

FRIENDS ACADEMY

FOUNDED 1876

SCHOOL SAFETY  
& SECURITY POLICIES  
AND PROCEDURES

2018-2019



STRONG MINDS.  
KIND HEARTS.

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# FRIENDS ACADEMY

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# FRIENDS ACADEMY

## SCHOOL SAFETY & SECURITY POLICIES AND PROCEDURES 2018-2019

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Friends Academy is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, Friends Academy has conducted a thorough review of its emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters. The School Safety and Security Policy and Procedures that follows is the official policy of Friends Academy. It is the result of a comprehensive review and update of Friends Academy policies in the context of its location in Locust Valley, NY.

### **I. AUTHORITY**

The Board of Trustees of Friends Academy has adopted the School Safety and Security Policy and Procedures. It shall be the responsibility of the Head of School to establish and carry out the written policies that will:

- Identify those staff members who will be responsible for the effective administration of the plan;
- Provide staff time and other necessary resources for the effective administration of the policies and procedures;
- Establish periodic written review of the activities of the staff to insure compliance with the policies and procedures;
- Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and parents;
- Provide for reports to the Board of Trustees regarding the significant aspects of safety and security of Friends Academy.

### **II. PHILOSOPHY**

Friends Academy's philosophy is based on the Quaker principles of integrity, simplicity, patience, moderation, peaceful resolution of conflict, and a belief that the silence and simple ministry of the "gathered meeting" brings the presence of God into the midst of busy lives. Friends Academy is committed to developing a diverse community whose members value excellence in learning and growth in knowledge and skill, a genuine commitment to service and ethical action, and a realization that every life is to be explored, celebrated, and enjoyed in the spirit of the Religious Society of Friends. Friends Academy's approach to emergency and crisis response will be consistent with Friends' core values. These core values provide the framework for decision-making that ensures the honesty and integrity of Friends Academy and provides guidelines for all decisions made in the time of crisis. By adhering to these principles, Friends Academy can provide strong and decisive leadership in times of crisis, can

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be certain that actions taken during a crisis are not only right for the crisis, but right for the school, and provide for the safety of all members of the Friends Academy community.

### III. MISSION AND GOALS

The goal of the policy and procedures is to provide a safe and secure environment for learning for all students, faculty, staff and visitors, and in an emergency/disaster to:

- Protect the lives and well-being of our student body, faculty, staff and visitors;
- Reduce the damage to school property;
- Respond to emergencies promptly and properly;
- Coordinate with local emergency operations' plans;
- Coordinate with other community resources;
- Provide for fast, efficient dissemination of information to various constituencies;
- Recover and return to normal operations.

### IV. DEFINITION

The Policy and Procedures is a written set of guidelines to help Friends Academy prevent, prepare for and respond to emergencies and crises. A crisis is defined as “a sudden, unexpected, and potentially overwhelming incident that disrupts the normal flow of events and often negatively impacts Friends and the individuals in the community.” The School Safety and Security Policies and Procedures attempts to address a range of events and hazards caused by both nature and by people. The Policy and Procedures is not an all-inclusive step by step guide; however, it does provide guidelines for prudent responses in a variety of situations. The following occurrences would constitute a crisis:

- Any situation involving serious injury or loss of life to Friends Academy students, faculty, staff, visitors, or participants in community-sponsored programs. This applies only to incidents occurring on campus and to off-campus events sanctioned by the school.
- Any potentially life-threatening situation involving the use of a weapon against Friends Academy students, faculty, staff, visitors, or participants in community-sponsored programs. These situations must be reported even if there are no serious injuries. This applies only to incidents occurring on campus and to off-campus events sanctioned by the school.
- Significant criminal activity occurring on the Friends Academy campus, particularly if it involves Friends Academy students, faculty, staff, visitors, or participants in community-sponsored programs. Examples include arson, robbery, assault, selling and/or use of illegal drugs, or extensive vandalism.
- Significant criminal activity perpetrated by Friends Academy faculty, staff or students. This applies only in the case of extraordinarily serious crimes which could require a statement on the part of the school.
- A natural disaster that presents potential danger for Friends Academy students,

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faculty, staff, visitors, or participants in community-sponsored programs. This applies only to disasters occurring on campus or at the location of an off-campus event sanctioned by the school. This includes hurricanes, floods, tornadoes, fires, and severe storms.

- An event of national significance that could impact the well-being of the Friends Academy community.

## **V. PREPAREDNESS**

### **A. School Safety Guides**

Friends Academy shall employ both an **Emergency Management Guide** as well as a **Building-Level Safety Plan**.

#### **1. Emergency Management Guide**

Emergency Management Guide provides a comprehensive, multi-hazard school safety plan that covers all school buildings, that addresses prevention and intervention strategies, emergency response and management at the school level. The Emergency Management Guide shall be developed by the Emergency Management Team appointed by the Head of School and approved by the Board of Trustees.

#### **2. Building-Level Safety Plan**

Building-Level Safety Plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level. The building-level plan shall be developed by the building-level school safety team. The Building-Level School Safety Team means a building-specific team appointed by the Head of School in accordance with the guidelines prescribed by the Board of Trustees.

### **B. School Information**

#### **1. Enrollment**

As of September 2018, Friends Academy's enrollment is approximately 750 students. Friends Academy maintains records of students with disabilities and/or medical conditions.

#### **2. Employees**

Friends Academy's employees are comprised of the following personnel:

- Teachers, learning specialists, coaches, nurse, athletic trainer and administrators
- Assistant teachers and teacher aides
- Safety Officers
- Maintenance staff
- Office/support staff
- Food service staff (third party contractor)
- Custodial staff (third party contractor)
- Temporary and Seasonal Staff

A list of current school personnel is maintained.

Friends Academy maintains a master schedule of where classes and grade levels are located during the day.

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### **C. Building Information**

Friends Academy is made up of 13 buildings. A list of buildings, campus map, and building floor plans, are available to responders.

### **D. Risk Analysis**

By definition it is impossible to plan for a crisis, but as effective leaders Friends Academy's administrative team recognizes potential crises early and takes action to mitigate them. A complete hazard analysis and security audit has been completed for Friends Academy by T & M Protection Services. Each member of the Friends Academy administrative team is cognizant of issues specific to individual program areas that could adversely impact that area or the entire school. As such the administrative team has identified the following categories of crises that represent types of emergencies Friends Academy might confront.

#### **Accidents Involving Students, Visitors, Faculty/Staff**

Minor accidents occur every day, particularly when school is in session. However, a serious accident involving death or physical injury would constitute a crisis of the first magnitude. Medical emergencies could require formal communication from Friends Academy, depending on the scope and severity of the incident. Accidents resulting in significant property damage could also be of interest.

#### **Civil Disturbances Involving Students, Faculty/Staff**

Criminal or anti-social behavior by a Friends Academy employee or student could jeopardize the image of the entire school. If the criminal activity involves a faculty member, there could be additional ramifications.

#### **Legal Action Against Friends Academy**

Few lawsuits attract media attention unless they involve prominent members of the community or large settlements. There is potential for both at Friends Academy.

#### **Natural Disasters**

Disasters over which we have no control however will mandate proactive and prompt response from the school's emergency management team.

Emergency or crisis situations can include, but are not limited to the following:

- Bomb scare
- Civil unrest
- Criminal activities
- Death of a member of the community
- Epidemic outbreak
- Fire or explosion
- Hazardous materials leak
- Lost or missing child
- Medical emergency
- Severe weather (snow, hurricane, tornado)
- Structural failure
- Suicide
- Traffic accident (car or school bus)

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## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Friends Academy uses a modified version of the National Incident Management System (NIMS) to manage incidents. The Incident Management System (IMS) used by Friends Academy is similar in structure to the NIMS, but takes into account the size of Friends Academy and the structure of the administrative team. The IMS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The IMS is flexible and can be used for incidents of any type, scope and complexity. As such, Friends Academy's crisis response structure and defined roles and responsibilities are organized around the IMS' major functional areas: Command, Planning & Team Leader, Crisis Intervention, Technology/Information, Safety, Operations, Finance and Public Information. Additionally, Friends Academy will use the ICS common terminology for organizational elements, position titles, resources, and facilities.

### A. Unity and Chain of Command

Friends Academy in the event of an incident or the activation of the Emergency and Crisis Response Plan will operate under a Unity and Chain of Command. As such, every individual is assigned a designated supervisor within an orderly line of authority within the school with only one Incident Commander and each person reporting to only one supervisor (see Appendix A).

#### 1. Incident Command Team

##### **Head of School – Incident Commander**

In the event of an emergency, the Head of School (or in his/her absence the Assistant Head of School) will provide a quick but careful assessment of the situation to determine whether a crisis exists, and if so, the type of crisis, the location, and the magnitude. He/she will activate the Emergency and Crisis Response Plan. The Head of School will assume the role of the Incident Commander (IC) and will take charge and remain in charge of the emergency until it is resolved or until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

**The Head of School's Responsibilities shall include but not be limited to the following:**

- Exercise overall decision-making authority in the event of an emergency at his/her school until emergency services arrive.
- Keep the Board of Trustees informed of emergency status and operations.
- Coordinate with organized volunteer groups and businesses regarding emergency operations.
- Assign selected staff members to the Emergency Management Team who will develop the School's emergency management plan.
- Appoint an Incident Manager



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- Ensure Friends Academy personnel and students participate in emergency planning, training, and exercise activities.

### **Incident Command Post**

The Incident Command Post (ICP) will be established on scene but away from risk of harm from the emergency. Pre-determined sites for command posts outside the school building will be identified in cooperation with local emergency responder agencies.

### **Incident Manager**

The Director of Facilities shall serve as the Incident Manager (IM). The IM will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify school response resources required, and direct the Friends Academy's on-scene response from the ICP. The IM collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Responsibilities include but are not limited to the following:

- Assign school emergency responsibilities to staff as required. Such responsibilities will include but are not limited to:
- Appoint monitors to assist in proper evacuation.
- Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
- Collect and manage all incident-relevant operational data.
- Provide input to the IC and Operations Officer.
- Reassign personnel within school as needed.
- Compile and display incident status information.
- Report significant changes in incident status.
- Determine need for specialized resources.
- Act as a point of contact for agency representatives
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

### **Division Principals**

In times of crisis, the Principals serve as the managers and leaders. During a crisis, the Principals shall perform the following tasks:

- Respond within seconds and lead with a serious, calm, confident style;
- Implement the crisis plan;
- Yield authority, when appropriate, to others in the plan's designated command structure;
- Facilitate collaboration among school staff and emergency responders.
- Remain open to suggestions and information that may be critical in adjusting the response.
- Implement student release and reunification protocols.

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### **Safety Officer**

The Assistant Director of Facilities shall serve as the Safety Officer and is responsible for the safety of the scene and the individuals at the scene. He/she will fulfill this role until relieved by a more qualified person or the appropriate emergency responder agency.

Responsibilities include but are not limited to the following:

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Ensure that all exits are operable at all times while the buildings are occupied.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Participate in planning meetings.

### **Public Information Officer**

The Director of Communications shall serve as the Public Information Officer. The Public Information Officer is responsible for releasing information to families, community members, and the media during an incident. Responsibilities include but are not limited to the following:

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in constituency notification and press/media briefings.
- Obtain ICs approval of news releases.
- Arrange for tours and other interviews or briefings as may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Work with local media before an incident to ensure an understanding of needs during an incident.
- Work with state and local emergency management agencies to have the Federal Aviation Administration restrict air space over the school.
- Participate in planning meetings.

### **Operations Officer**

The Athletic Director shall serve as the Operations Officer. The Operations Officer is responsible for managing student and staff care during the incident. This includes physical (food and water), medical (CPR and first aid), and mental needs (psychological services).

Responsibilities include but are not limited to the following:

- Manage care of students and staff at the incident.
- Develop the student and staff care portion of the Emergency Management Guide
- Request additional resources to support staff and student care.

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### **Technology/Information Services**

The Director of Technology shall serve as the Technology and Information Services Officer. The Director of Technology's responsibilities include but are not limited to the following:

- Coordinate use of technology.
- Assist in establishment/maintenance of emergency communications network.
- Provide instruction on any special communications equipment, DefenCall, or night call systems used to notify first responders.
- Assist in obtaining needed student and staff information from the computer files.
- Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
- Establish and maintain, as needed, a stand-alone computer with a student and staff database for use at the emergency site.

### **Finance Officer**

The Director of Finance, Operations and Strategic Projects shall serve as the Finance Officer. The Finance Officer is responsible for managing all financial aspects of an incident. Responsibilities include but are not limited to the following:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather and document pertinent information from briefings/planning meetings.
- Develop an operating plan and fill supply and support needs.
- Brief personnel on all incident-related financial issues needing attention or follow up.
- Participate in planning meetings.

### **Faculty**

The faculty's primary responsibility is to remain with or be available to the students to help ensure their safety and well-being. Faculty Responsibilities include but are not limited to the following:

- Prepare classroom emergency Go Kits
- Participate in trainings, drills and exercises.
- Direct and supervise students en route to pre-designated safe areas within the School grounds or to an off-site evacuation shelter.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Maintain order while in the student assembly area.
- Verify the location and status of every student. Report to the incident commander or designee on the condition of any student who needs additional assistance or has special needs.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency,

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unless otherwise assigned or until every student has been released through the official “student/family reunification process.”

- Trust the internal crisis team members and external emergency responders.

## **Staff**

Staff Responsibilities include but are not limited to the following:

- Participate in trainings, drills and exercises.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Trust the internal crisis team members and external emergency responders.

### **2. Emergency Management Team**

The Emergency Management Team establishes the guidance and direction for emergency management programs and for emergency response and recovery operations. Additionally, the team develops the emergency operations plan for Friends Academy, coordinates with local emergency services for specific hazards, coordinates Friends Academy’s planning activities and recruits members of the school’s Emergency Response Team. The Emergency Planning Team members are listed in Appendix A.

The Emergency Planning Teams’ responsibilities include but are not limited to:

- Authorize implementation of emergency preparedness curriculum.
- Supervise preparation of Emergency Management Guide.
- Incorporate traffic, medical, and communications plans and other supporting materials into the Emergency Management Guide.
- Conduct and facilitate planning meetings.
- Arrange for the immediate purchase of outsider services and materials needed for the management of emergency situations.
- Coordinate Friends Academy’s emergency assistance and recovery.
- Prepare regular, comprehensive trainings for faculty and staff.
- Create Critical Incident Response Kits for each school building with appropriate maps, floor plans, employee and student rosters, photos, bus routes, and other pertinent information to help manage the emergency.
- Establish clear lines of communication among and within the state, county, school, and community groups.
- Create student release procedures and forms to be used in the event of an incident and store them with incident response materials.
- Establish specific number of incident drills at the start of every school year.
- Conduct drills and initiate needed plan revisions based on After Action Reports.
- Distribute Emergency Management Guide to all faculty/staff.
- Distribute literature summarizing crisis procedures and information pertaining to families and community members.

### **3. Crisis Intervention Team**

The Crisis Intervention Team is composed of individuals who will provide psychological/emotional/physical counseling to students, staff, and parents traumatized by an emergency. The school’s Crisis Intervention team members are listed in Appendix A. The school’s Advi-

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sory Group members are listed in Appendix B.

## **B. Emergency Phone Numbers**

### **Fire/Ambulance/Police**

Emergency	9 - 911
Glen Cove Police	9 - 676-1000
NC Police Intelligence Unit	9 - 573-3437
Glen Cove Fire	9 - 671-3730

### **Public Utilities**

Electricity	9 - 1-800-490-0075
Gas	9 - 1-800-490-0045
Glen Cove Water Department	9 - 676-2238 <i>(For Elm Ave. Jackson House, Middle School, Athletics, Withington House)</i>
Locust Valley Water District	9 - 671-1783 <i>(For Dolan Center, Frost Hall, Lower School, Underhill and Kumar Wang Learning Commons)</i>

### **Emergency Management Agencies**

Poison Control	1-800-222-1222
Emergency Management	9 - 573-0636
Nassau County Police Hotline	9 - 800-635-1522

## **VII. MITIGATION & PREVENTION**

### **A. Emergency Planning**

Friends Academy shall maintain updated plans and operating procedures to be followed in the event of natural or manmade disasters or enemy attack. Students shall be provided instruction to respond effectively in emergency situations.

### **B. Safety Conditions and Programs**

The practice of safety will be considered an integral part of the instructional program through fire prevention, emergency procedures and drills, driver education, and traffic and pedestrian safety.

Each Principal will be responsible for the supervision of a safety program for his/her division.

The safety program may include, but not be limited to, in-service training, plant inspection, fire prevention, accident recordkeeping, driver and vehicle safety programs, emergency procedures and drills, and traffic safety programs relevant to students, employees and the community.

It shall be a responsibility of the Board of Trustees to inspect safety conditions and program and provide supervision of the health and safety aspects of the school facilities.

### **C. Access Control**

Friends Academy employs visitor management, access control, and video surveillance sys-

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tems to manage the flow of visitors on campus. Access into each building is controlled through designated entry points that are monitored. Visitors to campus are directed to one entry point where sign-in procedures are employed and visitor badges are provided.

#### **D. Training and Drills**

Friends Academy understands and promotes the importance of training, drills, and exercises.

#### **E. Cardiac Automated External Defibrillators (AEDs)**

Friends Academy shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator (AED) equipment. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.

Whenever an instructional school facility is used for a school-sponsored or school approved curricular or extracurricular event or activity and whenever a school-sponsored athletic contest is held at any location, administrators and supervisors responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity, or contest at least one staff person who is trained in the operation and use of an AED. School-sponsored or school-approved curricular or extracurricular events or activities means events or activities of Friends Academy that are, respectively, associated with its instructional curriculum or otherwise offered to its students.

Where a school-sponsored competitive athletic event is held at a site other than Friends Academy, the Athletic Director shall assure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained in the operation and use of the AED is present during such athletic event.

Therefore, it is the policy of Friends Academy to provide proper training requirements for school AED users, to ensure the immediate calling of 911 whenever the AED is used, to ensure ready identification of the location of the AED units.

Friends Academy will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained.

Any employee or other agent of Friends Academy who, in accordance with school policy, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

#### **F. Concussion Management Policy**

Friends Academy recognizes that concussions (mild traumatic brain injuries) can be common injuries in children and adolescents. This policy establishes the rules and regulations for the management and monitoring of students who suffer concussions.

Any student who has sustained a concussion, or is believed by school personnel to have sustained such an injury will be immediately removed from participation in extracurricular activities, including but not limited to: athletics, intramurals, physical education and clubs. No such student shall return to school until he or she has been symptom free for at least twenty-four hours, and has been evaluated by and received written and signed authorization

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from a licensed physician. Such authorization shall be kept on file in the student's permanent health record.

Friends Academy has established a Concussion Management Team to oversee the implementation of this policy. The Concussion Management Team may be composed of the Athletic Director, the School Nurse, the School Physician, the School Athletic Trainer, or other appropriate personnel as designated by the school. All school coaches, physical education teachers, nurses, and athletic trainers shall complete a course of instruction every two years related to the protocols governing concussion management.

### **G. Substance Abuse Prevention Instruction**

Friends Academy recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. An educationally sequential health prevention program, utilizing as appropriate community, staff and student input, will be developed to inform students of:

- Causes for substance abuse;
- Physical and psychological damage associated with substance abuse;
- Avoidance of alcohol, tobacco and drugs;
- Dangers of driving while under the influence of alcohol or drugs.

### **H. Environmental Stewardship Instruction**

Friends Academy supports and encourages the development of a school-wide, articulated curriculum of environmental stewardship integrated into other program disciplines.

### **I. Fire and Arson Prevention Instruction**

The Head of School directs the administration to provide instruction in fire and arson prevention for all students in each school.

### **J. Student Safety**

Instruction in courses in technology education, science, art and physical education, health, and wellness shall include and emphasize safety and accident prevention. Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors shall teach and enforce all safety procedures relating to the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

### **K. Instruction on Prevention of Child Abduction**

All students in grades K through 8 shall receive instruction designed to prevent the abduction of children. Such instruction shall be provided by or under the direct supervision of regular classroom teachers and the school shall provide appropriate training and curriculum materials for the classroom teachers who provide such instruction. However, at the school's discretion, such instruction may be provided by any other public or private agency.

The Assistant Head of School will assist in the development of curricula for such courses of study which must be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness skills, information, self-confidence, and support to aid in the prevention of child abduction.

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## **L. Pre-Employment Background Screening of Prospective School Employees**

Friends Academy is committed to the use of all reasonable means to ensure the safety of our students, employees, and volunteers. This policy is adopted to make our school environment safe and to screen out those who could be harmful to children.

In this regard, as part of the procedure for processing applications for employment, Friends Academy will obtain from a consumer reporting agency a consumer report on each applicant which details the following information:

- Social security number verification for identity
- Fingerprint criminal background check
- Criminal record check-felony and misdemeanor
- Employment history
- Motor vehicle record
- Public records search

## **VIII. FACILITIES: INSPECTION, OPERATION AND MAINTENANCE**

### **A. Inspections**

The administration of the school shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board of Trustees informed of the results of such inspections in a timely fashion.

### **B. Comprehensive School Building Safety Program**

To ensure that all school facilities are properly maintained and preserved and provide suitable educational settings, the school shall develop a Comprehensive School Building Safety Program. The program shall be reevaluated and made current at least annually, and shall include the following:

- 1) A five (5) year capital facilities plan which will include an appraisal of the following:
  - The educational philosophy of the school, with resulting administrative organization and program requirements;
  - Present and projected student enrollments; space use and student capacity of existing facilities;
  - The allocation of instructional space to meet the current and future education program and service needs, and to serve students with disabilities;
  - Priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
  - The provision of additional facilities.
- 2) A school building inventory, which will include information pertaining to each building including, but not limited to:
  - Type of building, age of building, size of building;
  - Rated capacity, current enrollment;
  - List of energy sources and major systems (lighting, plumbing, electrical, heating); and



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- Summary of triennial asbestos inspection reports.
  - 3) An annual visual inspection of each occupied building and assignment of a safety rating score. The inspection committee must include a state certified code enforcement official and the school's Director of Facilities or designee.
  - 4) A building condition survey shall be conducted for all occupied school buildings once every five years by a team that includes at least one licensed architect or engineer.
  - 5) A monitoring system which includes:
    - Development of detailed plans and a review process of all inspections;
    - Procedures for a response in writing to all inquiries about building health and safety concerns and a copy kept on permanent file.
  - 6) Procedures to ensure the safety of the building occupants while a construction/renovation project is taking place. These procedures will include:
    - Notification to parents, staff and the community at least two months in advance of a construction project of one hundred thousand dollars (\$100,000) or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, such notice shall be provided as far in advance of the start of construction as is practicable;
    - A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo ID badges;

### **C. School Facility Report Cards**

The Director of Facilities shall prepare a School Facility Report Card for each occupied school building. The School Facility Report Card for each building shall be reviewed annually by the Board of Trustees.

#### **1. Hazardous Waste and Handling of Toxic Substances by Employees**

The Board of Trustees recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes. The management of hazardous waste from its point of generation to the ultimate disposal is regulated through specific Federal, State, and Local laws. The Board directs the Head of School to adopt rules to ensure school implementation of applicable Federal, State, and Local laws pertaining to the identification, transportation, treatment, storage, and disposal of hazardous wastes.

#### **2. Pesticide Notification and Integrated Pest Management**

The Board of Trustees is committed to fostering the health and safety of students and staff while ensuring that occupied school buildings are safe and maintained in a state of good repair. The Board recognizes that pests pose a risk to the integrity of the school's buildings as well as the health of the school's students and staff. However, the Board also understands that there are potential health and safety risks in using chemical pesticides in school. Accordingly, the school shall make provisions for employing the least toxic approach to integrated pest management (IPM) for the school's buildings and grounds. IPM is a systematic approach to managing pests which focuses on long-term prevention suppression with minimal impact on human health, the environment and nontargeted organisms.

In addition, the school shall, in accordance with New York State Law and Regulations

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provide written notification to staff and parents, regarding the use of pesticides in the school.

In this regard, all staff and parent/guardians shall be provided with written notification at the beginning of each school year (or, if the child enrolls after the beginning of the school year, within one week of enrollment) informing them:

- That the school does not use pesticides in school facilities or on school grounds during the normal course of operations, but that pesticides may be used in severe situations only where non-pesticide use is not effective;
- That the school maintains a list of staff and parent/guardians who have requested forty-eight hour written notice of pesticide application, along with instructions on how to register for this prior written notification; and
- Of the name and phone number of a school contact person, who can respond to inquiries for further information.

The school shall provide separate written notification to staff and parents/guardians within ten days of the end of the school year, and within two days of the end of the winter and spring recesses, regarding the date, location and product used for each pesticide application which required prior notification and each emergency application; a statement regarding the list of persons who request forty-eight hour prior written notice; instructions for how to register for the prior written notification; a statement explaining how to obtain further information about the products being applied, including warnings that are pertinent to the protection of humans, animals, or the environment; and the name and phone number of a school representative who can respond to inquiries for additional information.

Individuals who have requested forty-eight hour prior written notification shall be provided with notification that includes the specific date and location of the pesticide application at the school; if the application is outdoors, the specific date as well as two alternative dates if the application cannot be made due to weather conditions; the product name and pesticide registration assigned by the EPA; the name and contact number of a school district representative who can respond to inquiries for additional information; and a statement encouraging staff and parents/guardians to discuss with the school representative the precautions being taken to protect children from exposure, as well as the telephone number of pesticide information services.

The Head of School shall ensure the dissemination of this policy and the implementation of any training necessary to ensure that all staff are fully informed about pesticides and pest management.

## **IX. RESPONSE**

### **A. Emergency/Crisis Response Actions**

The Incident Commander is responsible for activating the School's emergency operations plan and the initial response. Typical initial responses include building evacuation, lock down, lockout, shelter-in-place, medical intervention, and early dismissal.

### **B. Trust Leadership**

Trust the internal crisis team members and external emergency responders who have been trained to deal with crises. Trust will help calm the situation and minimize the chaos that may occur during a crisis.

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### **C. Lock Down**

A lock down is activated when a person or situation presents an immediate threat to students and staff in the building. School staff, students, and visitors are secured in rooms they are currently in when the lock down is activated and all school activities are stopped. No one is allowed to leave or enter the campus until the situation has been identified and resolved by authorities.

### **D. Lock Out**

A lock out allows the school to continue with normal activities but curtails outside activity, and does not allow unauthorized personnel to enter the building.

### **E. Evacuation**

An evacuation is activated when conditions may be safer outside than inside the building. During an evacuation all staff and students are required to leave the building immediately and to report to their designated safe site.

### **F. Shelter-in-place**

The shelter-in-place is activated when conditions are safer inside the buildings than outside.

### **G. Medical Intervention**

The medical intervention is activated when a life-threatening situation has been identified.

### **H. Early Dismissal**

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer dismissing from school early.

### **I. School Closing**

Dangerous conditions are unfolding or imminent and it is determined that students and staff would be safer at home than traveling to campus.

### **J. Drop, Cover and Hold On**

Students and staff drop low, take cover and hold on under furniture, cover eyes, head with hands and arms and protect internal organs. This response is the most appropriate protective action during an earthquake or explosion.

### **K. Incident Reporting**

In the event of an incident, these protocols will be followed:

#### **1. Medical Emergency**

- If life threatening, dial 9-911 or 9- 676-1000. Give your address – Friends Academy 270 Duck Pond Road, building (Frost Hall, Lower School, Middle School, Dolan Center, Gym, Library, Meeting House) floor and room number.

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- Notify School Nurse at ext. 221 ( or Head of School at ext. 218 or Dean of Students at ext. 206 immediately).
  - Do not move the injured person. If necessary perform first aid until medical help arrives.
  - Post one person at the building entrance to lead the medical team to the person in distress.
  - AED
2. Fire or Smoke
- If you see a fire or smoke, or if the fire alarm sounds immediately pull the fire alarm if it has not already sounded.
  - When the fire alarm sounds, all students and staff are to immediately evacuate the building.
  - Elevators are not to be used during a fire alarm use the stairs.
  - Follow designated exit routes, which are posted in each classroom.
  - If the designated exit way is blocked, go to the nearest available exit.
  - If the alarm sounds between classes, use the nearest available exit.
  - The last person out of the room shall verify that the room is empty and close the door.
  - Go to the predetermined Primary Evacuation location outside the building.
3. Intruder
- Faculty and Staff are expected to greet any person on campus that they do not recognize. Politely greet guest/stranger and identify yourself.
  - Ask guest/stranger the purpose of his/her visit. Who are they here to see?
  - Inform guest/stranger that we ask all visitors to register at the Frost Hall main reception desk.
  - If the person/s is argumentative but starts to leave - follow from a distance to make sure they have fully complied. If possible seek out another staff person to accompany you to make sure they have left the campus. Notify an administrator ASAP.
  - If person does not respond to your directions or the person's behavior raises serious concern, disengage and move away from person. Once in safe distance verbally let people know to lockdown. If possible activate intercom and initiate Lockdown. Notify police 9-911 (9- 676-1000) immediately.
  - Intercom/Police - Give as full of description of intruder as possible and where they were last seen.
  - Notify a member of the school Emergency Management Team.

## **L. Fire and Emergency Drills**

Friends Academy complies with the following when planning and conducting fire and emergency drills for both the school year and camp season.

### **1. School and Camp Programs**

Friends Academy shall provide instruction for and training of students and adults,

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through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire and emergency drills shall be held at least twelve times in each school year; eight of these shall be held by December 31. In accordance with Education Law Section 807, eight of the twelve drills will be evacuation drills, with four of those eight drills using secondary routes. The other four drills will be lockdown drills. Drills will be conducted at different times of the school day.

At least two additional drills shall be held during the summer camp in buildings where summer camp is conducted and one of these drills shall be held during the first week of summer camp.

## **2. After-school Programs**

The building principal or his/her designee shall require those in charge of after-school programs attended by any person unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

## **M. Bomb Threats**

### **1. School Bomb Threats**

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students, staff and visitors upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat – location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Guidelines.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

### **2. Police Notification and Investigation**

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate state, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

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## **N. Anthrax and Other Biological Terrorism: Prevention Protocols/ Protocols for Mail Handling**

Friends Academy shall assess and review their protocols for handling mail or packages. Common sense and care should be used in inspecting and opening mail or packages. Additionally, precautions will be taken for those staff members responsible for handling letters or packages such as making available protective gloves to be worn when handling mail and providing appropriate training and protocols for handling the mail and identifying suspicious envelopes or packages.

If an envelope or packages is deemed suspicious, the building administrator should limit the area and persons exposed to the threat. Immediately after identifying the threat, the building administrator/designee shall notify the Head of School/designee, dial 911 and/or local law enforcement authorities.

As far as possible, the school will attempt to limit the area and the persons exposed to the threat and will not allow anyone other than qualified emergency personnel to enter. Custodial and maintenance personnel will follow established procedures for quickly shutting down the building(s) heating/air conditioning/and ventilation systems if possible and as may be deemed necessary.

Furthermore, the building administrator/designee shall, as soon as possible, make a list of all persons who have been identified as having actual contact with the powder or other suspicious element, such as anthrax, for investigating authorities.

All threats to school buildings and/or its occupants shall be treated seriously. All threats shall be treated as criminal actions and measures shall be taken to preserve the evidence.

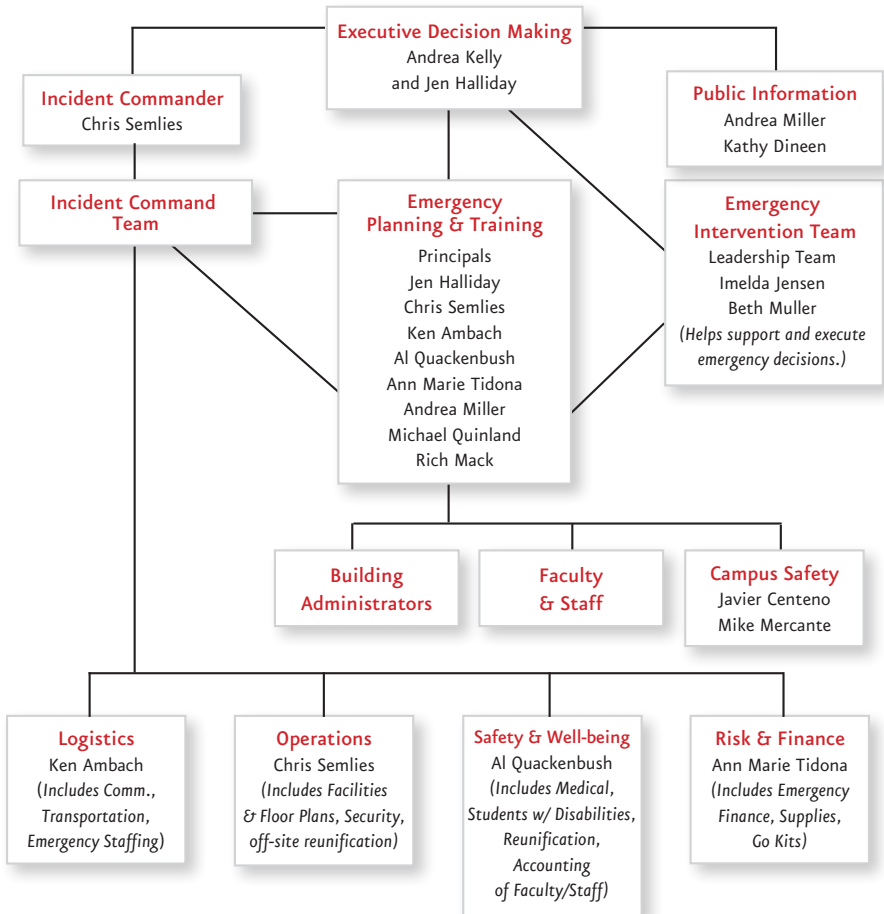
Under no circumstances, shall students be permitted to organize and/or handle Friends Academy mail.

## **O. Exposure Control Program**

Friends Academy shall establish an exposure control program designed to prevent and control exposure to bloodborne pathogens. According to the New York State Department of Labor's Division of Safety and Health and Occupational Safety and Health Administration (OSHA) standards, the program shall consist of:

- Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.
- Written standard operating procedures for blood/body fluid clean-up.
- Appropriate staff education/training.
- Evaluation of training objectives.
- Documentation of training and any incident of exposure to blood/body fluids.
- A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV.
- Written procedures for the disposal of medical waste.
- Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

## X. APPENDIX A – UNITY AND CHAIN OF COMMAND



### BUILDING LEVEL SAFETY TEAM

#### Lower School

Debby McLean, Principal  
Lynn DeNatale – Backup  
Nina Waechter – Backup

#### Middle School

Deborah Schoman, Principal  
Allison Barth – Backup  
Selina Collier – Backup

#### Upper School

Mark Schoeffel, Principal  
Jen Newitt – Backup

#### Early Childhood

Kristen Minuto  
Jen Halliday – Backup

#### Athletics Center

Alan Quackenbush  
Aggie Jones – Backup  
Patrick Maguire – Backup

#### KW Learning Commons

Laurie Fleming  
Carol Van Auken – Backup  
Karl Hoenzsch – Backup

#### Daycare

Vicky Schultz  
Rich Mack – Backup

#### Dolan Center

Tracey Foster  
Pia Fleischmann – Backup  
Andrew Geha – Backup

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## XI. APPENDIX B – ADVISORY GROUP

**Head of School** – Andrea Kelly

**Assistant Head of School and Director of Academic Affairs** – Jen Halliday

**Upper School Principal** – Mark Schoeffel

**Middle School Principal** – Deborah Schoman

**Lower School Principal** – Debby McLean

**Director of Student Affairs and Quaker Practice** – Ron Baskind

**Director of Admissions & Financial Aid** – Nina Waechter

**Director of Arts** – Tracey Foster

**Director of Athletics** – Alan Quackenbush

**Director of College Counseling** – Ed Dugger

**Director of Communications & Marketing** – Andrea Miller

**Director of Facilities** – Chris Semlies

**Director of Finance, Operations and Strategic Projects** – Ann Marie Tidona

**Director of Technology** – Ken Ambach

**School Psychologist** – Dr. Michael Quinland

**Upper School Assistant Principal** – Jennifer Newitt