

## **SCHOOL SAFETY PROGRAM**

### Building-Level School Safety Officers

The building principal of each school shall serve as, and designate at least one other full-time employee within the building to serve as, a building-level School Safety Officer.

### School Safety Plans

A school safety plan shall be in effect in each school in the District. Each school safety plan shall address the following:

1. General Guidelines specifying procedures for:
  - a. Emergency Prevention and Mitigation – This includes planned actions that will be taken to decrease the likelihood that a safety emergency event will occur and to reduce the risk of injury, loss of life, and property damage related to any event(s) that cannot be prevented.
  - b. Emergency Preparedness – This includes identified roles and responsibilities and lines of authority for handling safety emergencies, communication plans, and plans for training and drilling students and staff on emergency plans and procedures and reviewing the methods for conducting such drills.
  - c. Response – This includes planned responses to specific types of emergencies – for example, fire, tornado, bomb threat, armed intruder.
  - d. Recovery – This includes planned actions that will be taken to restore educational operations in the schools and assist students, staff, and families recovering from school safety emergency incidents.
2. Guidelines and procedures to address at least each of the following situations:
  - a. Fire and weather-related emergencies;
  - b. School violence and attacks;
  - c. Threats of school violence and attacks, including bomb threats affecting any District facilities or activities;
  - d. Threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event;
  - e. Intruder situations,
  - f. Parents-student reunification.
3. An individualized safety plan for each school building and facility that is regularly occupied by students. The individualized safety plan shall also address any real property related to the relevant school building or facility that is regularly occupied by students.
4. The process for reviewing the methods for conducting drills required to comply with the plan, including but not limited to procedures that facilitate the School Board's review of written evaluations of each drill of students in the proper response to a school violence event.

#### Dissemination of the District/School Safety Plans

Annually, building principals will update their school safety plan to coordinate with the District safety plan. In addition, the District Administrator shall ensure that:

1. A current copy of the District safety plan current shall be filed in the main office of the school and in the main District Office. The District safety plans shall be filed with the state Office of School Safety, as required by law; with appropriate local law enforcement, fire, and other emergency response agencies; and with the any other persons or entities that may be specified in state law or within this plan.
2. Blueprints or other acceptable schematic of District buildings/facilities are filed with law enforcement personnel and with the state Office of School Safety, as required by law.
3. Either the plan, or a reference or summary document derived from the plan, shall be placed in each classroom.

#### Training

The Board authorizes the District Administrator or his/her designee to define school safety plan training requirements and opportunities that meet the following minimum requirements and any additional training requirements that may be specified directly in the school safety plan:

1. Building principals and any designated site-specific school safety officers shall participate in school safety plan training that address any prioritized needs, risks, and vulnerabilities of the schools:
  - a. Upon initial employment or initial assignment to their role;
  - b. At least once annually following such initial training; and
  - c. As may additionally be authorized or directed by the District Administrator or his/her designee.
2. Newly hired employees, other than short-term substitutes, shall receive an orientation to the relevant school safety plan(s) within their first two (2) months of service. The administration shall determine the safety and emergency information that will be provided to short-term substitutes.
3. In addition to participating in any safety and violence response drills that are required by law or conducted pursuant to the relevant school safety plan, employees shall also participate in any other additional inservice or other training opportunities related to the school safety plan and/or safety-related procedures, as may be authorized or directed by the District Administrator or the relevant building principal. Any such additional training related to the school safety plan shall address any prioritized needs, risks, and vulnerabilities of the schools.

#### Periodic Review and Board Approval of the School Safety Plan

The school safety plans shall be reviewed and formally approved by the Board every three years. The District Administrator shall coordinate the review of the plan(s), and they are encouraged to seek the active participation of additional building staff members and local public safety and emergency response personnel. The District Administrator shall ensure that a formal review of the plan(s) is

placed on a regular or special meeting agenda for discussion and possible action by the School Board to meet the requirements of state law.

Prior to presenting the District safety plan for Board approval or re-approval (including any amendments to the plan) the District Administrator shall coordinate and oversee an administrative review of the plan and, if deemed necessary or appropriate, propose updates to the plan, in compliance with the following:

1. Input into the administrative review and updating process shall be obtained from appropriate stakeholders and subject matter experts, including at least representatives from law enforcement, emergency response teams, building-based administrators, and members of the District's teaching, student services, and maintenance staff. However, the process need not involve any type of formal committee structure.
2. Prior to proposing any updates to the District school safety plan, the District Administrator his/her designee shall, in consultation with a local law enforcement agency, conduct an on-site safety assessment of each school building, site, and facility that is regularly occupied by students, as required under state law.
3. Each administrative review of the District's school safety plan shall involve a comparison of the District's existing plan with one or more model safety plans that has been developed at the state or national level, provided that such a model can be identified.

#### Emergency Drills

It is the responsibility of the building principal to ensure that his/her school schedules and conducts school fire, tornado, and other hazard/safety an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident response drills; and (4) school violence response drills, in accordance with state law requirements and the school safety plan.

The District Administrator shall ensure that: a record of building drills is maintained for at least seven (7) years and that an annual report of the school's fire drills is provided to the fire department serving the school.

1. A record of each such drill is maintained for at least seven (7) years;
2. An annual report of the school's fire, tornado/other hazard, and safety response drills is provided to the fire department serving the school, using a form furnished by the Wisconsin Department of Safety and Professional Services; and
3. Within 30 days of each drill of students in the proper response to a school violence event, a brief written evaluation of the drill is prepared and submitted to the School Board for review.

#### Facilities Safety and Maintenance; District-Wide Coordinator of Facilities Safety

The School Board intends to maintain all District-operated facilities at the level of the standards established for safe and healthful facilities, and to comply with all regulations, state codes, all orders of relevant state agencies, and all applicable local safety and health codes and regulations.

The Facility Coordinator is assigned overall responsibility for coordinating all activities related to the safety and health considerations of the facilities for the entire District. This individual's responsibilities include the following:

1. Annually coordinate the implementation of the current-year's facility maintenance schedule.
2. At least once annually, conduct an inspection of each District facility for potential or demonstrated hazards to safety and health. In response to any such hazard that may be identified, this individual shall coordinate and verify the completion of any corrective action, the installation of any

compensating device(s), or the completion of any other special arrangement that is made in response to the hazard.

3. Coordinate the implementation and periodic review of the District's long-range plan for maintaining the District-operated facilities at the level of the standards established for safe and healthful facilities. Any concerns or suggestions regarding the status of the long-range plan shall be brought to the attention of the District Administrator.
4. Coordinate the implementation and periodic review of the District's indoor air quality monitoring and maintenance plan.
5. Provide supervision and managerial oversight intended to ensure that maintenance procedures and custodial services are conducted in such a manner that the safety and health of persons conducting the services and of the persons using the facilities are protected.
6. Participate in the training, implementation, and review of school safety plans as provided above within this policy.

In the event of a vacancy in the position designated as the District-wide facilities safety coordinator, the District Administrator may designate another qualified employee to serve as the coordinator.

#### **LEGAL REFERENCES:**

##### **Wisconsin Statutes**

Section 101.055	[public employee safety and health]
Section 101.11	[employer's duty to furnish safe employment and place]
Section 115.33	[state inspections of school buildings]
Section 118.07	[school safety plan and safety drill requirements]
Section 118.07(2)	[general emergency drill requirements]
Section 118.07(4)(cp)	[drills in the proper response to a school violence event; evaluation and school board review required]
Section 118.075	[indoor air quality]
Section 118.08	[school zones; signage and designated street crossings]
Section 118.09	[school safety zones for loading/unloading of students]
Section 120.12(5)	[annual building maintenance schedule]
Section 121.02(1)(i)	[school district standard; safe and healthful facilities]
Section 167.32	[safety at sporting events]
Sections 254.11 through 254.178	[toxic substances in buildings]
Section 255.30	[safety eye protective goggles]

##### **Wisconsin Administrative Code**

PI 8.01(2)(i) [safe and healthful facility rules]

#### **CROSS REFERENCES:**

720 Health and Safety in District Facilities and Programs  
722 \_ Reporting Injuries and Unsafe Conditions  
723.1 Emergency School Closings  
723.2 \_ Threats of School Violence  
District Safety Plan  
Employee Handbook

**ADOPTED:** Mary 9, 2002

**REVISED:** April 13, 2017; June 14, 2018