

Business/Non-Instructional Operations

Safety

The Woodbridge Board of Education is committed to providing the resources necessary to establish and maintain a safe and orderly environment in support of the instructional mission of the school system. The procedures related to monitoring and the action(s) taken by school administration to insure a safe school setting for all children, staff and authorized visitors to the school grounds and building(s) will be reviewed by the Board of Education annually.

A detailed plan implementing this policy, will be maintained in the offices of the Board of Education and school administration. The plan will be reviewed on an annual basis by the Superintendent and a report to the Board of Education will be made regarding the status of school safety and security. The Board may exercise its prerogative to conduct this evaluation of school safety in Executive Session.

It shall be the responsibility of all school personnel to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to an administrator any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to diminish the responsibility of teachers to supervise students or the Principal's role in implementing policies of the Board of Education.

The following is a partial but not necessarily complete listing of items requiring administrative monitoring:

1. Building access and surveillance
2. Security evaluation
3. Existing policies and guidelines for a full range of emergency situations
4. Visitor identification procedures
5. Risk evaluation
6. Preventative measures
7. Security alarm and notification systems
8. Local energy response conduct (for instance, power outages, communications failure)
9. Educational programs
10. Identification and determination of appropriate equipment required to meet the district Safety and Security Plan
11. Communication system
12. Lockdown procedures
13. Crisis management plan(s)

14. Boilers, housekeeping and facility procedures
15. Oversight of personnel charged with responsibilities for Safety and Security
16. Training of personnel in proper response procedures
17. Traffic patterns and procedures for the drop-off and pick-up of students

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for students and other school personnel in procedures to be followed in event of potential emergencies. Specific protocols for events and emergency procedures shall be maintained by the Building Principals; and staff shall be apprised annually of the location and requirements associated with the protocols. Protocols shall be maintained in a central book labeled Crisis Manual, which shall be reviewed and updated annually by Building Principals and distribution is school-wide to professional staff and substitutes.

Precautionary measures for safety of students on streets and sidewalks in the vicinity of school buildings shall be established and observed. Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials anywhere, especially in areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep stage auditorium and large meeting areas free of debris. Custodians shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.
4. Meet federal, state and local requirements related to health and safety.
5. Defined procedures to address emergency response and provide school communication support as needed through an identified Crisis Team of school personnel.

Legal Reference: Connecticut General Statutes

10-203 Sanitation
10-207 Duties of Medical advisers
10-231 Fire Drills
29-389 Stairways and fire escapes on certain buildings.

Policy adopted: ~~February 24, 2014~~

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut