

# Safety Planning For Your School

June 2012

# Safety Planning - What are you required to do?

- Individual charter schools are required by they NYSED to complete 2 safety plans: a District-Wide Safety Plan and a Building-Level Safety Plan / “School Emergency Response Plan”
  - District level: Provide broad concepts and policies related to preparing for and responding to issues of school safety
  - Building level/ “School Emergency Response Plan”: Provides details of how to respond, including tactical strategies, schematics, specific communication codes, and contact information.
  - Plans cover prevention, crisis intervention and emergency response activities
  - Plans must be Board approved and have a public hearing (summary level only, no detail for Building level plan) prior to submission. Plans must be adopted/ undergo public review every year.
  - Annual updates to these plans are due July 1. First years plans are due October 1. Schools should send an email to Laura Sahr prior to July 1 indicating you are a new school and will submit your plan before October 1.

*Laura Sahr contact information: Phone: 518-486-6090/ Email: [lsahr@mail.nysed.gov](mailto:lsahr@mail.nysed.gov)*

- If you will share space with a DOE school you will also need to submit with them a combined/ shared safety plan, into a DOE system. Often the DOE school does the actual entry. You must be involved in the planning/ documentation process and sign off on the plan. Deadline for DOE plan – TBC.

# Safety Planning – Plan Format/ Content

- NYSED does not provide plan templates, but they do provide guidelines/checklists

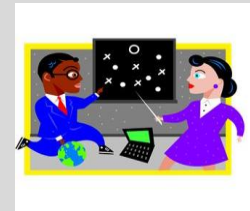
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/>

- Much information is repeated between the 2 plans. We will review a template for a combined plan that has been reviewed by NYSED.
- The Project SAVE template provided today is NOT a ‘fill in the blank’ document, rather should serve as a model for you to develop a plan that best suits your school’s needs.

***Review Combined District / Building Level Project SAVE Template***

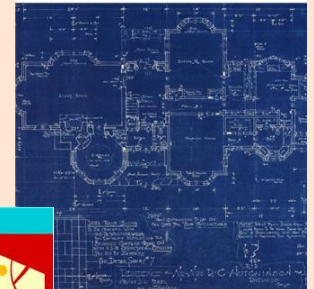
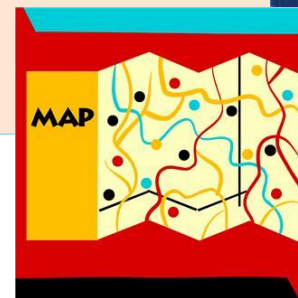
# Suggested process for completing your Project SAVE Safety Plan:

1. DOO review sample template and guidelines, create draft plan (mid July)
2. DOO meet with Head of School to review draft plan/ make decisions/ assign responsibility for outstanding information (end July). Do a walk through of action plans as possible
3. Meet with local emergency responders (LERs) to review/develop plan (August)
4. Identify faculty member for Safety Team. Review safety plan with them. Do a walk through of action plans as possible. Update as required (August)
5. If you share a school, review plan with shared school. Update as required (August)
6. Review plan with all faculty. Do a walk through of plans as possible (August – before opening)
7. Review relevant plan content (prevention and response plans) with all students (early September)
8. Identify student and parent members of Safety Team (early September)
9. Review plan with full School Safety Team. Update as required (September)
10. Present to Board for approval of your Safety Plan (September)
11. Submit plan to NYSED (by October 1)
12. File Building Level/ SERP with State Police (within 30 days of adoption/ Nov 1)
13. Update on an on-going basis as required (particularly after each drill – 12/year, 8 by Dec 1)



# Tips for creating your Project SAVE Safety Plan:

- Do not recreate the wheel. While every plan is tailored for each school, core processes/response plans are usually very similar.
- Coordinate the plan development and updates with local emergency responders (police, fire departments) and with school security.
- Use plain language. For example: Do NOT use coded language for an intruder like 'Mr. Brown, there is a red/green folder for pick up in the office'.
- Include school floor plan and local area maps – including marking of exit paths and meeting spots (for your school and shared schools).
- Plan carefully for Parent Reunification (have lists of who students can leave with, contact numbers, etc)
- Give yourself a fair bit of time to draft and to complete this plan.
- Include a note regarding your shared school plan (if appropriate)



# Tips for preparing for plan execution - roles and responsibilities, equipment and materials.

- Assign and clarify key safety roles and responsibilities
  - Safety Team Lead
  - Hall/Floor leads and sweeps
  - Last Man Out
  - Teachers
- Review plans with faculty and students, clarifying expectations regarding behavior
- Ensure you have a complete set of safety equipment/ material on hand and ready to go
  - Safety Plan binder, with emergency personnel contact information
  - Walkie-Talkies (who gets, ensure charged, ensure work)
  - Teacher name signs (on sticks so can be seen above heads)
  - Emergency Bag (weather proof)
    - First-aid kit
    - Umbrella
    - Safety Lead Hat (bright color)
    - Whistle
    - Contact list – own, shared school, local media
  - Daily attendance (Student, Staff)
  - List/Binder of allowed pick up people, and parent contact information for all students

# Safety Planning - Lessons Learned/ Best Practices



## Lessons Learned

- If you share a school
  - Ensure planned meeting places are far enough apart that students/faculty will not get confused and so that there will not be huge crowds in one spot.
  - Plan carefully so that students do not cross each other in getting to meeting places, it becomes very confusing.
- Plan for what happens when students are in gym (various states of changing, without shoes, etc), at the nurse, in the halls, etc.
- Walkie Talkies can be really hard to hear with. Cell phones require a lot of dialing. Whichever you decide to use, test test test them.

## Best Practices

- Conduct table top and other exercises
  - Walk through (literally if possible)
  - Staff only, with students (so it is not new to them either)
- Review/ Update your plan regularly and ensure all are familiar with changes
- REVIEW PLAN WITH SUBSTITUTES
  - Put it on your 'Preparing a New Substitute' checklist, in addition to attendance, etc
  - Assign a 'teacher buddy'
- Review plans with custodians
- Ensure your school conducts the full compliment of required drills in a timely manner
- Complete the FEMA Incident Command System (ICS) for Schools course at:  
*<http://training.fema.gov/EMIWeb/IS/IS100SCa.asp>*