

***Comprehensive***  
***School Safety Plan***  
***For***  
***Bethpage School***  
***District***



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# *Bethpage School District Comprehensive Safety Plan*

## **Policy Statement**

The Bethpage School District **Comprehensive School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies which may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. After at least one public meeting, this plan has been adopted by the School Board on August 28, 2001. This plan incorporates all **School Building Emergency Response Plans** that have been developed by the **Building Level School Safety Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the **School Building Emergency Response Team**. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The Plan was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the Plan was **filed with the Commissioner of Education** and will be reviewed annually by the District-Wide School Safety Team **before July 1** of each school year. Building-Level Emergency Response Plans were filed with both **Local and State Police within 30 days of adoption**.

The school district refuses to tolerate violence or threats of violence on school grounds, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide Plan is available upon request and is available at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Plan will remain confidential and not be subject to disclosure**. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

## **Elements of the Comprehensive School Safety Plan**

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Emergency Response Plan including review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity.
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and record keeping

## **District-Wide School Safety Team**

The District-Wide School Safety Team will always include the following representation at a minimum:

- Terrence Clark – Emergency Coordinator & Public Information Officer
- Jon Simpkins – Director of Facilities and Transportation
- Patricia Hantzidiamantis – Executive Director of Pupil Personnel
- Thomas Frost – Board of Education Representative
- All School Principals:
  - M. Spence – High School;
  - D. Schneider – JFK Middle School;
  - S. Furrey – Central Blvd Elementary School;
  - A. Cintado – Charles Campagne Elementary School;
  - K. McCarthy – Kramer Lane Elementary School
- T. Bestany – JFK Nurse Representative
- B. McCormick – Charles Campagne Nurse Representative
- M. Posch – Charles Campagne Teacher Representative
- B. Bohringer – Charles Campagne Teacher Representative
- D.Hermann – Charles Campagne Teacher Representative
- D. Sarube – Kramer Lane Teacher Representative
- P.O. Lamonaca – Police Department Representative
- P.O. Schwartz – Police Department Representative
- T. Smith – Fire Department Representative
- Student Representative
- PTA Representative
- P. Mungioloi – Westech
- J. Marchesiello – Director of Food Service

### **Responsibilities of the District-Wide School Safety Team**

The School District-Wide Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the teams primary responsibilities will include:

1. Recommending training programs for students and staff in violence prevention.
2. Dissemination of information regarding early detection of potentially violent behavior.
3. Developing response plans to acts of violence.
4. Communicating the Plan to students and staff.
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 300 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
6. Making recommendations necessary for change.

7. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building-Level Team.
8. Recommending improved security measures based on school building inspection results.
9. Conducting annual school building survey of students and staff to identify the potential for violent incidents.
10. Reviewing survey results and recommending actions that are necessary.

### **Risk Reduction/Prevention and Intervention Strategies**

⇒ **Program Initiatives in the School District include:**

1. Non-violent **conflict resolution** training programs.
2. **Mentors** for students concerned with bullying/violence. *“Athletes Helping Athletes”*.
3. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) **all students are educated** on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
4. **Safety Stations** have been established throughout all school buildings.
5. The *Safety Patrol* program.
6. *Second Step*.\*
7. **Bully prevention program\***
8. **Sexual Harassment\***

\*AAA, , CAPS,

### **Training, Drills and Exercises**

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used.

- Early Go-home drill
- Live drill including sheltering, evacuation, or lock-down
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Table top exercises
- Emergency Response Team exercises

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

### **Implementation of School Security**

School safety personnel will help carry out the School District Comprehensive Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our contracted security company is a New York State licensed agency and all our **18 security guards** are also individually licensed.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings we have implemented the following security measures:

- The School District has had a security assessment of all school buildings conducted by experts at the Rockville Centre School District Security Training Division as well as by Avaris Security assessment company.
- Visitor badge/sign-in procedures – Upon entry into the building the visitor must show photo identification; then receives a badge and is sent to the main office. Anyone in the building without a badge would be immediately questioned by building staff and the Principal would be informed.
- Video surveillance – closed-circuit TV security.
- NYS certified security guards.
- A designated School District Security Director.
- Regular security audits.
- Random searches may be considered if deemed necessary.
- We will employ any other methods deemed necessary and constantly review our current practices.

### **Vital Educational Agency Information**

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

## **Early Detection of Potentially Violent Behavior**

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students include:

- School social worker outreach.
- School counselor involvement.
- Mailings monthly to parents on violence prevention and early recognition. ***“Home and School Connections, Newsletters”***
- Nassau County Police - offering

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

## **Hazard Identification**

As part of each Building-Level Emergency Response Plan, each Building-level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Major Highways & Intersections –
  - Route 135 Seaford-Oyster Bay Expressway
  - Route 24 Hempstead Turnpike
  - Bethpage State Parkway
  - Broadway
  - Stewart Avenue
- Long Island Railroad – Bethpage Train Station – Stewart Avenue
- Hazardous Waste or Chemical Storage Facilities – Town of Oyster Bay Landfill – Old Bethpage.
- Northrop-Grumman Site
- Indoor Swimming Pools – Bethpage High School

- TOB Ice Skating Complex
- Indoor Chemical Storage –
  - High School – Science Laboratory storage

**Responses to Violence  
(Incident reporting, Investigation, Follow-Up, Evaluation, and  
Disciplinary Measures)**

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

**The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports.** Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department (Police Chief) and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

**Reporting:**

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

## **Investigation:**

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

## **Follow-up:**

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

## **Evaluation:**

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

## **Disciplinary Measures:**

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

## **Code of Conduct:**

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

**Emergency Response Protocols  
Notification and Activation (Internal and External Communication)**

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list.

School	Contact	Phone	Fax	E-Mail
Senior High School	Mr. Spence	516-644-4101	516-644-4192	<a href="mailto:mspence@bethpage.ws">mspence@bethpage.ws</a>
JFK Middle School	Mr. Schneider	516-644-4200	516-937-0540	<a href="mailto:dschneider@bethpage.ws">dschneider@bethpage.ws</a>
Central Blvd. School	Mr. Furrey	516-644-4301	516-827-3178	<a href="mailto:sfurrey@bethpage.ws">sfurrey@bethpage.ws</a>
Charles Campagne School	Mrs. Cintado	516-644-4401	516-827-5486	<a href="mailto:acintado@bethpage.ws">acintado@bethpage.ws</a>
Kramer Lane School	Ms. McCarthy	516-644-4501	516-933-9819	<a href="mailto:kmccarthy@bethpage.ws">kmccarthy@bethpage.ws</a>

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and update these responses and communicating them to students and staff. The following emergency situations are of prime importance:

**Bomb Threats:**

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The *FBI Bomb Threat Call Checklist* will be available at phone reception areas.

## **Hostage Taking:**

The School Building Emergency Response Plan *Hazard Specific Response Guide* procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

## **Intrusions:**

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once the alert is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

## **Kidnapping:**

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been document as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as request. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

## **Responses to Acts of Violence (Implied or Direct Threats)**

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with Superintendent.
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

## Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat.
- If necessary, isolate the immediate area and evacuate if necessary.
- Inform building Principal/Superintendent.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

## Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
Senior High School	Mr. Michael Spence	Mr. Kevin Healy	Mr. Ralph Tocco
JFK Middle School	Mr. David Schneider	Mr. Kevin Fullerton	Mr. Ianero
Central Blvd. School	Mr. Steve Furrey	Ms. Lindsay Rich	Ms. Sarah Glassman
Charles Campagne School	Mrs. Angie Cintado	Mrs. B. Bohringer	Mr. Michael Posch
Kramer Lane School	Ms. Kerri McCarthy	Mr. John Arettines	Mr. Brian Zaborowski

## Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

## **District Resources Use and Coordination**

School Building-level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

### **Protective Action Options**

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

➤ **School Cancellation**

1. Monitor any situation
2. Make determination
3. Contact local media

➤ **Early Dismissal**

1. Monitor situation
2. If conditions warrant, close school
3. Contact Transportation Supervisor to arrange for transportation
4. Contact local media to inform parents
5. Set up information center for parent inquiries
6. Retain appropriate district personnel until all students have been returned home

➤ **Evacuation**

1. Determine the level of threat
2. Contact Transportation Supervisor to arrange transportation
3. Clear all evacuation routes and sites prior to evacuation
4. Evacuate all staff and students to pre-arranged evacuation sites
5. Account for all student/staff population; report any missing students/staff to Principal
6. Make determination regarding early dismissal
7. If dismissing early, contact local media to inform parents
8. Ensure adult supervision or continued school supervision/security
9. Set up information center for parent inquiries
10. Retain appropriate district personnel until all students have been returned home

➤ **Sheltering (internal and external)**

1. Determine the level of threat
2. Determine the location of sheltering depending on the nature of the incident
3. Account for all students and staff. Report any missing staff or students to building Principal
4. Determine other occupants in building
5. Make appropriate arrangements for human needs
6. Take appropriate safety precautions
7. Establish a public information office to respond to inquiries
8. Retain appropriate district personnel until all students have been returned home.

➤ **Short-Term Shelter-In-Place**

1. Activate building emergency plan and implement Incident Command System in accordance with the safety plan instructions.
2. Activate Emergency Response Team.
3. Advise the staff and students to proceed to their designated shelter-in-place area.
4. Call 911
5. Staff and students proceed to their designated locations in an orderly fashion.
6. Teachers/Staff must take attendance and forward it to the principal or his/her designee.
7. Depending on emergency, consider using barricades to close off school driveways and parking lots
8. Principal and designees assist emergency personnel as necessary.
9. Consider modified release of students depending on emergency and time of day.
10. If Long-term shelter is needed, consult with county emergency management personnel.

➤ **Lockdown**

1. Lockdown signal is given by Incident Commander
2. Call 911
3. Teachers/Staff follow pre-established instructions to secure doors, turn out lights, cover windows/pull shades (if possible), and move students out of line-of-sight of door windows.
4. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
5. Teachers are not allowed to open doors for anyone under any circumstances.
6. All activities cease.
7. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.

➤ **Lockout**

1. Announce Lockout has been implemented.
2. Call 911
3. Activate building emergency plan and implement incident Command in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and entrances.
6. Monitor main entrance and allow only authorized personnel into building.
7. Consider using barricades to close off school driveways and parking lots.
8. Consider modified release of students for end of school day.

➤ **Homeland Security System**

The New York State Homeland Security System for Schools will be adhered to as follows:

1. **LEVEL RED – SEVERE RISK**

R1 – Close school before opening

R2 – Close school while in session

R3 – Lockdown

R4 – Short-term shelter in-place

R5 – Transfer to alternate location or emergency shelter

2. **LEVEL ORANGE – HIGH RISK**

O1 – Complete O2 and activate lockout procedures

O2 – Complete level Yellow; Limit access to facilities; Review building use permits and evaluate field trips.

3. **LEVEL YELLOW – ELEVATED RISK**

Review building use permits.

Confer with authorities for further action.

4. **LEVEL BLUE – GUARDED RISK**

Restrict parking and increase surveillance.

5. **LEVEL GREEN- LOW RISK**

Normal Operations

**Recovery – School District Support for Buildings**

The School Building Emergency Response Teams and the Post-incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

## **Disaster Mental Health Services**

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our **Safety Plan**. Depending on the scope of the situation, the Nassau County Emergency Management Office may be contacted to help coordinate a County or State-Wide effort.

### **Forms and Recordkeeping**

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program. This will allow us to monitor its success and update the program as necessary. The following forms have been developed for this purpose and will be located in the Forms Section of the School Building – Level Emergency Response Plan.

- Emergency Procedures Notification
- FBI Bomb Threat Call Checklist
- Sample School Incident Report
- Incident Report Form
- New York SED Bomb Threat Report Form
- Parent/Guardian Notification
- Post-Emergency or Post-Test Review Form
- Red Cross Mass Care Facility Survey
- Red Cross Shelter Agreement
- School Building Training Pamphlet

### **Pandemic Planning**

Our Comprehensive Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our Comprehensive Safety Plan which also incorporates our Building-level Emergency Response Plans. It is a Flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the Comprehensive Safety Plan. The District-wide Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-level Safety Team.

#### **Prevention/Mitigation:**

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza and communicating with the Health Department:
  1. Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report* (DMS-485.7/93; HE-112.4/81) and submit to Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old County Road, Mineola, N.Y. 11501.

2. Public Health Consultation and Immediate Reporting: 516-571-3471

3. Weekend/After-hours Consultation and Reporting: 516-742-6154

- The Nassau County Department of Health will monitor County-wide cases of influenza and inform school districts as to appropriate actions.
- The Superintendent of Schools will help coordinate our Pandemic planning and responses effort. This person will work closely with the District-wide Safety Team who has responsibility for reviewing and approving all recommendations and incorporating them into the Comprehensive Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* is reviewed as needed for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can be accessed at <http://www.cdc.gov/flu/school>.
- We will educate and provide information to parents, staff and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

### Preparedness:

- We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
- The District-wide Command Center will be at the **Administration Building**, with the alternate at the **BHS Principal's Office**, and will be activated at the direction of the Incident Commander. We have established our District-wide Incident Command Structure as follows:

<b>Terrence Clark</b>	<b>Superintendent of Schools</b>	<b>No. 1</b>
<b>Joseph A. Marchesiello</b>	<b>Asst. Superintendent for Business</b>	<b>No. 2</b>
<b>Caroline Lavelle</b>	<b>Asst. Superintendent for Human Resources</b>	<b>No. 3</b>
<b>John DeTommaso</b>	<b>Asst. Superintendent for Curriculum</b>	<b>No. 4</b>
<b>Patricia Hantzidiamantis</b>	<b>Exec. Director Pupil Personnel Services</b>	<b>No. 5</b>
<b>Jon Simpkins</b>	<b>Director of School Facilities</b>	<b>No. 6</b>

Building-level Command Posts and Incident Command Structures are defined in the Building level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command), IS 362 (Multi-Hazard Emergency Planning for Schools, and IS 700 (National Incident Management System) training courses which are

available on-line through the Nassau Schools Emergency Planning Consortium Website at: [www.nassauschoolemergency.org](http://www.nassauschoolemergency.org).

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff and the school community. Communication methods may include: school postings, general mailings; e-mails; special presentations; phones and cell phones, reverse 911 systems, and the public media. A school district Public Information Officer (PIO) Superintendent of Schools has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help to assure that as many redundant communication systems as possible are available. The District uses the internet and phone services. We test/exercise our communication systems throughout the year.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  1. Overall Operations – we have defined the following decision making authority for the district (Superintendent, the Assistant Superintendents for Business, Human Resources, Curriculum, the Executive Director of Pupil Personnel Services and the Director of Facilities.). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, Nextel cell phones (push to talk), cell phones and phone mail, e-mail, district automated phone notification system.
  2. The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas (**List your own**). Recognizing the need for job cross-training, we have trained individuals with the following job titles (**List those individuals to be trained as back-ups for essential Business Office functions**) on \_\_\_\_\_ (**Insert Date**). We have also established the ability to maintain these essential functions off-site from remote locations as follows
  3. Maintenance of Facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operations, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobil central team to assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with and provided disinfectant and left to dry.
  4. Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by

Human Resources. The Human Resources Assistant Superintendent has provided cross-training of staff to ensure essential functions. **List those job titles to be trained as back-ups for essential Human Resources functions.** Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

Hard copy, self-directed lessons  
Use of mobile media storage devices for lessons (CDs, Jump Drives, IPODS)  
On-line instruction; on-line resources; on-line textbooks  
Communication modalities for assignment posting and follow-up: telephone;  
Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods.

**Response:**

- The District-wide Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building-level Safety Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide Safety Team and Building-level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our Comprehensive Safety Plan as it specifically applies to pandemics.
- The Business Official will meet the staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Human Resources Assistant Superintendent will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources

Assistant Superintendent will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.

- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide Safety Team and Building Level Safety Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The comprehensive Safety Plan and Building-level Safety Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.