



# Superintendent's Circular

School Year 2011-2012

NUMBER:  
FSE-1

DATE:  
September 1, 2011

## SCHOOL SAFETY CONTINGENCY PLANS

Emergencies happen randomly in time and place, but they can be handled efficiently if you have an adequate school action plan and an informed staff. A plan without a crisis is better than a crisis without a plan. School administrators and staff routinely manage crisis efficiently and a well thought out plan will ensure guidance in a major emergency.

School administrators must consider mitigation/prevention, response and aftermath, components which apply to all emergency preparedness, when developing safety plans. Prevention/mitigation strategies are delineated in related Superintendent's Circulars. Appropriate response will be detailed in your School Safety Contingency Plan. Dealing with recovery will be addressed via Special Education and Student services' policies and procedures and support from other BPS Departments.

It is essential that there be a consistent approach to school safety planning throughout the district. This will ensure that each school implements standard procedures in the event of an incident. A defined course of action will also complement the efforts of responding public safety agencies.

The issue of school safety planning is regularly assessed. On-going risk analyses are conducted and lessons learned from actual and most probable school incidents are integrated with PBS safety protocols. Although every possible contingency may not be identified in BPS School Safety contingency plan guidelines, your plan should serve as a multi hazard approach for handling school incidents.

**It is the responsibility of each school administrative head to update, review with staff and submit their School Safety Contingency Plan no later than October 1 each school year.**

Those names of those schools which fail to comply with this directive are forwarded to the Superintendent's Office for appropriate action.

Your School Safety Contingency Plan is to be completed on the BPS intranet. It will be automatically saved. You are allowed continuous access in order to maintain its currency. It is also accessible to the Superintendent's staff and other appropriate BPS central departments. Boston Public Safety Agencies; Police, Fire, EMS and BOEM have access to these plans in an emergency. Rick Deraney, Director, BPS Fire Safety/Emergency Preparedness is available as a resource to assist Principals, Headmasters and other administrative heads with access information and technical advice in order to complete their plans.

## **INSTRUCTIONS FOR UPDATING AND EDITING SCHOOL SAFETY CONTINGENCY PLANS AND FIRE SAFETY PLANS**

The following is information on how to access and edit your building's School Safety Contingency Plan and the building's Fire Safety Plan. To reach the actual School Safety Contingency Plan for your building site you must use a computer within a Boston Public School building. The following steps are required:

1. Open Internet Explorer, Netscape Navigator or other browser installed on your personal computer. Please note that Internet Explorer is the OIIT recommended browser.
2. Enter the following address in the address bar: <http://sql2/ssp> then put in your school number and password to access your plan. If you cannot locate your password please contact Rick Deraney at 617-635-8300, 617-212-2397 or [rderaney@boston.k12.ma.us](mailto:rderaney@boston.k12.ma.us).

Summary of significant dates and deadlines:

Date	Activity
October 1	Deadline for completion and submission on intranet to Rick Deraney of revised School Safety Contingency Plan and review same with staff for this school year.

For more information about this circular, contact:

<b>Name:</b>	Rick Deraney
<b>Department:</b>	School Fire Safety & Emergency Preparedness
<b>Mailing Address:</b>	1216 Dorchester Ave Dorchester, Ma. 02125
<b>Phone:</b>	617-635-8300 or 617-212-2397
<b>Fax:</b>	617-635-7854
<b>E-mail:</b>	<a href="mailto:rderaney@boston.k12.ma.us">rderaney@boston.k12.ma.us</a>

Carol R. Johnson, Superintendent