

# ARDSLEY U.F.S.D.

## DISTRICT-WIDE SAFETY PLAN

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[Revised: 6.29.18]

### INTRODUCTION

In accordance with Chapter 181 of the Laws of New York 2000 (commonly referred to as Project SAVE, Safe Schools Against Violence in Education Act), the following is the Ardsley U.F.S.D. District-wide School Safety Plan. In conjunction with individual school building safety plans and the protocols included in the Emergency Management Handbook, this plan forms the framework for the Ardsley U.F.S.D. Safety Plan.

The Ardsley Board of Education shall annually appoint a District-wide Safety Team. The Team shall include, but is not limited to, representatives of the school board, student, teacher, administrator and parent organizations, school safety personnel and other school personnel. It shall be responsible for annually reviewing this Safety Plan and recommending any changes to the Board of Education. The Board of Education shall make the Safety Plan available for public comment at least thirty days prior to its annual adoption, and provide for at least one public hearing during that period that allows participation of school personnel, parents, students and other interested parties. The Plan shall be filed with the New York State Education Department within thirty days of adoption.

In July of each year, the Board of Education shall appoint an Emergency Management Coordinator for the District. In September of each year, the Board of Education shall appoint members of the District's Safety Team. The list of current members of the Safety Team is appended to this plan and is considered a part of the plan.

Each September, the Emergency Management Coordinator forwards an electronic copy of the updated District Safety Plan and the Emergency Management Handbook to all staff members. These documents are to be reviewed annually by all staff members as part of the District's emergency preparedness.

In addition, each building principal shall, on an annual basis, appoint a building-level Safety Team, a School Emergency Response Team, and a Post-Incident Response Team. The teams should include, but are not limited to, representatives of teacher, administrator and parent organizations, community members, local law enforcement officials, local emergency response agencies and any others the School Board deems appropriate.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

## **I. GENERAL PROCEDURES**

The Ardsley U.F.S.D. will endeavor to work at all times in a spirit of cooperation with local public safety officials to protect students and staff. In an emergency, the Building-level Emergency Response Team will respond first. The principal or a designee shall immediately notify the Superintendent when the team is activated. Local law enforcement will be notified in accordance with the procedures outlined in the Emergency Management Handbook.

### **A. Emergency Management Handbook**

The Emergency Management Handbook details the procedures to be followed if a dangerous or potentially dangerous incident occurs at a school or occurs outside the school that could impact safety, security, and business continuity. The handbook will be reviewed annually by the District-wide Safety Committee and local police and distributed to all staff. The Handbook contains protocols for the following types of emergencies:

- Active Shooters/Armed Intruders
- Bomb Threats
- Crime Scenes
- Fires/Explosions
- Hazardous Materials
- Homeland Security Threats
- Medical Emergencies
- Natural Disaster
- Student Threats of Violence
- Suspicious Packages
- Suspicious Persons

While considered a part of the District-wide School Safety Plan, this Handbook's content 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. Copies shall also be provided within thirty days of adoption to the Ardsley Police, Greenburgh Police, and Jurisdictional Fire Department(s).

### **B. Building Information for Law Enforcement Agencies**

The District's Facilities and Transportation Department shall provide emergency response and local police personnel with existing school interiors and grounds plans. The plans shall be reviewed each year to ensure accuracy and completeness.

### **C. Building-Level Safety Plans**

Each building shall develop a Building-Level Safety Plan that incorporates the protocols found in the Emergency Management Handbook and shall teach students, staff, and visitors to respond to emergencies and disasters. Staff and students will be familiar with the Safety Plan so each individual knows what to do and how to do it in an emergency. Safety Plans shall identify potential local sites of emergency including, but not limited to, buildings, grounds, buses, and work sites and shall provide for:

- annual review of procedures for the protection and/or safe evacuation of students, staff, and visitors, consistent with the Emergency Management Handbook
- designation of an Emergency Response Team comprised of school personnel, local law enforcement officials, and representatives from local emergency response agencies; other appropriate response teams; and a Post-Incident Response Team including appropriate school personnel.
- internal and external emergency communication systems
- definition of the chain of command for emergencies consistent with the federal, state and/or local guidelines
- coordination of the School Safety Plan with the statewide plan for Disaster Mental Health services to assure that the school has access to federal, state, and local mental health resources
- procedures for review and the conduct of drills and other exercises to test elements of the emergency response plan
- procedures for securing and restricting access to the crime scene of violent crimes

### **D. Daily Measures**

In addition to the preceding emergency protocols, all staff members are expected to adhere to the following basic preventative measures. The following measures must be practiced on a daily basis by all district personnel:

- All authorized staff members are expected to carry their classroom/office keys at all times.
- All staff members are expected to wear District-issued photo identification badges.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The principal or a designee should be notified immediately if anything looks suspicious.
- After school begins, all entrances will be locked. An exception could be where a limited number of doors may remain open for afterschool events and activities. Such events will require additional physical security monitoring of access into/out of the building.
- All visitors must report to the reception/security desk before proceeding further into the building.
- All contractors assigned to work in any building must first be authorized by the Facilities and Transportation Department to receive an identification badge, which must be worn at all times when workers are on school property.

## **II. EMERGENCY RESPONSE PROTOCOLS – PLANS OF ACTION**

### **A. Identification of Sites of Potential Emergency**

The Emergency Management Coordinator in conjunction with local officials (police, fire, security) has identified areas outside of school property may affect district operations during an emergency. Factors that were considered were population, presence of hazardous materials, potential for emergency based on national trends, and proximity to district property.

The identification of sites of potential emergency outside of school property will be continuously assessed by local officials in collaboration with the District’s Emergency Management Coordinator to ensure emergency plans are current and appropriate.

### **B. Basic Plans of Action**

Plans for emergency response include but are not limited to the following five basic plans: Cancellation Prior to the Start of School, Early Dismissal, Evacuation, Lockdown, and Sheltering. Protocols are found in the Emergency Management Handbook.

#### **i. Cancellation Prior to the Start of School**

The Superintendent or a designee, in consultation with the administrative staff as appropriate, shall make the decision to close schools/offices. Radio and television notice on local access channels will be provided. Information will also be posted on the District's website ([www.ardsleyschools.org](http://www.ardsleyschools.org)). The Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information to all students and staff. Staff will report for service as usual unless specifically notified not to.

**ii. Early Dismissal**

The Superintendent or a designee, in consultation with administrative staff as appropriate, shall make the decision to close schools/offices early and dismiss students. He/she will notify the Director of Facilities and Transportation who will dispatch district buses to the appropriate locations. The Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information to all affected students and staff. No child in grades K-2 shall be dismissed early from school if designated individuals cannot be contacted. A cadre of staff will remain in the building after dismissal until all children have been picked up.

The Middle School and High School will dismiss all students, and buses will depart at the time designated by the Superintendent. Parents will be notified of these procedures at the beginning of the year so they can make arrangements for where children will go in case of early dismissal.

**iii. Evacuation**

Evacuation may mean going outside, away from the building until the danger has passed. In some situations, it may be necessary to evacuate students to an alternate site. Each building level plan shall identify alternate evacuation sites. The general evacuation plan will follow the protocols set at each building for fire drills. The specific evacuation plan will depend on the exact nature of the threat and will be found in the Emergency Management Handbook.

**iv. Lockdown**

This procedure shall be used when being inside the building is safer than being outside. The specifics of the lockdown procedure will be found in the Emergency Management Handbook and will depend on the exact nature of the incident. At least twice annually, each school shall perform a lockdown drill with teachers and students. At the principal's discretion, this drill may utilize the services of local law enforcement agencies and other emergency management and security professionals. Parents should be notified after the drills.

**v. Sheltering**

This procedure shall be used when an emergency requires students, staff, and others to be sheltered safely inside buildings for extended periods of time (up to 48 hours). The specifics of the sheltering procedure will be found in the Emergency Management Handbook and will depend on the exact nature of the incident. At least once annually, each school shall perform a sheltering drill (via simulated tabletop exercises) with members of the building-level Emergency Response Team. At the principal's discretion, this drill may utilize the services of local law enforcement agencies and other emergency management and security professionals.

**C. Identification of District Resources**

The Emergency Management Handbook includes a list of district resources to be available in each building in a central location designated as the Command Post. The list, which is not meant to be inclusive, requires the following items:

- Copy of District-Wide School Safety Plan and Emergency Management Handbook
- List of emergency telephone numbers
- Building maps indicating locations of hazards, evacuations and shelters
- Telephones, including fully charged cellular phones
- Radio communications capability
- Battery-operated AM/FM radio
- Flashlights
- Fax machine
- Photocopier
- Computer
- Student rosters
- List of students with special needs and specific evacuation plans
- Telephone numbers for parents/guardians
- Information about emergency needs
- School and staff census information

The District will, as appropriate, utilize all available manpower during an emergency. The Facilities and Transportation Department will, as appropriate, call in all available maintenance and custodial staff to provide support during an emergency.

**D. District-Wide Chain of Command**

The Superintendent shall be responsible for the coordination of District resources and manpower during emergencies. If it becomes necessary during an emergency, the Superintendent will call upon the staff to provide all needed support. In the event that the

Superintendent is not available, the following positions are authorized to make decisions on behalf of the school district:

- Central Office Administrators
- Director of Facilities and Transportation
- High School Principal
- Middle School Principal
- Concord Road Elementary School Principal

Annually, building principals shall designate a Building-level safety team to provide assistance during emergencies. The building principal shall annually update the list of those staff members and provide their names and home telephone numbers to the Superintendent or his/her designee.

#### **E. Notification of Other Community Agencies**

In the event of an area-wide emergency, the Superintendent or his designee shall endeavor to notify area schools, businesses, other organizations to ensure that resources are available to assist students and staff as appropriate.

### **III. PREVENTION AND INTERVENTION STRATEGIES**

#### **A. Staff Shall be Trained in Compliance with Project SAVE Legislation**

- The Student Code of Conduct shall be the basis for training.
- The District-Wide Safety Committee shall help principals assess needs and develop responses and staff development training programs.

#### **B. Student Transportation Safety**

In most instances, the District's responsibility for a child begins when a student enters school property. If a child is driven to school by a private party, the responsibility for the child's safety remains with that party until the child exits the car. If a child rides on a school bus provided by the District, the District's responsibility begins when the child boards the bus and ends when he/she steps off the bus at the end of the day. Therefore:

- Trained personnel will staff all buses.
- A bus driver/school aide orientation program in the first week of school will include anti-violence procedures and warning signs.
- During orientation, bus drivers will be told whom to contact to report bus issues and/or incidents. All drivers will be provided with appropriate

- communications devices (two-way radios or cell phones) before leaving the bus compound.
- The Director of Facilities and Transportation and bus dispatchers shall be trained to recognize, identify, and handle a potential crisis, using anti-violence procedures and shall review this information with all new transportation staff hired during the school year.

### **C. Intervention Strategies**

Appropriate prevention and intervention strategies as practiced in each school shall include, but are not limited to, the following:

- Non-violent conflict resolution training programs
- Peer mediation programs
- Anti-bullying programs

Annually, Memorandums of Understanding between the District and Ardsley Police, and Greenburgh Police will be reviewed to ensure that personnel are adequately trained, including being trained to deescalate potentially violent situations. The District's Emergency Management Coordinator shall be responsible for reviewing the memorandum and recommending changes.

The Student Code of Conduct provides for procedures regarding bullying, violence, and harassment and other prohibited student conduct. The Code shall be disseminated to all staff and students by the first week of school. This section of the Code contains procedures to be followed by all school personnel regarding student conduct, reporting of violations, and penalties, procedures and referrals for all inappropriate behaviors as set forth in the Code. Staff members will be trained annually in recognizing and effectively dealing with these behaviors. The Director of Curriculum and Instruction shall be responsible for ensuring that such training will occur.

## **IV. CONTACTING POLICE**

Local law enforcement officials are an integral part of the District's ability to manage crisis situations. The Superintendent or his/her designee shall meet at least annually with the respective Chiefs of Police or their designee to review current policies and procedures, make recommendations for changes, if any, and plan for building-level training for both law enforcement and school staff. In addition, each principal shall establish a working relationship with local police officials and work with them to develop appropriate safety and security policies and procedures for reporting incidents to local law enforcement officials.

Jurisdictional public safety personnel will be contacted if, in the opinion of the building principal, the Superintendent, or his/her designee, such outside assistance is necessary. In the event of an ongoing violent incident that threatens the safety and

security of staff and students, the principal will contact the police for assistance and notify the Superintendent as soon as practicable. Other than an immediate crisis, actions with regard to contacting law enforcement agencies will depend on the nature of the crisis, and are included in the Emergency Management Handbook.

## **V. CONTACTING PARENTS, GUARDIANS**

In the event of violent incidents or crises, or an early dismissal of students, every effort will be made to notify parents. As soon as practical, the Superintendent or his/her designee shall activate the emergency notification system that will provide relevant information. Parental notification procedures for a student involved in disciplinary situations shall be consistent with the Code of Conduct and New York State law, and shall be presented clearly and concisely to staff and students each year. When a student is involved in any violent situation, a parent or guardian shall be contacted as soon as practicable.

It is the responsibility of all parents and guardians to ensure that emergency contact information for students is always up-to-date and complete.

## **VI. BUILDING SECURITY**

### **A. Building Safety/Security**

The District shall provide physical environment, security equipment, and procedures/policies that school officials, in consultation with the police, judge appropriate to safeguard the safety of all students, staff, and visitors who lawfully enter school property.

The District shall:

- install and maintain appropriate building alarms, fire alarms, lighting, emergency communications systems, and locking systems
- conduct ongoing visual inspection and systematic maintenance of security alarms, fire alarms, telephone and emergency communications systems, inside and outside doors, and locking devices

Principals shall:

- establish procedures for controlled building access pursuant to Building-level Safety Plans
- identify staff members who will be responsible for the administration of safety/security regulations and provide them with time and resources that are appropriate, in the District's judgment
- periodically review with faculty and staff the security needs of their

individual facilities and make recommendations for change

The District shall provide all sites with staff, security devices, and training that, in its judgment, are appropriate to safeguard students, staff, and visitors.

The District shall establish a process for the ongoing review of safety and security concerns of students, staff, and visitors.

## **VII. ANNUAL SAFETY TRAINING FOR STUDENTS AND STAFF**

### **A. Staff Training and Student Management Issues**

Early detection can eliminate a significant percentage of potential crises. Therefore, personnel involved with Ardsley students shall receive annual training about warning signs and symptoms of violent behavior. Such training shall be organized and provided annually by the Director of Pupil Personnel Services:

- New crisis intervention staff shall be trained as early as possible in the school Year
- Principals will coordinate training.
- The District shall provide retraining as appropriate.

### **B. Emergency Management Handbook and Other Materials**

Staff shall keep this plan and all other materials relating to safety and security in a secure place at all times. These materials, except for the Emergency Management Handbook, may be distributed to the general public or to the press.

### **C. Training**

The District will provide funds and other necessary resources for periodic multi-hazard training for staff. Training may include procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, and may include the use of tabletop exercises, in coordination with security consultants and local public safety personnel. The Emergency Management Coordinator shall be responsible for providing resources for this training.

The Building-level Safety Teams are responsible for knowledge and understanding of emergency protocols. They shall meet at least four times a year to review building safety issues, including but not limited to physical security issues, procedural questions, building access, sign-in procedures, and site-related issues.

Other training shall be implemented as follows:

**1. Staff**

- right-to-know training (as required by law)
- blood borne pathogen training (as required by law)
- violence prevention training (annually)
- school violence prevention and intervention training
- additional building-based training based on site-specific needs
- knowledge of Ardsley U.F.S.D. policies related to safety/security
- knowledge of Emergency Management Handbook and specific roles
- training in the use of security devices and procedures as needed

**2. Students/Staff**

- annual review of Code of Conduct as early in the school year as practical
- fire drills as required by law and other emergency and evacuation drills
- annual classroom and/or assembly orientations on security and safety issues
- non-violent conflict intervention and peer mediation where appropriate

**VIII. IMPROVING COMMUNICATION AMONG STUDENTS, BETWEEN STUDENTS AND STAFF, AND REPORTING POTENTIALLY VIOLENT INCIDENTS**

**A. Staff Training and Student Management Issues**

Programs to improve communication among students, and between students and staff, should be established in each building. Such programs may include, but are not limited to, the following:

- Youth-run programs
- Anonymous reporting mechanisms for school violence
- On-premises counseling resources
- Other programs based on district and building needs

Consulting with students and staff, each principal shall establish an appropriate mechanism for anonymously reporting school violence, threats of violence, and harassment (e.g., Internet, telephone call to Central Office or school, outside agency, suggestion box, etc.). Principals shall conduct a meeting with all students and staff as early as possible in the school year to:

- inform them that they are expected at all times to conduct themselves in accordance with the Code of Conduct
- inform them that they are expected to report all potentially violent incidents

- to a responsible adult
- inform them that staff will be available to discuss any concerns/problems
- advise the students of appropriate staff members to contact in the event of a conflict on the bus

## **B. Response to Reports of Potentially Violent Incidents**

When a student or staff member becomes aware of implied or direct threats of violence by other students, teachers, school personnel and visitors to the school, he or she must report the threat immediately to a teacher, principal, the principal's designee, or the Superintendent of Schools or any other responsible adult. The principal shall investigate the report and determine if it is necessary to convene the Threat Assessment Team in order to make further inquiries about the threat. At the conclusion of a threat assessment investigation, the principal shall determine appropriate management of the threat maker and actions to be taken based upon information discovered during the investigation. Disciplinary action, if any, will be in accordance with District policy. Reports of potentially violent incidents shall be given to the Superintendent of Schools as soon as practicable.

## **C. Response to Acts of Violence**

Acts of violence requiring immediate response from building personnel shall be responded to in accordance with protocols found in the Emergency Management Handbook. Once the situation is stabilized, acts of violence involving students shall be subject to processing under the disciplinary procedures in accordance with District policy.

## **D. Compliance with Safety Plan**

The District-wide Safety Committee and the Director of Facilities and Transportation shall be responsible for developing District-wide materials and implementing District-wide protocols in accordance with the Safety Plan.

Principals shall review the District-wide and building-level safety plans and verify compliance therewith annually, using this District Plan as an outline. A copy of the building-level plan will be provided to the Central Office and the District-wide Safety Committee.

**ARDSLEY PUBLIC SCHOOLS  
DISTRICT-WIDE TELEPHONE NUMBERS**

<b>TITLE</b>	<b>NAME</b>	<b>EMAIL</b>	<b>OFFICE</b>
Superintendent	Dr. Ryan Schoenfeld	<a href="mailto:rschoenfeld@ardsleyschools.org">rschoenfeld@ardsleyschools.org</a>	914-295-5510
Assistant Superintendent of Curriculum and Instruction	Layne Hudes	<a href="mailto:lhudes@ardsleyschools.org">lhudes@ardsleyschools.org</a>	914-295-5520
Director Facilities and Trans. Emergency Mgmt. Coordinator	Joe Urbanowicz	<a href="mailto:jurbanowicz@ardsleyschools.org">jurbanowicz@ardsleyschools.org</a>	914-295-5540
High School Principal	Rudy Arietta	<a href="mailto:rarietta@ardsleyschools.org">rarietta@ardsleyschools.org</a>	914-295-5810
High School Asst. Principal	Jon Hirsch	<a href="mailto:jhirsch@ardsleyschools.org">jhirsch@ardsleyschools.org</a>	914-295-5820
Middle School Principal	Stu Horlacher	<a href="mailto:shorlacher@ardsleyschools.org">shorlacher@ardsleyschools.org</a>	914-295-5610
Middle School Asst. Principal	Jennifer Goldenberg	<a href="mailto:jgoldenberg@ardsleyschools.org">jgoldenberg@ardsleyschools.org</a>	914-295-5620
Concord Road Principal	Melissa Szymanski	<a href="mailto:mszymanski@ardsleyschools.org">mszymanski@ardsleyschools.org</a>	914-231-0810
Concord Road Asst. Principal	Jennifer Darling	<a href="mailto:jdarling@ardsleyschools.org">jdarling@ardsleyschools.org</a>	914-231-0820

**EMERGENCIES: DIAL 911**

**COMMAND POST CHECKLIST**

In accordance with the New York State Project SAVE legislation, each principal is responsible for developing a Building-level Safety Plan that incorporates the protocols found in the Emergency Management Handbook, designates an emergency response team, establishes a chain of command and a Command Post in his or her building, and provides for appropriate training for students and staff. This information needs to be reviewed and updated annually with the District Emergency Management Coordinator in the Central Office.

The Control Center can be, but does not need to be, the principal's office. This location should be supplied with the following items to enable effective communication and rescue coordination (maps, floor plans, etc.) In addition, each command post must be able to identify who is in the building (personnel and students rosters) and who may have special needs requiring special assistance. The following items need to be available at all times at the designated Command Post:

1. List of emergency telephone numbers (police, fire, ambulance, superintendent, transportation supervisor)
2. Maps indicating locations of hazards, evacuations and shelters
3. Building floor plans
4. Telephones (minimum of 5, including **fully charged** cellular phones)
5. Battery-operated AM/FM radio
6. Flashlights or battery-operated lamps

7. Alternate power supply
8. Fax machine
9. Photocopier
10. Computer
11. Student rosters
12. List of students with special needs and specific evacuation plans
13. Telephone numbers for parents/guardians
14. Information about emergency needs
15. School and staff census information

## **EMERGENCY NOTIFICATION PROCEDURES**

When an emergency requires notification of staff, the Superintendent or his/her designee will provide constantly updated information to local media sources.

Additional information may also be found on the District's website, [www.ardsleyschools.org](http://www.ardsleyschools.org)

During an emergency, all contact with the media will be handled either by the Superintendent or the Public Information Officer. The media and public will be informed and updated as soon as practicable on all developments in statements released by the Superintendent or his/her designee. Pupils, staff and parents should refer all questions and requests for information to the Superintendent in order to assure the release of factual and current information. The Superintendent may refer such requests to the Public Information Officer for response.

By definition, emergency events are unforeseen and unpredictable. The safety of students and staff is the primary focus of all activities surrounding an emergency event. Every effort will be made to contact parents and the general public once the situation has stabilized.

*Please contact the District Emergency Management Coordinator at 914-295-5540, if you require additional information.*