, direct emergency assistance to correct locations, directs parents to reunification area, directs media to media outpost, arranges appropriate transportation vehicles-busses, other (transportation).

Each team shall be lead by a team leader.

## **Concept of Operations**

This District-wide School Safety Plan provides an overview on how the school district will operate in the event of emergency situations. The School Safety plans will be further descriptive of how to carry out the overall plan.

The District Wide School Safety Plan will be reviewed by the District Wide School Safety Team and assessed based on local environment, emergency potential, incident trends, and best practices developed both internally and externally with other schools, BOCES Health & Safety & SERT Team, local emergency responders and community resources.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The communication designee will notify the district Superintendent by the best means available at that time.

Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified as per the plan.

We will use Troy PD & FD to supplement the districts efforts through existing protocols by additional support, resources and coordination of the emergency by the following:

- Troy law enforcement will assist with building reviews, prevention and staff training.
- Local law enforcement and emergency services participate in planning & training exercised and develop strategies for managing building-level emergencies.
- A protocol exists with Red Cross for the High school building for use of sheltering during times of emergency.

#### **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 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 School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the District Office.

## Section II: Risk Reduction/Prevention and Intervention

### Prevention/Intervention Strategies *Program Initiatives*

The programs and activities the district utilizes for 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
- Multicultural education programs; School wide assemblies and Character Education and academic programs
- Extended day, intramurals, music programs, homework clubs and other club activities
- After school programs/clubs; art, drama, trivia, business, homework, student council, school newspapers, technology, theater, computer, yearbook, mock trial, science, and ski club; freshman/sophomore/junior/senior class leaders, band and chorus, Olympics of Visual Arts, Odyssey of the Mind, and others.
- Contracted Before and After School Child Care (YMCA)
- Athletics: soccer, cross country, football, basketball, wrestling, track, baseball & softball; cheerleading, interscholastic
- Youth-run programs: Student Council Government,
- School Resource Officer
- Individual and group counseling with guidance office, Psychologist
- Training programs under guidance to include: Anger management, bullying, sexual harassment, date-rape, diversity included in group/classroom/guidance & PE
- Drug & alcohol surveys
- Adoption of in-school suspension program that incorporates behavior modification skill training & counseling services to help address the underlying causes of student defiance and misbehavior
- Comprehensive Codes-of-Conduct for students, employees and visitors to school premises that describes appropriate behavior, reporting mechanisms and consequences for non-compliance, located in student & faculty handbook, website, posted in buildings
- Character education
- Anti-bullying programs
- Substance abuse prevention programs
- After School detention
- Peer mediators club

The district utilizes the following strategies to create a positive, safe learning environment for students:

- community involvement in the schools
- School Resource Officer's (Troy Police)
- mentoring programs for new students, students at risk grades 6-12 grade which includes weekly meetings and monthly large group activities
- mentoring and Social Worker intervention for elementary school students
- adjusting scheduling to minimize potential for conflicts or altercations
- School Community Partnership

### ***Training, Drills, and Exercises***

All administrators are required to participate in:

- School Violence Prevention
- Incident Command
- ICS for Schools
- Table top exercises

ERT members shall be trained in the above, plus:

- Bomb threat training – also for new clerical staff
- Emergency Response, sweeper training
- Other training as required to fulfill effective response

Annual multi-hazard school safety training & drills for staff and students includes the following:

- annual review of the Building Level Emergency Plan for each building occupants
- early go-home drill to test evacuation & sheltering procedures
- fire drill (8 per year)
- bus drills
- lock down drills (4 per year)
- table top exercise
- live drill
- Emergency Management Team exercise
- Detection of potentially violent behaviors- awareness through staff meetings, violence assessment forms
- Students with disabilities have structured care plans
  - Training of staff in the following activities:
    - Lifting and carrying wheelchair students and staff when fire or other rescue personnel are not readily available
    - Planning for the notification of deaf students
    - Checking lavatories and special education areas
    - Inclusion of persons with disabilities in all emergency drills
    - Medical needs requiring specific procedures

After each drill or exercise, the principal and safety team will review the actions to test the components of our own emergency response plan, with local and county emergency response and preparedness officials and BOCES Health and Safety as appropriate and provide a summary of response to the Superintendent.

School security personnel include the following positions, job descriptions and number of each:

- School Resource Officers - 2
- Hall Security Monitors - 26

The hiring and screening process includes the following:

- Interview
- Screening of potential new employees which includes:
  - Providing a resume and three references
  - Fingerprinting (for all new employees hired after July 1, 2001)

The required training of hall monitors and other school safety personnel acting in a school security capacity includes:

- de-escalation of potentially violent situations
- positive communication techniques
- characteristics of the school population

### ***Implementation of School Security/Staffing***

Our policies and procedures related to school building security include the following:

- school safety resource officers
- locked outside doors
- entrance security and/or single point of entry
- all doors shall be locked when rooms are unattended by adults
- all chemical storage/use rooms shall be locked when unattended
- hall monitors
- adult supervision in hallways/locker/bus loading and all areas students are present
- Monitor hallways, entranceways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors
- Participate in both building and district safety teams
- Participate in school investigation
- visitor ID tag/sign in procedure
- staff photo Id's
- video surveillance
- School Resource Officer
- security audits by security and safety professionals
- policies on locker use
- student, staff & visitor code of conduct
- Classroom management



- Greeting students & visitors at the door
- A sign at the main entrance will direct all visitors to "Report to the Office".
- All visitors are required to sign in, and if they need access to other areas of the building, they will be issued a "Visitor" ID tag or escorted by an employee
- Video cameras will be utilized to monitor certain locations
- Radio communication devices will be utilized for inside to outside communication during Physical Education classes, recess and other outside activities
- Bus cameras

### ***Vital Educational Agency Information***

The communications teams shall maintain information on each educational agency located in the school district, including: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency by an annual review and update at the beginning of each school calendar year or as key people change roles. (See appendix 1)

## **B. Early Detection of Potentially Violent Behaviors**

We disseminate informative materials periodically regarding the early detection of potentially violent behaviors, which include the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

To prepare for violent incidents and lessen their impact, staff is trained annually during conference days. Topics may include identifying early warning signs in students, early intervention/prevention strategies, or development of violence prevention instruction; based on recommendations from the health and safety team, other relevant topics and an assessment of current needs of the district/school may be included. Specific violence assessments are conducted when needed or recommended.

## **C. Hazard Identification**

Sites of potential emergency for fire, natural disaster, violence include the following:

- all school buildings
- playground areas
- properties adjacent to schools
- on and off-site athletic fields
- buses
- off-site field trips
- hazardous locations within the community have been evaluated and are spelled out in the building level plans

Troy Police, Fire and Mohawk Ambulance are all within close proximity of the school district.

## **Section III: Response**

### **A. Notification and Activation (Internal and External Communications)**

Members of the communications team are designated to contact appropriate law enforcement officials off of our designated list in the event of a violent incident.

We will inform all educational agencies within a school district of a disaster or an act of violence by means of:

- Telephone, Intercom, two way radio, cell phone
- Fax/Email
- Emergency Responders
- Local Media

In the event of an emergency, or impending emergency, the communications team will notify all principals/designees of facilities within the district of the impending emergency and to take the appropriate action.

Parents, guardians or persons in parental relation to the students will be contacted in the event of a violent incident or an early dismissal by the communications team by phone and/or website and/or letter.

## **B. Situational Responses**

### ***Multi-Hazard Response***

The district's has multi-hazard response plans for each school to take actions in an emergency that may include the following hazards:

#### Criminal:

- Threats of Violence
- Suspected weapon
- Hostage/Kidnapping
- Intruder
- Suicide
- Civil Disturbance

#### Natural Hazards:

- Earthquake
- Hurricane/Tropical Storm
- Explosive/Bomb Threat/Fire
- Winter Storm
- Flood
- Electrical Storm/Tornado
- Natural/Weather Related

#### Technological Hazards

- Hazardous Material Release
- Biological
- Radiological
- Air Pollution

#### Explosion/Fire

- Fire
- Gas Leak

#### Systems Failure

- Building Structure Failure
- Heating System Failure
- Sewage System Failure
- Electrical System Failure
- Transportation Fleet Loss
- Water system failure

#### Medical Emergencies

- School Bus Accident
- Transportation Disaster
- Mass Causality
- Epidemic/Pandemic

Others as determined by the District-wide School Safety Team

**Due to security reasons, specifics are listed in each building plan.**

### ***Responses to Acts of Violence: Implied or Direct Threats***

Our district's policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school include the following:

- Assume all threats are serious
- Immediately report threat to school administrator or designee
- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Trained staff/administrator to conduct an assessment interview of the subject making threat
- Determine level of threat with Superintendent/Designee
- Contact appropriate law enforcement agency, if necessary, as well as parent/guardian
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team
- Appropriate collection of information and documentation for VADIR reports
- Maintain confidentiality of person reporting threat to the greatest extent possible

The training and professional development that is available to assist personnel with the above responses include: training in de-escalation or identification of early warning signs of potentially violent behavior, threat analysis and is included in annual updates during conference days.

### ***Acts of Violence***

Our district's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including the following:

- Zero-tolerance policies for school violence
- Determine level of threat with trained staff
- If the situation warrants, isolate the immediate area and evacuate if appropriate
- Inform Building Principal/Superintendent
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures
- Discipline, legal action

### ***Response Protocols***

Our district's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings. The following protocols are provided as examples:

- Activation of SERT
- Assemble Incident Command Team
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Procedures to unify parents with students
- Debriefing procedures

### ***Arrangements for Obtaining Emergency Assistance from Local Government***

The arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include the following:

- Incident Command Team in an emergency contacts dispatch point or 911 center for fire or EMS response
- SERT is activated
- Communications team contacts Troy police for notification and/or assistance.

### ***Procedures for Obtaining Advice and Assistance from Local Government Officials***

In order to obtain advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law we shall work through Troy Police:

- Communications team in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance by notifying Troy Police.
- The district has identified resources for an emergency from the following agencies with American Red Cross, Troy Fire Dept/Police.

### ***District Resources Available for Use in an Emergency***

During an emergency, the following district resources are available:

- Facilities for sheltering
- buses for transportation are under contract
- trucks for transporting materials
- machinery for moving items, supplying electricity, lighting
- emergency response equipment, lights, first aid supplies, barriers, emergency response kits, temporary shelter
- personnel with advanced training in emergency services, crisis management
- Food for temporary sheltering
- Personal needs (blankets, medicine, toilet facilities)

### ***Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies***

The School Emergency Response Team is authorized to make decisions regarding the staff members assigned to provide assistance during emergencies. The team shall also coordinate the use of school district resources and manpower during emergencies.

### **Protective Action Options**

The following actions shall be taken in response to an emergency where appropriate, and initiate contact with local media and the parent notification system.

- **Early dismissal** - for situations that warrant sending students home safely prior to the end of regular school day.
- **Evacuation** - for situations that warrant removing the students/staff from the school buildings.
- **School cancellation** – when situations warrant the safety of the students to remain at home. If the school remains closed or closes early because of hazardous road/weather conditions, there shall be NO activities sponsored by the school in any of the school facilities.
- **Lock Down/Lock Out** - during situations of hostile criminal act or where students/staff must be safely secured, provisions shall be in place to secure the building and occupants.
- **Security of a Crime Scene** - procedures are in place to protect any area from disturbance where a potential crime has been committed.
- **Weather Related**-the designated district employee will investigate road conditions and shall contact and report conditions and recommendations to the Superintendent.
- **Questar III (BOCES), Private & Parochial Transportation** – If the district closed because of hazardous conditions of roads, students who live in the district will not be transported to Questar III or private/parochial school. If schools other than Troy City Schools close because of hazardous road conditions in that district, students living in the district will not be transported to Questar III classes or to private/parochial schools in that district.
- **Post Incident Response** - for initiating and establishing crisis intervention to affected employees/students and Critical Incident Stress De-Briefing for response personnel.

## Section IV: Recovery

After an incident the school teams shall meet and review the following:

- document findings
- tabulate costs
- assesses any changes needed to the plan, added training or resources
- reevaluate the current violence prevention and school safety activities and to determine if there are any further items needed
- Ensure appropriate de-briefing and counseling services have been put in place
- Determine if any additional resources are still needed post-incident
- Restock any supplies needed
- Meet with staff, students, families, public meeting and or other methods to communicate with affected persons-students, staff, families, other affected schools
- Coordinate substitutes as needed
- Prepare staff to handle phone calls – content and volume
- Update Board
- Provide for communal support, grief and/or memorial services
- Protocols for tributes and memorials
- Address cultural awareness
- Develop lessons learned

### **District Support for Buildings & Mental Health Services**

Our district resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s) by:

- Providing time & place for regular (quarterly) meetings
- Financial resources for supplies
- Training to fulfill duty needs
- Authority to lead in emergency situations

APPENDICES

*(Not required to be filed with the Commissioner of Education)*

**Appendix 1:**

Listing of all school buildings covered by the District-wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building staff.

## Appendix 1

The Enlarged City School District of Troy New York

### Building List



**Carroll Hill Elementary**

112 Delaware Ave.

Troy N.Y 12180

Principal – Roy Stiles

Phone – 328-5701

**School # 16**

40 Collins Ave

Troy N.Y. 12180

Principal – Dr. Tracy Ford

Phone-328-5101

**School #2**

470 Tenth Street.

Troy N.Y. 12180

Principal – Natelege Turner- Hassell

Phone- 328-5601

**School # 18**

412 Hoosick Street.

Troy N.Y. 12180

Principal – Virginia Don Vito - MacPhee

Phone-328-5501

**School #12**

475 First Street

Troy N.Y. 12180

Principal – James Canfield

Phone- 328-5083

**Troy Middle School**

1976 Burdett Ave

Troy N.Y. 12180

Principal – Brian Dunn

Phone- 328-5301

**School # 14**

1700 Tibbits Ave

**Troy High School**

1950 Burdett Ave

Troy N.Y. 12180

Principal – Karen Cloutier

Phone-328-5801

Troy N.Y. 12180

Principal – Joseph Mariano

Phone-328-5401