

II. Administration

E. Risk Management

4. School Safety, Emergency and Crisis Response Plans
 - a. Comprehensive District and School Safety Plans

In accordance with RI Gen. Laws §16-21-23, RI Gen. Laws §16-21-24 and RI Gen. Laws §16-21-25, the Narragansett School System shall develop, shall review annually and, as necessary, revise a comprehensive school district safety plan to enable the School Department to effectively respond to crises and other emergencies. The Narragansett School Committee shall review and adopt in executive session a comprehensive school district safety regarding crisis intervention, emergency response, and management.

A. District Safety Plan

1. The District Safety Plan shall be developed by a team comprised of school administrators and representatives of local law enforcement, fire and emergency personnel. This team may also include representatives from the school committee, parent organizations, school faculty/staff and students. Members of the school safety team shall be appointed by the Superintendent of Schools.
2. In creating the District Safety Plan, the safety team shall consult the model school safety plan developed by the Department of Education. The Superintendent shall ensure that the Narragansett police, fire and emergency management departments are provided with current school floor plans, blueprints, schematics, or other maps of the school interior and school grounds, and road maps of the immediate surrounding area.
3. The District Safety Plan shall address Communications, Evacuations, Shelter in Place, Lockdown, Accounting for all persons, Reunification, Continuity of Operations, Security, Recovery and Health and Medical Concerns. In addition, Plan shall include, but not to be limited to, prevention, mitigation, preparedness, response, and recovery. The District Safety Plan shall include, at a minimum, the following elements:
 - a) Appropriate prevention, mitigation, preparedness and intervention strategies which make use of effective actions based on currently accepted best practices. Once developed, the appropriate parts of the state model plan pursuant to general laws section 16-21-23.1 shall include consistent, plain language and terminology.
 - b) Formalized, collaborative arrangements with state and local law enforcement and firefighter officials designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations.
 - c) Policies and procedures relating to school building security, including, when appropriate, the use of school safety officers and/or security devices or procedures.
 - d) Policies and procedures for annual school safety training and annual review of the school safety plans for staff and students.
 - e) Protocols for school personnel and students responding to bomb threats, hostage-takings, intrusions, and kidnappings.

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- f) Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.
- g) Policies and procedures for contacting appropriate law enforcement officials and EMS/Fire in the event of a violent incident.
- h) Policies and procedures for notification and activation of the school crisis response team.
- i) Policies and procedures for contacting parents, guardians, or persons related to students and staff in the event of a violent incident.
- j) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors. This includes but is not limited to, the identification of family, community, and environmental factors, to teachers, administrators, school personnel, and other persons deemed appropriate to receive that information;
- k) Strategies for improving communication, among students and between students and staff in the reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- l) A description of the duties of school safety personnel, including the school crisis response team, and the training requirements;
- m) Policies and procedures for providing notice of threats of violence or harm to the student or school employee who is the subject of the threat. The policy shall define "threats of violence or harm" to include violent actions and threats of violent actions either individually or by groups, but shall not include conduct or comments that a reasonable person would not seriously consider to be a legitimate threat;
- n) Policies and procedures for disclosing information that is provided to the school administrators about a student's conduct, including, but not limited to, the student's prior disciplinary records and history of violence, to classroom teachers, school staff, and school security, if they have been determined by the principal to have a legitimate need for the information in order to fulfill their professional responsibilities and for protecting such information from any further disclosure;
- o) Procedures for determining whether or not any threats or conduct established in the policy may be grounds for discipline of the student. School districts, school committees, school officials, and school employees providing notice in good faith as required and consistent with the committee's policies adopted under this section are immune from any liability arising out of such notification.

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B. School Safety Plans

1. School Safety Plans shall be developed by a School Safety Team at each school comprised of school faculty/staff, school administrators and representatives of local law enforcement, fire and emergency personnel. These teams may also include representatives from the school committee, parent organizations and students. Members of the school safety teams shall be appointed by the Superintendent of Schools.

2. School Safety Plans shall include school emergency response plans specific to each school building, and shall be developed and approved in consultation with local police and fire.

3. School Safety Plans shall include and address, but not be limited to, the following elements:

- a) Policies and procedures for the safe evacuation of students, teachers, and other school personnel as well as visitors to the school in the event of a serious violent incident or other emergency, which shall include evacuation routes and shelter sites and procedures for addressing medical needs, transportation, and emergency notification to persons related to students or staff. "Serious violent incident" means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff.
- b) Designation of an emergency response team comprised of school personnel, local law enforcement officials and representatives from local emergency response agencies.
- c) Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics, or other maps of the school interior and school grounds, and road maps of the immediate surrounding area.
- d) Establishment of internal and external communication systems in emergencies; that include consistent, plain language and terminology.
- e) Definition and formalization of the chain of command in a manner consistent with the national interagency incident management system/incident command system.
- f) Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan.
- g) Policies and procedures created in conjunction with local or state police for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property.
- h) Policies and procedures for ensuring timely access to mental health services for those students and school employees affected by a violent incident.

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- i) School Safety Plans shall further require each school to have a school crisis response team. The school crisis response team shall be comprised of those selected school personnel willing to serve as members of a psychological response team to address the psychological and emotional needs of the school community, and may seek mental health resources from the Department of Elementary and Secondary Education. Members of the school crisis response team may coordinate mental health services for those students and school employees affected by acts of violence in the schools, using resources available through the R.I. Department of Education.

C. Annual Review

The District and School Safety Plans shall be reviewed annually by the Narragansett School Committee, and revised as needed, according to the R.I. Department of Education requirements and any statutory revisions to the R.I. General Laws cited below.

References:

RI Gen. Laws §16-21-23

RI Gen. Laws §16-21-24

RI Gen. Laws §16-21-25

FEMA Trainings & Documents 2013-2014

1st Reading: May 21, 2014

Adopted: July 23, 2014

Narragansett School System

Narragansett, Rhode Island