North Greenbush Common School District
49 North Greenbush Road
Troy, New York 12180

Districtwide School Safety Plan
2026-2027

Introduction and Purpose

North Greenbush Common School District has one school building: the Little Red School House, currently a school for students in kindergarten through grade two. The District Office is located within the school building. The district pays tuition for students in grades three through twelve who reside in the District to attend one of our partner school districts. **The Districtwide School Safety Plan for North Greenbush CSD** and the **Building Level Emergency Response Plan for The Little Red School House** are specific to this small school district and small school building for primary grade students.

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."

Identification of Teams

Due to the small size of our school district and our school, the Districtwide School Safety Team and the Building Emergency Response Team are one in the same and will henceforth be identified as the Safety Team. Members of the Safety Team are appointed by the Board of Trustees at the annual reorganization meeting.

The Safety Team is comprised of the following members:

- The School Superintendent, who is also the district chief emergency officer;
- The School Business Administrator/Treasurer, 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;
- An officer from the North Greenbush Ambulance Association;
- A representative of the Wynantskill School District Transportation Department;
- A Safety Specialist from Questar III BOCES;
- A parent representative.

As needed after a given emergency, select members of the Safety Team meet with members of a Post-Incident Emergency Response Team to identify support needed by students, staff, and parents and additional steps specific to communication and educational follow-up. Members of the Post-Incident Response Team include the North Greenbush School Psychologist, school counselors from Wynantskill School District and LaSalle Institute, mental health professionals from the Rensselaer County Office of Mental Health, and the School Physician.

Timelines and Documents

District Safety Plan

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 Safety Plan was initially developed by the School District Administration and reviewed by the Safety Team and by the Board of Trustees. A public hearing on the Districtwide Safety Plan was held at a Board of Trustees meeting. The Districtwide Safety Plan was made available for public comment for thirty days before being officially approved by the North Greenbush Board of Trustees. The Districtwide Safety Plan is posted on the North Greenbush School District website and the URL is submitted to the NY State Education Department. As required, this process will be repeated each year going forward so that the Board of Trustees will approve the updated District Safety Plan and the District will post the plan on its website and submit the URL to the NYS Education Department by September 1.

Building Emergency Response Plan

The Little Red School House Building Emergency Response Plan (ERP) was initially drafted by the School District Administration and is reviewed and updated by the Safety Team each year. Due to the confidential nature of some of its contents, the Building ERP is approved annually by the Board of Trustees in executive session (matters which may imperil the public

safety if disclosed) and is submitted electronically to the NY State Education Department and to the NY State Police by October 1 of each year. A paper copy of the Building ERP is given to the Safety Team members who are most likely to be immediately involved in a school emergency (district office staff members, teachers, and school nurse), and an electronic copy is given to the North Greenbush Police Department.

The Building ERP is a confidential document that contains a high degree of detail about many aspects of safety, security, and emergency response planning for the Little Red School House. Staff members participate in initial training on the Building ERP, including violence prevention and mental health, by September 15 of each year or within 30 days of their hire, although safety and emergency response training with students and staff continues throughout the course of the school year. For example, the district maintains detailed procedures for shelter in place, hold in place, evacuation, lockout, and lockdown drills which are practiced from September through June and during the Summer Program at different times of the school day during different activities including while students are at lunch and recess. Drills practiced with students include the required one early dismissal drill, four lockdown drills, and eight evacuation drills, four of which are conducted using a secondary means of evacuating the building. These drills are practiced according to the dates required by the State Education Department (six evacuation and two lock down drills by December 31; two evacuation and two lock downs between January 1 and June 30). Similarly, the Building ERP outlines specific protocols for how teachers and District Office staff will respond to a wide range of potential emergencies, including bomb threats, intrusions, hostage taking, kidnapping, medical emergencies, weather disasters, weapons, and acts of violence. These protocols are reviewed as part of ongoing staff training, at times in coordination with the North Greenbush Police Department, the Questar BOCES Safety Specialist, the Wynantskill Fire Department, the North Greenbush Ambulance Association, La Salle Institute, and/or Wynantskill School District.

North Greenbush Blue Safety Binder

The District maintains a North Greenbush Blue Safety Binder**,** a copy of which is given to the Superintendent, the School Business Administrator/Treasurer, the Little Red School House teachers, and the School Nurse. A copy of the North Greenbush Blue Safety Binder is kept in the Police Go 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 Emergency Response Plan for the Little Red School House, a copy of the Student/Staff Emergency Contacts Spreadsheet, a copy of the Safety Quick Reference for Emergency Response and Drills, and a class list. As outlined in the Building ERP, the Student/Staff Emergency Contacts Spreadsheet is a critical document for communicating with parents and parents' emergency designees by phone, text, and email in the event of an actual emergency, particularly an emergency that requires evacuation to an alternate site, early dismissal, or family reunification.

Security Practices and Resources

As enumerated extensively in the Building Emergency Response Plan for the Little Red School House, the District maintains many practices that contribute to a safe school environment and help prepare for an emergency. The teachers and District Office staff members are in constant communication with each other by email, landline and cell phone calls, and text messages. Because of our excellent teacher/student ratio and our status as a kindergarten through grade two school, our students are always under the supportive eye of teachers. Teachers, students, administrators, and parents have close, positive relationships and work together to prevent problems and proactively address them when they occur. Students are taught problem solving strategies, including *little problem/big problem,* and are taught to inform a trusted adult at any time in which they feel threatened, unsafe, or afraid.

Any student evidencing signs of mental health or behavioral concerns is quickly brought to the attention of a school administrator, parents are consulted, the Response to Intervention Team develops an individual intervention plan for the student, and outside community resources are utilized, including services of the Rensselaer County Office of Mental Health. This careful process of early identification, intervention, prevention, and monitoring includes any student potentially at risk of harming him or herself or another person and always involves significant communication with the student's parents.

The Little Red School House is locked at all times: Visitors are buzzed into the building after being visually recognized by a staff member. The Police Go Bag maintained at the Little Red School House contains supplies for use in an emergency. Additionally, the Little Red teachers have access to cell phones, bottled water, food, and student medications in the event of an extended emergency. Our teachers know that attending to the immediate needs of students and

dialing 911 are the first responses to most emergencies, followed by communicating with a District Office staff member.

The Building ERP identifies the chain of command in the event of an emergency and the responsibilities of roles in the chain of command. The School Superintendent, as the Chief School Emergency Officer, will serve as incident commander and public information officer. The Coordinator of Instruction or the District Treasurer will serve as alternates for both or either of the Superintendent's roles as needed. The teachers, the school nurse, and any member of the North Greenbush Ambulance Association/EMS will serve as safety officers attending to the health and well-being of students, staff, and anyone else on the scene. Any member of the North Greenbush Police Department, the Wynantskill Fire Department, or the North Greenbush Ambulance Association arriving on the scene may take over as incident commander and liaison officer, ensuring the coordination of services among first responders. As needed, the District Office staff members will coordinate with the North Greenbush Police Department on public information and press releases.

North Greenbush maintains excellent working relationships that contribute to school safety and preparedness for an emergency. In addition to serving on the Safety Team, the North Greenbush Police Department regularly patrols the area around the school, observes during drills with students, and conducts formal threat assessments. The Wynantskill Fire Department and other area firemen visit the school at least once a year to teach fire prevention and safety. The Questar BOCES Safety Specialist conducts various safety audits of the school and provide training and written resources regarding regulations, technology, and safety procedures. Additionally, North Greenbush maintains close working relationships with partner school districts, especially Wynantskill School District and LaSalle Institute, and is prepared to utilize their resources as needed in an emergency, such as transportation, counseling, and off-site locations.

Cardiac Emergency Response Plan (CERP)

Purpose

In compliance with Education Law §2801-a(n) (Desha's Law) and Public Health Law §917, The district has established a Cardiac Emergency Response Plan (CERP) to ensure a prompt, coordinated, and effective response to incidents of sudden cardiac arrest (SCA) or similar life-

threatening emergencies occurring on any school site or at any school-sponsored event, including athletic programs.

This section provides the district-wide framework for cardiac emergency preparedness and response, to be supplemented by building-specific CERP annexes within each Building-Level Emergency Response Plan. Building-level plans include venue-specific response protocols for on-site and off-site events, identifying AED locations, and identification of trained personnel.

Policy Statement

The district will maintain a district-wide CERP aligned with the American Heart Association's (AHA) evidence-based core elements. The plan shall be reviewed annually by the Chief Emergency Officer and District Wide Safety Committee for approval by the Board of Education. Each building has a venue-specific CERP annex that conforms to the standards established in this section and follows the NYSED functional annex format requirements for Building-Level Emergency Response Plans.

Core Components

- **Cardiac Emergency Response Team (CERT):**
  - Minimum of 2 trained responders in each building.

- **CPR/AED Training Requirements:**
  - The district will provide first aid, CPR, and AED training for relevant staff, including members of building-level emergency response teams and staff who volunteer to be trained.

- **AED Placement and Maintenance:**
  - AEDs located to allow retrieval and deployment within 3 minutes from any location on campus;
  - AEDS are clearly marked, unlocked during events, maintained per manufacturer guidelines;
  - Maintenance and inspection logs kept at each building with the building nurses.

- **Communication Protocols:**
  - Internal – CERT activation and role assignments;
  - External – Immediate EMS activation (call 911) and coordination with responding agencies.

- **Continuous Improvement:**
  - Annual review of the plan and post-incident/debrief updates to procedures.
  - An after-action report will be completed within 24 hours of any cardiac emergency or drill and forwarded to the superintendent for review and follow-up actions.

- **EMS Coordination:**
  - The district will coordinate with local EMS to integrate CERP procedures into community responder protocols, including site orientation and AED location information.
  - This coordination will occur at least annually and will include sharing updated AED maps, site access points, and any changes in CERT composition or building layout.

- **Recordkeeping and Reporting:**
  - CPR/AED training records for staff and AED maintenance records will be maintained by the district office.
  - Incident documentation will be retained by the superintendent.

Recognizing Sudden Cardiac Arrest (SCA)

Definition

Sudden cardiac arrest is a **life-threatening condition** where the heart suddenly and unexpectedly stops beating. This leads to loss of blood flow to the brain and vital organs.

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Without immediate CPR and defibrillation, death can occur within minutes. Call 911 and activate Cardiac Emergency Response Plan

Sign/Symptom	Description	Notes
Sudden collapse	The person falls to the ground without warning.	Often the **first and most obvious sign**; may occur during or after physical activity, or at rest.
Unresponsiveness	No response to shouting or tapping on the shoulders.	Check for responsiveness **immediately** upon collapse.
No normal breathing / only gasping	Breathing may be absent, irregular, or limited to **agonal gasps** (abnormal, gasping breaths).	Agonal gasps are **not normal breathing**.
No pulse	No heartbeat detectable by trained responders.	Lay rescuers focus on "no breathing or only gasping" to trigger CPR; trained personnel also check pulse.
Seizure-like activity	Brief, involuntary movements may occur during the first seconds of arrest.	This can be mistaken for a seizure; check breathing and responsiveness.
Sudden collapse during exertion	Especially concerning in athletes or during physical activity.	NYSED sports-related SCA guidance emphasizes this scenario.
Pale or bluish skin	Skin may appear ashen, cool, or cyanotic (blue lips/fingertips).	Caused by lack of oxygenated blood circulation.