

Business

School Security and Safety

The South Windsor Board of Education will develop and implement the district's all-hazards security and safety plan ("Emergency Operations Plan") with a school-specific annex for each school within the district or a school security and safety plan for each school within the district to bolster their existing emergency preparedness, response capability and school safety and security measures and to best meet all-hazards threats.

The security and safety plans will be based on the school and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law.

Security and safety plans should be kept secure and access will only be provided to the Board of Education, select school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials, or other persons authorized by the Board of Education or the Superintendent (e.g. consultants, contractors). Pursuant to Connecticut General Statutes §[1-210](#) (b) (19), the plan will not be available to the public.

Legal References:

State Law:

Conn. Gen. Stat. § [1-210](#) (b)(19)

Conn. Gen. Stat. § [28-7](#)

Conn. Gen. Stat. § [10-222k](#)

Conn. Gen Stat § [10-222m](#)

Conn. Gen Stat § [10-222n](#)

Conn. Gen Stat § [10-231](#)

State Standards:

Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*

Federal Guidance:

Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans, June 2013*

Policy Adopted: January 22, 2019

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Regulations

I. Security and Safety Committee

The Board of Education through the Superintendent, shall establish a school security and safety committee at each school under the jurisdiction of the Board. The school security and safety committee is responsible for assisting in the development of the security and safety plan and administering the plan.

The school security and safety committee shall include in its membership a local police officer, a local first responder, a teacher employed at the school, a building administrator employed at the school, a mental health professional, a parent or guardian of a student at the school and any other person the Board deems necessary such as custodian, property manager, local emergency management director, local public health director, information technology manager, transportation coordinator, and school nurse. Specifically, any parent/guardian serving as a member of the school security and safety committee shall not have access to any information reported to the committee or participate in any activities which may compromise the confidentiality of any student. Subject matter experts, including but not limited to, the local public works director, food services director, the Superintendent of Schools, additional law enforcement members or first responders and representatives of the municipality or others may be invited to participate as needed.

The school security and safety committee may be combined with an existing committee such as the Safe School Climate Committee as long as the Safe School Climate Committee has the required members listed above. The committee is responsible for administering the plan. The committee will meet at least annually to review and update the school's security and safety plan as necessary. In determining whether the security and safety plan requires updating, the committee will take into account the results of the security and vulnerability assessment of the school, as described in Section IV below. If deemed appropriate, the security and safety committee shall also be notified of any instances of disturbing or threatening behavior that may not meet the definition of bullying and shall report such information, as necessary, to the district safe school climate coordinator. Any information provided under this regulation shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

II. Security and Safety Plan

The Emergency Operations Plan will include the components prescribed by the Connecticut State Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security. The Board will submit the finalized plan to the Department of Emergency Services and Public Protection, / Division of Emergency Management and Homeland Security Regional Coordinator. On or before November 1st of each school year, the Board will submit to the Department of Emergency Management and Homeland Security Regional Coordinators one of the following: (1) those pages of the district's plans that have been updated; (2) the form provided by the Department of Emergency Management and Homeland Security that the district's plans have not changed, along with an updated signature page, or; (3) a revised plan if a current plan has undergone a major revision. Additionally, the plan will be filed as an annex to the municipality's Local Emergency Operations Plan, filed annually with DESPP/DEMHS pursuant to Conn. Gen. Stat. §28-7. A reference kit that meets the requirements of DESPP/DEMHS will be created in conjunction with the security and safety plan, which will be available to first responders in the event of a safety or security emergency.

III. Training and Orientation for School Employees

Each employee shall receive an orientation on the Emergency Operations Plan and overview of the Incident Command System. Additionally, each employee shall receive violence prevention training in a manner described in the plan. The training will be conducted in cooperation with the school safety and security committee and may include other municipal or emergency officials and services. The goal of the orientation and training is to provide the school community and municipal officials with an understanding of the need for unified planning, preparedness and response.

IV. Assessments

At least every two years, the Board shall conduct a security and vulnerability assessment for each school in the district. Such results shall be considered in updating and revising the security and safety plan. Each school's security and safety committee shall be advised of the results of the assessment for the committee's school and such results shall be considered by the committee in updating and revising the security and safety plans.

Local law enforcement and other public safety officials, including the local emergency management director, fire marshal, building inspector and emergency medical services representative, shall evaluate, score and provide feedback on a representative sample of fire drills and crisis response drills held pursuant to Conn. Gen. Stat. §[10-231](#), at each school in the district. By July 1st of each year, the Board shall submit a report to the Department of Emergency Management Homeland Security Regional Coordinator regarding types, frequency and feedback related to the fire drills and crisis response drills.

Principals and head custodians shall conduct regular inspections of all school buildings and grounds including playgrounds and their equipment. The principals shall report immediately to the Director of Finance and Operations all hazards to health safety which cannot be remedied by the custodian and his staff. However, such a report shall not relieve the principal from responsibility for seeing to it that the hazard is remedied.

Legal References:

State Law:

Conn. Gen. Stat. § [1-210](#) (b)(19)

Conn. Gen. Stat. § [28-7](#)

Conn. Gen. Stat. § [10-231](#)

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