

North Greenbush Common School District

Districtwide School Safety Plan

Introduction and Purpose

North Greenbush Common School District has a District Office and one school building: The Little Red School House. Currently, twenty kindergarteners and first graders who reside in the District attend school at The Little Red School House. The District pays tuition for students in grades 2 through 12 who reside in the District to attend one of our partner school districts.

The North Greenbush Common School District is committed to the safety of students and staff. As stated in District Policy #5681, “The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The Districtwide School Safety Plan and the Building-Level Emergency Response Plan will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school and the District with local and county resources in the event of these incidents or emergencies.”

The North Greenbush Districtwide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17 and New York State Education Law 2801-a, Section 807. The Districtwide School Safety Plan aligns with the Building-Level Emergency Response Plan for the Little Red School House, which was developed by the North Greenbush School Safety Team and approved by the North Greenbush Board of Trustees.

The Districtwide School Safety Plan and the Little Red School House Building-Level Emergency Response Plan are updated on a regular basis. Updates to and training on the Emergency Response Plan are provided to members of the School Safety Team and school staff on a regular basis as well. Some of the annual drills at the Little Red School House are conducted under the supervision of the North Greenbush Police Department for their feedback and recommendations. Similarly, the North Greenbush Police Department has conducted formal threat assessments at the Little Red School House and their recommendations have been incorporated into safety practices.

Identification of Teams

North Greenbush Common School District

Districtwide School Safety Plan

The North Greenbush School Safety Team is comprised of the following members:

- The School Superintendent, who is also the district chief emergency officer;
- The Coordinator of Instruction, who is an alternate district chief emergency officer;
- The Treasurer/Office Manager, who is an alternate district chief emergency officer;
- A member of the Board of Trustees;
- The Little Red School House teachers;
- The school nurse;
- The school custodian;
- A lieutenant of the North Greenbush Police Department;
- The chief of the Wynantskill Fire Department;
- A representative of the Gardner Dickinson Transportation Department;
- A Safety Specialist from Questar III BOCES.

In the event of an emergency at The Little Red School House, members of the aforementioned District School Safety Team will serve as the Building Emergency Response Team as appropriate for the given emergency. After such an emergency, the School Psychologist and the School Counselor from Gardner Dickinson may be included as appropriate as part of the Post-Incident Response Team.

Documents and Resources

As required by the State Education Department, this *Districtwide School Safety Plan* will be posted on the school district website. The URL will be submitted to the State Education Department via the annual Basic Educational Data System (BEDS) collection.

The *Building-Level Emergency Response Plan for the Little Red School House* is confidential. It will be submitted annually as required to the State Education Department on the Safe Schools application of the SED Business Portal. By submitting The Building-Level Emergency Response Plan to SED by way of the Business Portal, the New York State Police and the North Greenbush Police Department are able to access the document electronically.

North Greenbush Common School District

Districtwide School Safety Plan

The District maintains a *North Greenbush Safety Binder*, a copy of which is given to the Superintendent, the Coordinator of Instruction, the Treasurer/Office Manager, the Little Red School House teachers, and the North Greenbush Police Department. A copy of the North Greenbush Safety Binder is also kept in the Police Drop Bag in the District Office and in the Go Bag at the Little Red School House. The North Greenbush Safety Binder includes a copy of the *Districtwide School Safety Plan*, a copy of the *Building-Level Emergency Response Plan for the Little Red School House* as submitted to the State Education Department, and a copy of the *Extended Version of the Emergency Response Plan*. The Extended Version of the Emergency Response Plan in the Safety Binder includes the following:

- Contact information for members of the North Greenbush School Safety Team, the Building Emergency Response Team, and the Post-Incident Response Team;
- The Incident Command System and the Chain of Command;
- Responsibilities of staff members, students, and parents during an emergency;
- Explanation of staff training and drills conducted with staff and students (the required minimum of 8 evacuation drills, 4 lock down drills, 1 emergency early dismissal annually, as well as lock out drills, hold in place drills, and shelter in place drills);
- Procedures for communicating with emergency responders, staff members, students, parents, and the media;
- Procedures for the following threats and hazards: active shooter; bomb threat; bus accident; traffic accident near the school; intrusion/hostage situation; kidnapping; medical and mental health emergencies; weather incidents;
- Memorandum of understanding with neighboring schools.
- Schedules, floor plans, and maps.
- Emergency contact information for all students and staff.

The District maintains a **Police Drop Bag** in the District Office, a **Go Bag** at the Little Red School House, and a **Knox Box** at the Little Red School House. The contents of these resources are outlined in the Extended Version of the Emergency Response Plan and are updated on an annual basis.