

# **SCHOOL DISTRICT OF CLAY COUNTY**

**Green Cove Springs, Florida**



## **SAFETY AND SECURITY PLAN**

**May 15, 2003**

**Revised: October 18, 2007**

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## **INTRODUCTION**

The School District of Clay County is charged with the responsibility of Safety and Security of all students and employees. Responsibility is divided between the Division of Support Services, the Division of Instruction, and the Transportation Department.

## **DEFINITION**

### **➤ For purposes of the Division of Support Services:**

Safety shall pertain to District Emergency Preparedness toward man-made or natural events and maintaining compliance with building codes and building requirements.

Security shall pertain to the protection of District facilities and property from intrusion, vandalism, theft and proactive measures for domestic security.

### **➤ For purposes of the Division of Instruction:**

Safety shall pertain to establishing and maintaining programs to promote safe student behaviors and collaboration with Student Services to ensure physical safety of students and employees.

Security shall pertain to fostering a sense of security in students and employees by maintaining programs to assess student's needs and mental status and by responding to the emotional and mental health needs of individuals in the event of a crisis through comprehensive crisis response plans and service.

### **➤ For purposes of the Transportation Department:**

Safety shall pertain to establishing and maintaining programs to ensure safe school bus routes and stops, school bus and District vehicle operation and student/driver safety to and from school.

**DIVISION  
OF  
SUPPORT  
SERVICES**

This plan will identify each task and which Department will hold responsibility. While the Assistant Superintendent will be responsible for specific tasks, he will hold overall responsibility.

## **ASSISTANT SUPERINTENDENT OF SUPPORT SERVICES**

### **A. SAFETY**

1. Develop and maintain the District Emergency Contact List and communicate to the appropriate Departments.
2. Coordinate and maintain responsibility as primary contact on shelter operation with the County and the American Red Cross.
3. Serve as the District coordinator and liaison on Domestic Security.

## **CODE ENFORCEMENT DEPARTMENT**

### **A. SAFETY**

1. Perform annual Casualty, Sanitation and Fire Safety inspections and maintain records.
2. Perform annual relocatable inspections and maintain records.
3. Perform asbestos and bleacher inspections as required.
4. Perform Florida Building Code Inspections on existing schools, as required.
5. Perform Florida Building Code Inspections on new construction, as required.
6. Ensure evacuation plans are posted at District facility exit points and assist in their development, as needed.
7. Perform plan review on all projects to meet the Florida Building Code State requirements. To safeguard the public health, safety and general welfare through structural strength, means of egress of facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety-to-life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

## **FACILITY PLANNING AND CONSTRUCTION DEPARTMENT**

### **A. SAFETY**

1. Incorporate Safe School Design in new construction.
2. Coordinate review on all new playground equipment.

3. Coordinate with the School District's Operations Department, County, all Municipalities and the American Red Cross on existing school enhancements for shelters.
4. Coordinate with the County and Municipalities the requirement for enhanced hurricane protection for new construction.

**B. SECURITY**

1. Incorporate perimeter and entrance security design in new school construction.
2. Coordinate any requirement for security camera installation in District facilities.
3. Annually provide to local law enforcement agencies and local fire departments, schematic plans for all educational and ancillary facilities.

**MAINTENANCE DEPARTMENT**

**A. SAFETY**

1. Inspect with the Operations Department indoor air quality complaints.
2. Perform annual maintenance inspections.
3. Develop and maintain a Maintenance Safety Plan.
4. Hold monthly meetings on Departmental safety issues.
5. Maintain Emergency Response Maintenance Teams.

**B. SECURITY**

1. Coordinate annual verification of key control logs at all District facilities.

**OPERATIONS DEPARTMENT**

**A. SAFETY**

1. Review and maintain the required fire drills with documentation.
2. Review and maintain the required tornado drills with documentation.
3. Review and maintain the required lock down drills with documentation.
4. Develop and maintain the District's Emergency Disaster and Incident Preparedness Plan. Provide training as necessary.
5. Develop and maintain the Emergency Procedures Quick Reference Guide. Provide as needed.
6. Assist schools in maintaining school emergency response teams.
7. Develop and maintain off-campus evacuation sites for schools.
8. Develop and maintain emergency response lists for fire alarm, security alarm and vandalism.

9. Initiate and maintain monthly verification on Emergency Light and Emergency Exit operations.
10. Initiate and maintain verification on monthly fire extinguisher inspection and certification.
11. Inspect, with the Maintenance Department, indoor air quality complaints, maintain protocol and records on all indoor air quality issues. Develop an annual report.
12. Coordinate all reviews and maintain policy on hazardous walking conditions and issues.
13. Coordinate with local law enforcement agencies all crossing guard requirements and issues.
14. Coordinate with agencies having jurisdiction, all school zone reduced speed limit and signage requirements.
15. Clay County School District liaison to the Clay County Local Mitigation Strategy Task Force.
16. Maintain all shelter information pertaining to flood zones, contact information, generators, priorities, current staff contacts, etc.
17. Clay County School District liaison to the Clay County Public Safety and Emergency Management Department as it relates to safety issues and measures.

B. SECURITY

1. Maintain file on vandalism, intrusion, theft and accident. Develop an annual report.
2. Coordinate all requirements for security alarm systems in the high risk areas of District facilities.
3. Coordinate any requirement for employment of security guards for District facilities. Maintain security guard contract agreements.
4. Coordinate and maintain District personnel security identification badges.
5. Clay County School District liaison to the Clay County Sheriff's office as it relates to security issues and measures.

# **DIVISION OF INSTRUCTION**



This plan will identify each task for which the Division of Instruction will take responsibility to ensure the safety and mental health of students in the event of a crisis situation. The Department of Student Services will coordinate the efforts of the Division.

## **DIRECTOR OF THE DEPARTMENT OF STUDENT SERVICES**

### **A. SAFETY**

1. Will ensure that Zero Tolerance laws and regulations are followed.
2. Will ensure that laws and regulations regarding expulsion and suspension are followed and documented.
3. Coordinate the use of Safe and Drug Free Schools resources.
4. Provide in-service on drugs and alcohol, crisis response and threat assessment.
5. Serve as liaison in collaboration with Support Services with community agencies including public health, mental health, law enforcement and public safety.
6. Serve as the District contact to the Department of Juvenile Justice to assure the appropriate educational placement of juveniles transitioning from Department of Juvenile Justice facilities back into the school system.
7. Support programs dealing with bullying.
8. Assist Division of Support Services in maintaining emergency response teams in each school.
  - a) Provide opportunities for nurses and first responders to receive CPR training as requested.
  - b) Attend annual meetings with Support Services, law enforcement, public health, and mental health providers to review safety issues.
9. Collaborate with Principals and law enforcement to establish guidelines and protocols regarding the use of law enforcement dog units to conduct searches on school property.

### **B. SECURITY**

1. Maintain Crisis Response Team (CRT).
  - a) Provide yearly training for selected employees on the CRT.
  - b) Provide manuals to schools.
  - c) Provide support and direct services as requested by the Principal in times of crisis.

2. Develop and coordinate District and school based Threat Assessment Teams.
3. Provide documents and training used in threat assessment.
4. Maintain the Student Services Team in each school.
  - a) Provide School Psychologists.
  - b) Provide Social Workers.
  - c) Provide training and handbooks for schools.
  - d) Support the Developmental Guidance Program in each school.
  - e) Involve parents.
5. Maintain CORE Team in each school.
  - a) Providing training.
  - b) Maintain SAP Program.
  - c) Support efforts to teach students and parents about drugs and alcohol.
  - d) Maintain handbook and documentation forms.
6. Maintain system of correctly documenting vandalism and theft in the schools for monitoring the use of SESIR codes entered into TERMS for vandalism and theft that result in disciplinary action of students.

## **DIRECTOR OF THE DEPARTMENT OF EXCEPTIONAL STUDENT EDUCATION**

### **A. SAFETY**

1. Provide training in safe physical management to appropriate staff.
2. Provide safe and secure time out areas for severely disturbed students.
3. Provide behavior specialist when and where programs warrant.
4. Provide aides to individual students or to classrooms when behaviors or situations may be especially volatile.

### **B. SECURITY**

1. Arrange for special transportation for students who need special assistance in times of emergency.
2. Practice with students and staff evacuation procedures for students that require special assistance.
3. Coordinate with Student Services to meet the health needs of students with disabilities during a crisis or emergency.
4. Coordinate with Student Services to meet the mental health needs of special education students in the event of a crisis.

**DEPARTMENT  
OF  
TRANSPORTATION**

This plan will identify each task for which the Transportation Department will take responsibility to ensure the safety of students being transported to and from school and in the event of a crisis situation.

## **TRANSPORTATION DEPARTMENT**

### **A. SAFETY**

1. Annually provide safe driving skills and training to bus drivers.
2. Develop and maintain the Transportation Safety Manual.
3. Hold monthly meetings on Department safety issues.
4. Coordinate with schools to perform school bus evacuation drills once each semester and maintain documentation of school completion.
5. Maintain Emergency Response Transportation Teams.

### **B. SECURITY**

1. Maintain security initiatives for School Board owned vehicles, property and equipment.