



Office of Superintendent of Schools  
50 East Street  
New Milford, Connecticut 06776

**FOR RELEASE**

**TO: New Milford Public Schools Board of Education**  
**FROM: Joshua D. Smith, Superintendent of Schools**  
**Date: February 27, 2018**  
**RE: Security Overview from Executive Session on February 27, 2018**

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On Tuesday, February 27, 2018 the Board of Education met in executive session to be briefed and updated on safety protocols in the district. Preparedness and precautionary measures, including but not limited to the following topics were discussed:

#### Human Capital

- Board Policy 4112.5/4212.5  
Personnel-Certified/Non-Certified  
Criminal History Inquires and  
Employment Reference Checks
- Board Policy 1212 Community  
Relations-School Volunteers
- Background Checks
- Administrator Training
- School Resource Officers - 1 full  
time at NMHS and 2 shared at the  
other 4 school locations
- Annual Drills
- Safety Teams
- Safety Monitors
- Collaboration with Police  
Department
- Community Collaboration

#### Communication Tools and Resources

- Phone
- Internet
- School Messenger
- Walkie-Talkie
- Crisis Manual
- Identification Badges
- Backup power and Generators
- Tip Line – to be released March  
2018

#### Facilities

- Cameras
- Alert Systems
- Windows and Doors
- Gates and Perimeter

At the end of each Fiscal Year in the month of June an Annual Emergency Preparedness report is provided to the Board of Education. Attached please find the last report given on June 6, 2017 in accordance with Board Policy 3516.3.

*Sincerely,*  
*Joshua D. Smith*  
*Superintendent of Schools*



Office of Fiscal Services & Operations  
50 East Street  
New Milford, Connecticut 06776

## MEMORANDUM

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**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** June 6, 2017  
**RE:** ANNUAL EMERGENCY PREPAREDNESS REPORT 2016-2017

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BOE Policy 3516.3 stipulates that the Superintendent of Schools shall "provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety". It is the purpose of this document to review the past year.

The work done during the last year developing individual emergency plans for each school satisfied the State of Connecticut as well as revising each location's individualized emergency plan. Below is a list of other security related activities that took place during the year. It is provided as a summary and does not include all activities but rather is offered to provide a view of the breadth and scope of activities covered:

#### Activities within the Schools

1. Fire Drills & Lockdowns at each school.
2. Visitor registration system now implemented at each school.
3. Currently 4 security monitors are deployed at our K-8 schools for a total of 8 district-wide.
4. Water Quality testing.

#### Collaboration with the Town of New Milford

1. Collaboration with Police Force.
2. Visits from Canine Patrol.

#### New Milford Board of Education Central Office Activities

1. Participation in the statewide CIRMA Risk Management Advisory Committee securing Cyber Risk coverage under our existing CIRMA policy in conjunction with the Town of New Milford.
2. Continued internet infrastructure and with appropriate server storage and backup.

*Sincerely,*  
Anthony J. Giovannone  
Director of Fiscal Services and Operations

## **Business/Non-Instructional Operations**

### **Safety**

The safety of students and staff is an integral part of the educational program of the New Milford Public Schools. Violence prevention, crisis and emergency response, fire prevention, traffic and pedestrian safety, driver education, maintenance of buildings, grounds and equipment, accident record keeping, and other potential safety issues shall be addressed by a written school security and safety plan.

#### School Security and Safety Plans

Development of school security and safety plans will involve local officials from town, police, fire, public health, emergency management and emergency medical services and be based upon the standards developed by the Department of Emergency Services and Public Protection.

#### School Security and Safety Committee

Each school shall have a security and safety committee to assist in the development and annual review of the school security and safety plan. The committee shall include the following:

- An administrator employed at the school
- A teacher employed at the school
- A mental health professional
- A parent or guardian of a student enrolled in the school
- A local police officer
- A local first responder
- A school custodian
- A school nurse
- Other persons the Superintendent or designee deems necessary (such as local emergency management director, local public health director, information technology director)

The term “mental health professional” refers to guidance counselors, school social workers, school psychologists, school nurses and child mental health specialists in community mental health centers and child guidance clinics.

Any parent or guardian serving as a member of a school security and safety committee shall not have access to confidential student information protected by state and federal law.

## **Business/Non-Instructional Operations**

### **Safety**

#### Required Elements of School Security and Safety Plans

Each school security and safety plan will include the following elements:

1. Crisis management procedures and procedures for managing various types of emergencies;
2. A command center organization structure based on the National Incident Management System (NIMS) including Incident Command System (ICS) and a description of the responsibilities of the different parts of the command structure;
3. Use of the format of the All-Hazards School Security and Safety Plan Template as released and revised by DEMHS, including the use of standard terminology;
4. A reference kit available to first responders;
5. A security and vulnerability assessment for each school every two years and amendment of the school security and safety plans based on the results of such assessment;
6. Safe School Climate Committees (which are different from School Security and Safety Committees) will collect, evaluate and report information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying to the safe school climate coordinator and school security and safety committee;
7. Training and orientation on the school security and safety plan and violence prevention training to each school employee in a manner that will give the school community and municipal officials an understanding of the need for unified planning, preparedness and response;
8. Annually, the Board of Education shall review and update as necessary, a school security and safety plan for each school and submit such plans to the Department of Emergency Services and Public Protection (DESPP);
9. Local law enforcement and public safety officials will evaluate, score, and provide feedback on fire and crisis response drills. The term "officials" includes the local emergency management director, fire marshal, building inspector and emergency medical services representative;
10. Annually by July 1<sup>st</sup>, the Board shall submit a report to the Division of Emergency Management and Homeland Security (DEMHS) Regional Coordinator regarding the types, frequency and feedback related to the fire and crisis response drills. This report will provide an opportunity for the development of best practices;

**Business/Non-Instructional Operations**

**Safety**

Required Elements of School Security and Safety Plans (continued)

11. School security and safety plans shall be made an annex to the Town's Local Emergency Operations Plan filed annually with DESPP/DEMHS according to state law.

The Superintendent of Schools shall implement this policy and provide an annual report to the Board of Education summarizing the district's activities regarding school security and safety.

Legal References: Conn. Gen. Stat.

- 28-7 Local and joint organizations: Organization; powers; temporary aid
- 10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee
- 10-222m School security and safety plans. School security and safety committees
- 10-222n School security and safety plan standards
- 10-231 Fire drills. Crisis response drills
- "School Security and Safety Plan Standards" Version 1.0, DESPP/DEMHS

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised: March 8, 2011  
Policy revised: May 13, 2014  
Policy revised: June 10, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut