SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be planned for and addressed in an expeditious and effective manner. The Board of Education (the Board) of the Bethlehem Central School District (the District) recognizes its responsibility to maintain a comprehensive Districtwide School Safety Plan and Building-Level Emergency Response Plan(s) regarding crisis intervention and emergency response and management.

Taken together, the District and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the District’s coordination with local and county resources. The plans shall also address risk reduction/prevention, response, and recovery with respect to a variety of emergencies and violent incidents in District schools.

In accordance with state law and regulation, the District shall have the following school safety teams and plans to deal with crisis intervention and emergency response and management:

**Comprehensive Districtwide School Safety Team and Plan**

The Board will appoint a Districtwide school safety team that includes, but is not be limited to, a representative from the Board; student, teacher, administrator, and parent organizations; school safety personnel; and other school personnel. This team shall be responsible for the development and review of a comprehensive Districtwide school safety plan. The plan shall cover all District buildings and shall address crisis intervention and emergency response and management at the District level. It shall include all those elements required by law and regulation. The Board will annually approve the Districtwide school safety plan.

A copy of the plan shall be available in the District offices for inspection by the public.

**Building-Level Emergency Response Teams and Plans**

Each principal shall be responsible for annually assigning a school safety team that includes representation from teachers, administrators, school safety personnel, other school personnel, local law enforcement officials, and local ambulance and other emergency response agencies. The school safety team shall be responsible for the development and review of a building-level emergency response plan for each District building. The plan(s) shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:
1. an emergency response team that includes appropriate school personnel; local law enforcement officials; and representatives from local, regional, and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
2. a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors, and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security, and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

On an annual basis, the members of the District level team will be appointed by the Board while the building principal will assign the building-level team members. The Board and the principals will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by September 1st every year and updated as needed. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions, and other factors, including an evaluation of the results of the annual test of the emergency response procedures that may necessitate updating of plans.

The superintendent shall be responsible for filing the District-level school safety plan and any amendments to the plan with the commissioner of Education within thirty days after their adoption. Each principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within thirty days after their adoption.

Cross-Ref: 5300, Code of Conduct
8134, Emergency Closings

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
Project SAVE Guidance Document for School Safety Plans, New York State Education Department, April 2001
Adoption date: June 19, 2002
Revised date: August 7, 2019