

## Training for School based Staff on Safety Protocols

*Below is a sample of trainings on safety protocols that are provided to school based staff. For the most part, trainings on safety protocols are built into the school's monthly meetings (staff professional development, Building Response Team meetings, Safety Team Meetings) and Task Force meetings that are facilitated by Borough Safety Directors. These meetings are attended by school leadership (i.e. principal and assistant principal) and school based staff (i.e. Dean, Guidance Counselor, Respect for All liaison, Parent coordinator, Building Response Team leader and members, School Safety Agent) and covered various safety protocols and procedures*

Topic	Description	Targeted Audience	Mandatory (Y/N)
Emergency Readiness for Principals	To ensure that all principals are trained to appropriately implement safety protocols and procedures as well as effectively respond to emergencies, DOE provides a mandatory training focused on emergency readiness. Principals are trained in creating School Safety Plans, Building Response Teams (BRT), General Response Protocols (GRP), the establishment of a Command Post, Missing Student Protocols, Responding to Door Alarms, State mandated and NYCDOE drill requirements on the use of two-way radios, use of Internet Protocol Digital Video Surveillance (IPDVS) system and Online Occurrence Reporting. This training is exclusively for principals, and certificates of completion will be valid for two years. After two years, principals are required to participate in a refresher course.	School Principals	Yes
Emergency Readiness for Building Response Teams	This training covers the development of the Building Response Team, the individual roles of each team member, review of the General Response Protocols (lockdown, shelter in, evacuate), review of GRP materials available for schools, and when the GRP would be used. In addition, this training covers the establishment of a Command Post, Missing Student Protocols, Responding to Door Alarms, the use of two way radios and drill requirements.	Building Response Team members	No
Emergency Readiness/Safety Protocols	Training covers emergency readiness and safety protocols to assist schools in maintaining safe and orderly school environments. This training mirrors the mandatory training held for principals covering the following topics: creating School Safety Plans, Building Response Teams (BRT), General Response Protocols (GRP), the establishment of a Command Post, Missing Student Protocols, State mandated and NYCDOE drill requirements on the use of two-way radios, use of Internet Protocol Digital Video Surveillance (IPDVS) system and Online Occurrence Reporting.	Assistant Principals, Building Response Team Leaders, Guidance Counselors, Parent Coordinators, Deans, other school - based staff, Office of School Health staff, Food and Nutritional Service staff, Supervising School Aides, Community Based Organizations	No
Gang Prevention and Intervention	The Gang Prevention and Intervention Unit offers various trainings for school based staff and parents to provide understanding of gang culture, including hate and cult groups, clues for identifying gang members, current geographic-based data and resource information and to provide support staff with prevention and intervention counseling strategies, techniques and resources related to gangs, hate groups and cults. In addition, workshops are offered for parents to provide them with the tools they need to help their children stay out of gangs/hate groups/cults, avoid victimization, recognize high risk and affiliation behaviors and access resources for assistance.	School - based staff, parents	No
Cyberbullying Prevention and Digital Citizenship	Training provided to school leadership and staff to provide them with information and resources on internet safety, cyberbullying and how students can be responsible digital citizens.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers), parent groups	No
Missing Student Protocol	This training covers the procedure that must be followed whenever there is a missing student or a student who has run away from assigned staff. This training also addresses patterns of student behavior related to elopement.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Entry and Exit Procedures	Discusses safe and orderly entry and exit procedures that schools can implement to ensure a safe, secure and supportive school environment. This training also covers lateness procedures, visitor procedures and scanning procedures when applicable.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Hall Passing Procedures	Discusses school policy regarding how student move around the school building to ensure a safe and secure school community. This covers the policy regarding hall passes, elevator passes, and passing between classes.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Response Protocols to Door Alarms	This training will provide guidelines for designing building specific response procedures when a door alarm is identified as being activated and provide all staff with a clear understanding of how door alarms work and what is expected of all staff when a door alarm is activated.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Transitioning Guidelines	Discusses various protocols to maintain a safe and orderly school environment and manage transitions during the school day. This training covers entry and dismissal procedures, transitioning to/from classrooms and common areas, transitioning to/from afterschool programs and protocols to follow during field trips.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Online Occurrence Reporting System (OORS)	This training provides an overview of the Online Occurrence Reporting System (OORS), what schools are required to report and how to accurately enter incident data into the OORS system.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No
Best Practices on Safety Measures	Provides schools with promising practices around safety measures for dealing with crisis situations and behavioral incidents.	Principals and school - based staff (i.e. AP, Dean, Parent Coordinator, Teachers)	No

Emergency Procedures Training	Mandated by New York State, this training covers school based emergency response procedures which includes General Response Protocols (GRP), de-escalation protocols, missing student protocols and responding to door alarms. For central and field staff, training is webinar based. School staff must attend a live training session. All training must be completed by September 15th annually or within 30 days of hire.	All Agency Staff	Yes
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