

HUDSON CITY SCHOOL DISTRICT

**DISTRICT-WIDE
SCHOOL SAFETY PLAN**



Revised for 2018-2019

TABLE OF CONTENTS

- TABLE OF CONTENTS 2
- INTRODUCTION..... 3
- GENERAL CONSIDERATIONS 3
 - A. Purpose..... 3
 - B. Identification of School Teams..... 3
 - C. Concept of Operations 4
 - D. Plan Review and Public Comment 4
- RISK REDUCTION/PREVENTION AND INTERVENTION 5
 - A. Prevention/Intervention Strategies..... 5
 - B. Early Detection of Potentially Violent Behaviors 8
 - C. Hazard Identification 9
- RESPONSE 9
 - A. Notification and Activation (Internal and External Communications) 9
 - B. Situational Responses – Multi-Hazard Response and Response Protocols..... 10
- RECOVERY 14
 - A. District Support for Buildings 14
 - B. Disaster Mental Health Services..... 14
- APPENDICES 15

HUDSON CITY SCHOOL DISTRICT
District-wide School Safety Plan
Commissioner's Regulation 155.17 Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Hudson City School District supports the SAVE Legislation, and has engaged in a planning process.

GENERAL CONSIDERATIONS

A. Purpose

The Hudson City School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Hudson City School District Board of Education, the Superintendent of Hudson 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.

B. Identification of School Teams

The Hudson City School District has appointed a District-wide School Safety Team 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:

- Maria Suttmeier, Superintendent of Schools
- Mark Brenneman, Elementary School Principal
- Derek Reardon, Jr High School Principal
- Antonio Abitabile, High School Principal
- George Keeler, Superintendent of Buildings and Grounds, Chief Emergency Officer
- Jason Hanley, School Psychologist
- Nikki DeDominicis, Transportation Coordinator
- Jack Beyer, Teachers Representative
- April Prestipino, Coordinator for School Improvement
- Sharifa Carbon, Business Manager

- School Safety Officer
- Emergency Services Representative
- Food Services
- Mike Needham, Risk Management Consultant

The District-wide Safety Team developed the District-wide School Safety Plan with input from appropriate school staff members, i.e. transportation and food services coordinator.

C. Concept of Operations

- The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans as a matter of protocol. The activation of the Building-level Emergency Response Plan triggers the notification of the chain of command and the assessment of the activation of the District-wide Emergency School Safety Plan and District-wide Response Team.
- The District-wide Plan was developed through extensive analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school staff, administration, and local emergency services, the plan has been developed to address the specific needs of the Hudson City School District and the community.
- 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 Building Principal is responsible for notifying the Superintendent or the highest-ranking person in the chain of command of any necessary Building-level plan activation. This notification shall be accomplished through the use of telephone or the district's radio network.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County and state resources supplement the school districts emergency action planning in a number of ways:
 - State and local law enforcement provide building reviews and staff training.
 - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing building-level emergencies, e.g. a protocol has been developed for using emergency services vehicles to block roadways approaching district buildings for accident/incident scene management.
 - A protocol exists for the school district to use certain municipal buildings for sheltering during times of emergencies.
 - A protocol exists for the use of county mental health resources during post-incident response.

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 School Board shall adopt the District-wide Plan only after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education.
- Full copies of the District-wide School Safety Plan and any amendments shall be submitted to the New York State Education Department within 30 days of adoption.
- This plan shall be reviewed periodically during the year and maintained by the District-wide School Safety Team. The required annual review shall be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Board Clerk’s office in the District Office.

RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention/Intervention Strategies

Program Initiatives

The district has developed several programs and activities for improving communication among students, and between students and staff, and for reporting of potentially violent incidents:

- Hudson City School District Tolerance Committee
- Peer mediation program
- Comprehensive Code-of-Conduct that describes appropriate behavior, reporting mechanisms and consequences for non-compliance.
- The school district has developed a package of information on environmental factors relating to violent behaviors that is available and disseminated to staff and community members (see Appendix 6).

Training, Drills, and Exercises

- The district has established policies and procedures for annual multi-hazard school safety training for staff and students. Training includes:
 - An annual review of the Building-level Emergency Response Guide for building employees conducted by each principal.
 - The annual early go home drill to test evacuation and sheltering procedures.
 - Each school building conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing staff and students with emergency procedures.
 - The Building-level tabletop exercise organized by an Emergency Management Consultant and run in cooperation with members of local emergency services.
 - District-wide tabletop exercise involving local law enforcement and emergency services.
- The District shall conduct drills and other exercises to test and evaluate the effectiveness of the District’s Emergency Response Plan. Each building principal will forward a

schedule of planned emergency drills and fire drills to the District Superintendent by the beginning of each school year. Each principal will be required to complete a minimum number of student drills as follows:

4 lockdown drills, 8 fire/evacuation drills. 8 of which must be conducted by December 31 of each year, the balance must be conducted during the remainder of the school year

A meeting will be held to “debrief” following each drill. Representatives of law enforcement, emergency service providers, administrative staff, and custodial and support staff, parent organizations and, where appropriate, student representation will be present at this meeting. Any emergency drill or fire drill with an unsatisfactory outcome will be repeated within two weeks.

The results of such drills and exercises and the findings of the debriefing group shall be assessed by the Superintendent of Schools and reported to the Board of Education.

- The district shall conduct tabletop exercises with the building-level safety teams each year to test the components of the emergency response plan. The narratives, sequence of events and messaging for each exercise shall be developed by select members of the District-wide Safety Team, Emergency Management consultants and local emergency services. A controller, evaluator and simulator shall conduct each tabletop exercise. The suggestions and necessary enhancements of the Building-level plan noted during the evaluation shall be documented by the evaluator and provided to the Building-level Safety Team and District-wide Safety Team for further evaluation.
- Individuals having more direct responsibility for safety/security enforcement, such as aides and monitors, will be afforded further training. Such training will be provided through agencies such as (but not limited to) the New York State Police, local police agencies, Questar III (BOCES), local colleges and universities, training conferences sponsored by various organizations.

Topics for training will include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

In the execution of their duties, aides and monitors shall have responsibility for:

- Monitoring halls, lavatories, locker rooms, locker bays and similar areas, assuring orderly passage of students and pre-emptive intervention in potentially disruptive situations.
- Observation of the general property, including the immediate outside area/perimeter of the building(s), with an obligation to report suspicious activity to district or building administration.
- Overseeing study halls, cafeterias, or other areas of student assemblage with the goal of assisting to maintain an orderly, safe environment.

School Safety Personnel

School safety personnel have a critical role in violence prevention. The following represents a description of the responsibilities of school safety personnel in the district:

The building principal or his/her designee shall serve as the School Safety Representative for the school building. The responsibilities of the School Safety Representative are as follows:

- Monitor hallways, entranceways, exits and outside grounds during school hours for unusual occurrences or unauthorized visitors.
- Act as building liaison in communicating building level safety issues or concerns.
- Represent the building on the District-wide Health and Safety Committee.
- Serve on building level School Building Response Team.
- Attend school safety meetings and be a resource on school safety and security issues for building staff.
- Develop plans and strategies for building security, crime and violence prevention, safety planning and staff training.
- Participate in school incident investigations.
- Respond to all school emergencies as part of the building's Emergency Response Plan.
- Coordinate annual school safety multi-hazard training for students and staff. Multi-hazard training shall include crisis intervention, emergency response and management.
- Staff and students shall receive annual training and drill practice on protocols for bomb threats, evacuation, sheltering, lock-down, relocate to hallway, fire emergency, bus drills and appropriate violence prevention strategies.
- Designate procedure for informing substitute teaching and non-teaching staff of school safety protocols.
- Comply and encourage compliance with all school safety and security policies and procedures established by the Board of Education.
- Attend professional development activities on school safety and violence prevention.

All school safety personnel shall be provided with training on violence prevention and school safety. All training courses shall receive prior approval from the Superintendent.

Implementation of School Security

In order to facilitate a high level of building security, the Hudson City School District has implemented a number of policies and procedures to enhance the physical security of its facilities. These procedures include:

- Developing and implementing a comprehensive Code-of Conduct (Appendix 3).
- A process for visitor sign-in.
- Single entrance points in school buildings.
- Badge systems for employees and visitors.
- Video monitoring at each point of access in school buildings with electronic access control.
- The use of hall monitors.
- School security officer.
- Security audits conducted by security and safety professionals.

Hiring and Screening of School Personnel

The following hiring and screening practices are followed for the hiring of all personnel:

Fingerprinting and Criminal Background Checks

For all employees hired by the school district, the district completes a fingerprinting and criminal background check prior to appointment. Employees include: any person receiving compensation for work from the school district; any employee of a contracted service provider involved in direct student contact; any worker assigned to a school under a public assistance employment program (includes part-time employees and substitutes).

Reference Checks

References are thoroughly checked prior to extending an employment offer.

- Reference check forms are used for instructional, non-instructional and transportation personnel.
- Reference checks are completed and reviewed by both the hiring supervisor and the administrator in charge of the program area.
- Prior to making a job offer to a prospective employee, the following mandatory questions are asked during reference checks with immediate and/or past supervisors:
 - Do you have knowledge of any violations of safety or security by (prospective employee) related to students, staff or others?
 - Why did (prospective employee) leave your employment? Or, Do you know why (prospective employee) is leaving your employment?
 - Would you rehire (prospective employee)? If no, why not?

B. Early Detection of Potentially Violent Behaviors

The district has implemented policies and procedures related to the early detection of potentially violent behaviors. Each building principal is responsible for the dissemination of informative materials regarding the early detection of potentially violent behaviors to staff and parents each school year. (Appendix 6). In addition, employees shall receive training on the districts Code-of-Conduct and awareness training on violent behaviors, to be conducted or coordinated by the building administrators.

C. Hazard Identification

The following sites have the potential for internal or external emergency situations:

The buildings and grounds associated with each of these facilities have the potential for a district or building-level emergency or incident.

The following facilities within the geographic boundaries of the Hudson City School District have been identified as having a potential for presenting emergencies that could affect the district:

- Hudson Correctional Facility (Prisoner unrest) – Superintendent Jeff McKoy (518) 828-4311
- Consolidated Rail Corporation (Derailment, chemical spills, fires) – Richard A. Knight, Roadmaster (518) 767-6479

RESPONSE

A. Notification and Activation (Internal and External Communications)

- In cases of a serious violent incident the district would use the procedure listed below to meet the requirements for notification and activation. A serious violent incident is an incident of violent criminal conduct that is or appears to be, life threatening and warrants the evacuation of students and staff because of an imminent threat to their safety or health, including but not limited to; the use or threatened use of a firearm, explosive, bomb, incendiary device, chemical, or biological weapon, knife or other dangerous instrument capable of causing death or serious injury; riot; hostage-taking or kidnapping.
 - The Hudson City Police Department has keys for entry to Hudson City School District buildings in each patrol car. Floor plans, blue prints, maps and other nuances about each school premises shall be provided to Hudson Police Department by the Superintendent of Building and Grounds. These plans will be renewed each year and distributed. Copies, along with other school data will be placed in the Emergency Mobile Pack in each school.
 - Communications systems are:

Internal

Teachers and building staff	Public address system
Students	Public address system and verbally from supervising teachers
Superintendent of Schools	Phone by principal's secretary
Buildings and Grounds	Phone or radio by principal's secretary
Board of Education	Phone or E-mail

External

Hudson Police Department	911 or 828-3388
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Rescue Squad	911
Hudson Fire Department	911 (Direct to specific entrance)
Parents	By Phone whenever possible; mass direction via radio to a neutral location. Efforts by Hudson Police Department to keep parents from removing students is paramount
News Media	Superintendent of Schools

- The Superintendent of Schools shall be responsible for conveying emergency information to educational facilities within the geographic bounds of the Hudson City School District. The Superintendent shall take appropriate steps to secure the following information about each educational agency within the district: number of students, number of staff, transportation requirements associated with the evacuation of each facility; and the business and home telephone numbers of key officials of each agency. Such information shall be updated at least annually by the Superintendent. Each such agency shall report material changes to such data to the Superintendent of Schools, in writing, within 7 days of such change.

Communication with Parents/Guardians in the Event of a Violent Incident

- Instances of violence, including threats of violence to self or others, require notification of parents or guardians. When a student is determined to be at high or moderate risk, then a parent must be notified immediately. When a student is determined to be at low risk, then a parent must be notified within 24 hours of the school becoming aware of the incident.

Non-Public Schools

At this time there are no non-public schools within the geographic boundary of the Hudson City School District.

- Information will be provided to parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal through the use of local and regional radio and TV stations. These are the same stations that are used to announce official school delays or closings. This information is provided to parents through the School District Calendar.

B. Situational Responses – Multi-Hazard Response and Response Protocols

Responses to Acts of Violence: Implied or Direct Threats

In the event of an act of violence or implied or direct threat, the district shall follow the following protocol:

- Follow the color-coded Building-level Emergency Response Guide as directed by the Building Principal.
- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.

- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

Acts of Violence

In the event of serious acts of violence, district personnel shall follow the following protocol:

- Follow the Building-level Emergency Response Guide as directed by the Building Principal.
- Determine level of threat with Superintendent/Designee.
- 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.

Response Protocols

The Hudson City School District has a comprehensive multi-hazard Emergency Response Plan. Such plan is update annually. Copies of the plan are available in each Principal’s Office as well as in the Superintendent’s Office and the Business Office. Elements of the plan include:

- Chain of Command
- Other Relevant Parties
- Emergency Planning Committee
- Emergency Telephone Numbers
- Telephone Tree
- First Aid List
- Fleet List
- A list of hazardous incidents and a response plan for each (e.g. bomb threat, hostage, intruder, natural disaster, structural failure, et. al.)

Chain of Command

Maria Suttmeier	Superintendent
April Prestipino	Coordinator for School Improvement
Kim Lybolt	Director of Student Services
Antonio Abitabile	High School Principal
Derek Reardon	Hudson Junior High
Mark Brenneman	MC Smith Elementary School
George Keeler	Superintendent, Buildings & Grounds/District Emergency Coordinator, Chief Emergency Officer
Sharifa Carbon	Business Manager

Arrangements for Obtaining Emergency Assistance from Local Government

The School's Administration shall use the following process in making arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies:

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The School's Administration shall use the following protocol for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: (examples include the Red Cross, fire department, police, private industry, private individuals, religious organizations and others).

District Resources Available for Use in an Emergency

The Hudson City School District has created a comprehensive list of resources available during an emergency, including facilities, bulk petroleum, buses and trucks. This list may be found in Appendix 4.

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

The district shall use the following procedure to coordinate the use of school district resources and manpower during emergencies:

- The Building Principal of the affected facility shall contact the Superintendent or the District-wide Safety Team and request the necessary manpower or resources.
- The Superintendent of Schools, or the highest-ranking person in the chain of command shall assess the request and allocate personnel and resources as necessary.

Protective Action Options

The Hudson City School District shall follow the following protocols in assessing the appropriate protective action option. The decision to cancel school, to dismiss early, shelter in place or evacuate shall be made in cooperation with state and local emergency responders as appropriate.

- School cancellation
 - Monitor any situation that may warrant a school cancellation – *Superintendent/District Team.*
 - Make determination – *Superintendent.*
 - Contact local media.

- School delay
 - Monitor any situation that may warrant school delay – *Building Administrators/ Superintendent/District Team*.
 - If conditions warrant, delay opening of school.
 - Contact Transportation Supervisor to coordinate transportation issues.
 - Contact local media to inform parents of delayed opening.
 - Set up information center so that parents may make inquiries as to situation.
 - Provide for safety and security of staff members and students who do come to school.

- Early dismissal
 - Monitor situation – *Superintendent/District Team*.
 - If conditions warrant, close school – *Superintendent*.
 - Contact Transportation Supervisor to arrange transportation.
 - Contact local media to inform parents of early dismissal.
 - Set up an information center so that parents may make inquiries as to the situation.
 - Retain appropriate district personnel until all students have been returned home.

- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat – *Superintendent*.
 - Contact Transportation Supervisor to arrange transportation – *Superintendent or Designee*.
 - Clear all evacuation routes and sites prior to evacuation.
 - Evacuate all staff and students to pre-arranged evacuation sites.
 - Account for all student and staff population. Report any missing staff or students to Building Principal.
 - Make determination regarding early dismissal – *Superintendent or Designee*.
 - If determination was made to dismiss early, contact local media to inform parents of early dismissal.
 - Ensure adult supervision or continued school supervision/security.
 - Set up an information center so that parents may make inquires as to the situation.
 - Retain appropriate district personnel until all students have been returned home.

- Sheltering sites (internal and external)
 - Determine the level of threat – *Superintendent/Incident Commander /Designee*.
 - Determine location of sheltering depending on nature of incident.
 - Account for all students and staff. Report any missing staff or students to 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 and current status of the situation to parents and other inquiring parties.
 - Retain appropriate district personnel until all students have been returned home.

RECOVERY

A. District Support for Buildings

The Hudson City School District District-wide Team will support the Building-level Emergency Response Team and the Post-Incident Response Teams in affected schools. The Superintendent in consultation with the team may choose to activate Questar III District-wide Crisis Intervention Team by contacting the Questar III District Superintendent. See Appendix 5.

B. Disaster Mental Health Services

The district office shall assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams in the affected schools. The Superintendent or his/her designee may activate the Questar III Crisis Intervention Team or gain additional resources from the Columbia County Department of Mental Health, as the situation requires.

APPENDICES

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 2:

Internal resources of the Hudson City School District.

Appendix 3:

The Early Detection of Potentially Violent Behaviors – A Guide for Families and Communities

Appendix 1 - Listing of all school buildings covered by the District.

District Office

215 Harry Howard Ave
Hudson, NY 12534

Telephone: (518) 828-4360
Superintendent: Maria Suttmeier (ext. 2101)

Hudson High School

Harry Howard Avenue
Hudson, NY 12534

Telephone: (518) 828-4132
Principal: Antonio Abitabile (ext. 3100)

MC Smith Elementary School

102 Harry Howard Avenue
Hudson, NY 12534

Telephone: (518) 828-4658
Principal: Mark Brenneman (ext. 1111)

Hudson Junior High

215 Harry Howard Ave
Hudson, NY 12534

Telephone: (518) 828-4360
Principal: Derek Reardon (ext. 8302)

Appendix 2 - Listing of internal resources for Hudson City School District.

The District has the following resources available during times of crisis:

Vehicles

- (3) GMC Pick-ups
- (1) Jeep Grand Cherokee
- (1) Box trucks with lift gates
- (1) Dump Truck
- (1) Loader
- (1) Backhoe

Fuel Sources

- (1) 15,000 gallon tank of #2 Fuel Oil at the Hudson High School
- (1) 10,000 gallon tank of #2 Fuel Oil at the MC Smith Intermediate School
- (1) 10,000 gallon #2 Fuel Oil tank at the John L. Edwards Elementary School
- (1) 50kw Caterpillar Generator (#2 Fuel Oil 1gal/3hrs) at Hudson High School

Food

The district may be able to provide as many as 2500 meals, depending on time of year and food stock. Contact Food Services Director at 828-4360 ext. 2104.

The High School cafeteria is equipped with gas cooking devices that may function when there is no electricity.

Communications

Hand-held radio systems with coverage of the Hudson City area.

Hudson City School District has a crisis plan in place to help aid in any emergency regarding the mental and physical health and well-being of a student in the district.