

UFT SAFE SECURE SCHOOLS FACT SHEET

SAFETY PLANS

Safety Plans are mandated by the SAVE Legislation, the UFT Contract, the Chancellor's Regulation A-414 and the NYC Discipline Code.

The SAVE Legislation requires:

Every school needs to form a safety committee and develop a safety plan that is updated annually and is specific for your school.

UFT CONTRACT:

Requires the formation of a safety committee to develop a safety plan for the school. The contract also sets out a procedure for any disagreements that may arise when the plan is not complied with.

Chancellor's Regulations A-414

Requires the formation of a safety committee which must develop a safety plan that is submitted for approval

Safety Committee

1. Principals are responsible for ensuring that every school establishes a school safety committee that meets MONTHLY.

2. At The Minimum the members of the committee include:
 - The Principal
 - Principal(s)/Designee of any other schools, programs and academies operating at the site
 - UFT Chapter Leader
 - Parent Association President/Designee
 - School Safety Agent(s) – Level 3/Designee
 - NYPD Precinct C.O./Designee
 - Custodial Engineer/Designee

All parties listed above must “sign-off” on the plan

Safety Plans

The Safety Plan Shell is the template for your school's safety plan and is reviewed, updated and submitted annually. (A copy of the draft safety plan shell is in this folder). Your School Plan covers:

- Normal operations of your site
- Emergency procedures

Note:

- Section 10 (of Safety Plan) - Addenda you may attach customized procedures and protocols for your school
- Section 11 (of Safety Plan) - Identifies the names of Committee Members, Plan for Staff Development and the Proposed Meeting Dates for the Year
- Endorsement Page – the sign off page for members of the committee

Safety Plans are submitted as follows:

- School Committee Develops Draft
- Draft submitted to Superintendent and Regional Safety Administrator (RSA)
- Approved Draft submitted to the Commanding Officer, NYPD/SSD
- Unsatisfactory Safety Plans returned to Superintendent and RSA for modifications in consultation with the school
- Plan resubmitted to NYPD/SSD for final acceptance Chapter Leaders should ensure that regular safety meetings take place

Chapter Leader and Member Input

Chapter leaders should use their Executive Consultation Committee to address safety related violations and issues. Chapter leader can then address issues at monthly safety meetings and communicate outcomes to members and colleagues with a union memo or a jointly agreed upon safety committee memo. THE CONTRACT, LAWS AND REGULATIONS ARE ON YOUR SIDE. For example:

- 5-10 minutes of every faculty conference should be dedicated to safety issues and/or procedures as outlined in the school safety plan For example:
- Crisis Response
- Student Removal procedures
- Intruder Alert Procedures
- Medical Emergency Response
- Evacuation procedures
- Bomb Scare
- Fire Drills

Safety Complaints and Violations of the Safety Plan

- Chapter Leader attempts to informally resolve a safety complaint with the Principal.
- Chapter leader uses Step I Complaint Form for Violation of School Safety Plan to be addressed within 24 hours. (Copy of form for step 1 is in the folder).
- If in unresolved, the Chapter Leader requests a written response from the Principal and requests the UFT District Representative file a Step 2 Mediation Request to be scheduled within 48 hours.
- If the Teacher/Chapter Leader is not satisfied with the results of the mediation, an appeal may be made by an Expedited Arbitration Process

***Describe in as much detail as possible, the violation of the School Safety Plan.**