1. Purpose:
   
   A. A goal of the Washington-Saratoga-Warren-Hamilton-Essex BOCES is to maintain a process to monitor the condition of buildings owned or leased and housing BOCES programs, in order to assure that such facilities are safe and maintained in a state of good repair. The safety and well being of students and staff is a matter of utmost concern, and as part of the process to ensure this goal, a district-wide Safety Committee will be established.

   B. Safe Schools Against Violence in Education (SAVE) will be guiding legislation for committee responsibilities.

   C. The Committee will develop and maintain procedures for investigation and disposition of complaints.

   D. Presentations will be made to the Board of Education for the purpose of reviewing building inspection reports and the five-year building condition surveys.

2. District-wide Safety Committee:
   
   A. The district-wide Safety Committee will be comprised of individual’s incumbent in the positions listed below:
      
      - District Superintendent
      - Assistant Superintendent for Administrative Services/Board Clerk
      - Director of Facilities
      - Safety Specialist
      - SABEA Representative

   B. The Assistant Superintendent for Administrative Services will serve as the chairperson and will have the overall supervisory responsibility for the operation of the committee.

3. Building-level Safety Committees:
   
   A. Four (4) building-level safety committees will be established as follows:
      
      - Broad Street Teaching and Learning Center
      - Gick Road
      - Myers Education Center
      - Southern Adirondack Education Center

   B. The goal of each building-level safety committee is to promote the safety and well being of students and staff at the site.

   C. Safe Schools Against Violence in Education (SAVE) will be the guiding legislation for committee responsibilities.
Committee Membership and Governance:

A. Each building-level safety committee will be comprised of the individual’s incumbent in the positions listed below:
   - The Campus Principal (Myers and Southern Adirondack sites)
   - The Building Principal (Broad Street Teaching and Learning Center)
   - Three (3) representatives from the SABEA (to be selected by SABEA)
   - School nurse from each site
   - Director of Facilities
   - Special Education and/or Alternative High school administrator (Myers and Southern Adirondack sites)
   - Parent/Community Member
   - Safety Specialist
   (Local law enforcement and emergency response agencies will serve in an ex-officio capacity as the need arises.)

B. The Campus Principal at the Myers and Southern Adirondack sites will serve as the Chairperson. The Principal at the Broad Street Teaching and Learning Center will serve as the Chairperson.

C. A member of each building-level safety committee will be selected annually to serve as a recorder. The recorder will keep minutes of each meeting and forward a copy to the Assistant Superintendent for Administrative Services and to the Assistant Superintendent for Instructional and School Support Services.

D. The Chairperson of each building-level safety committee will have overall responsibility for the operation of the committee.

Illustrative Duties:

A. Develop and maintain comprehensive multi-hazard building safety plans in compliance with SAVE legislation.

B. Review and provide suggestions relative to the procedures for investigation and disposition of complaints.

C. Review the annual building inspection reports and the five-year building condition surveys.

D. Review and address specific safety concerns.

E. Develop and implement training and other programs to address specific safety concerns.

F. Prepare an annual report to the district-wide committee. Such report may contain recommendations for future planning purposes, budgeting, etc., as well as a summary of the building-level safety committee goals and objectives for the next school year.

The goal of the safety committees is to evaluate and assess areas of concern to ensure a safe environment for students and staff.
AREAS OF CONCENTRATION:

1. **Facility Requirement**: The building-level safety committee will ensure that all buildings, premises, equipment and furnishings shall be safe, suitable for usage by students and staff, and shall be maintained in a state of good repair and sanitation. All buildings and classrooms operated by BOCES will meet all building codes and any applicable facility requirements. The building-level safety committee will meet on a regular basis to discuss issues of student and staff safety such as:

   - Classroom Safety
   - School Activities/Off-Site Safety
   - Air Quality
   - Playground Safety
   - Hazardous Materials
   - Student Incidents (Accidents)
   - Safety Inspections Bi-Annually
   - Public Employee Safety and Health (PESH)
   - Employee Incidents (Accidents)

2. **Training**:

   - Automated External Defibrillator (AED)
   - First Aid
   - CPR
   - Chemical Treatment Training
   - Non-violent Restraint/Deescalation Training
   - Drug Reaction, Toxicology-Awareness Training
   - Student and Staff Safety Training
   - Safety at School Activities
   - Off-Site Safety

*Issues that cannot be resolved at the building-level safety committee will be forwarded to the district-wide safety committee.

FOOTNOTES:

1) BOCES operated classrooms, programs and services in component districts will come under the guidelines of the safety regulations of the district owning the facilities.

2) Wholly operated programs and services in facilities other than listed above will be under the guidelines of the district-wide committee. Other building-level safety committees may be established as needed, and determined by the district-wide committee.

3) During construction projects, the building-level safety committees shall be expanded to include the project architect, construction manager, and contractors.

Approved/Revised: 9/07/05