



District-Wide Safety Plan 2025 - 2026

THE EAST ISLIP DISTRICT-WIDE SCHOOL EMERGENCY PLAN

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THE EAST ISLIP SCHOOL DISTRICT DISTRICT-WIDE EMERGENCY PLAN

INTRODUCTION

Emergencies and violent incidents in schools must be addressed in an expeditious and effective manner. In response to these risks, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) Act. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each district and its schools. This legislation requires districts to develop a District-wide School Emergency Plan to help prevent and mitigate the effects of a serious or violent incident or emergency and to facilitate the coordination of district, local, county and state resources in the event of such incidents or emergencies. The District-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency management plans that are also now required at the building level.

This plan approaches compliance with project S.A.V.E. by considering four (4) general content areas. These areas are:

- General Considerations and Planning Guidelines
- Risk Reduction/Prevention and Intervention
- Response
- Recovery (post-incident response)

I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

The East Islip School's District-wide School Emergency Plan was developed pursuant to Commissioner's Regulation 155.17. The Superintendent appointed a Districtwide School Emergency Team and charged them with responsibility for the development of this plan. A complete list of team members is provided on page 9.

This plan will be reviewed periodically during the school year and maintained by the Districtwide School Emergency Management Committee. The required annual review will be completed annually. A copy of the plan will be available on the District Website.

This plan meets amendments involving NYS Education Law sections 2801-a, 807, and 3604 effective July 1, 2016, 155.17 of the Commissioner's Regulations dated July 31, 2024.

The East Islip School District appointment of a Chief Emergency Officer to coordinate communication between law enforcement and first responders is to ensure that all district staff understand the district-wide emergency plan, and to ensure that building-level emergency plans are completed, reviewed annually and updated, as needed.

The Code of Conduct is made available to all parents, students, staff, and district residents via the District Website and each school building website. In addition, a student version is provided for each school building and on the district and school website.

An examination of existing emergency plans (specifically, the BOCES plan), our current Crisis Response Plan and other program initiatives was completed. This District-wide School Emergency Plan utilizes all those resources, some in Appendix form, as components of the total district effort.

Plan Review & Public Comment

1. The District-wide Safety Emergency Management Plan shall be monitored and maintained by the District Safety Team. The District Safety Team shall review the plan annually before making it available for a 30-day comment period, a public hearing, and finally, adaptation by the Board of Education before September 1st of each school year.
2. On June 23, 2022, Governor Hochul signed Alyssa's Law, Chapter 227 of the Laws of 2022 (Chapter 227) which became effective immediately. Chapter 227 amends Education Law 2801-a to require that district-wide school safety teams of public schools, boards of cooperative educational services, and county vocational education extension boards consider the usefulness of silent panic alert systems when reviewing and amending district-wide safety plans. The District has installed these panic systems at each school building.
3. Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of the Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
4. Full copies of the Districtwide Safety and Emergency Management Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption and no later than October 1st each year.
5. The Board of Education must formally adopt the District-wide Plan pursuant to Commissioner's Regulation, Section 155.17©(3). This plan will be made available for public comment at least 30 days prior to its adoption.
6. Building-level Emergency Plans will be supplied to New York State Police, County Police and all local police departments covering the District, by October 1st of each year or within 30 days of adoption

STATE REQUIREMENTS

Requirements	Required Action	Date	Checked when completed
The Districtwide School Safety Team was appointed by the Board of Education.	Appointed by the Board of Education on:		
The Districtwide School Safety Team conducted annual review and updates to the District-Wide School Safety Plan:	Annual Review and Updates completed on:		
The Districtwide School Safety Plan was made available for public comment at least thirty days prior to its adoption by the Board of Education: It is recommended that a DRAFT version of the plan be posted on the district website for the 30-day comment period (watermark is suggested)	Public Comment Period Start Date: Public Comment Period End Date: Public Comment Period for NYS July 31st legislated changes Start Date: End Date:		
At least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties, was held prior to adoption of the plan.	Date of Public Hearing/Adoption (by September 1st): Second Public Hearing/Adoption for NYS July 31st changes		
Districtwide plan must be submitted to the commissioner within 30 days after its adoption, and no later than October 1st.	District plan submitted in the NYSED business portal (no later than October 1st):		
The date the Board Adopted District-Wide School Safety Plan was posted on District Website: Within 30 days from adoption and no later than October 1st.	Date Posted (no later than October 1st): URL of District-wide School Safety Plan on District Website		

Identification of School Teams

The Districtwide Safety and Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17(b)(13) and NYS Education Law 2801-a. At the direction of the Board of Education and under the direction of the Superintendent, a District-wide Safety Team will be utilized for emergency management within the District. The Safety Team shall include but is not limited to representatives of the school board, teachers, administrators, and parent organizations, school safety personnel and other school personnel including transportation.

At the discretion of the board of education, a student may be allowed to participate on the safety team. If the Board appoints or selects a student to participate on the safety team, in accordance with Regulation 155.17(b)(14), no portion of a confidential building-level emergency response plan shall be shared with such a student nor shall students be present where details of a confidential building-level emergency response plan or confidential portions of a district-wide emergency response strategy are discussed.

The duties of the team shall include the development, review, and update of the Districtwide Safety and Emergency Management Plan in compliance with Commissioner of Education Regulation 155.17. The District Safety Team should meet regularly throughout the year to conduct the following business:

1. Serve as a liaison to the group each member represents.
2. Assess and review the Districtwide Safety and Emergency Management Plan annually.
3. Make any necessary recommendations regarding emergency operations, planning, procedures, and/or protocols.
4. Conduct training sessions as necessary.
5. Meet with, oversee, and help the Building-level Emergency Response Planning Teams at each school as necessary.
6. Meet as needed with the District's Emergency Management Consultant (BOCES) to review protocols and procedures as well as receive training and instruction.

7. Meet with local government and emergency service organization officials to develop procedures for obtaining guidance and for emergency situations that exceed the expertise and/or resources of the District. These procedures may then be incorporated into the District's Emergency Management Plan.
8. Conduct all other business as deemed necessary

Districtwide Safety Team

Required Members	Name	Title	Office Phone	Alternate Number (Optional)
School Board	Stephen A. Ruland	BOE President		
Teacher	Christopher Neske	EITA President	631-277-1990	
Administrator	Dr. Lisa Belz	Asst. Superintendent for Curriculum and Instruction	631-224-2015	
	Anthony Gagliano	Asst. Plant Facilities Admin	631-224-2035	
Director	Krista Legge	Executive Director of PPS/Special Education	631-224-2060	
Director	Stephen Restivo	Director of PE, Health, Athletics, and Nurses	631-224-2072	
Parent	Nicholas Spiegler	Parent/Asst. Principal	631-224-8200	
Transportation	Stephen Harrison	Asst. Superintendent for Business/Transportation	631-224-2020	
School Safety Personnel	John Flynn	Director of Security	631-224-2136	
Suffolk County PD	Tiffany Torres	School Resource Officer (SRO)		
Bus Driver	Frank Klein	Suffolk Transportation		
Chief Emergency Officer	Paul E. Manzo	Superintendent	631-224-2011	

** The Districts Chief Emergency Officer is available to discuss any part of the district-wide plan by contacting 631-22-2011 or paul.manzo@eischools.org .

Safety Committee

<i>Last Name</i>	<i>First Name</i>	<i>School Representing</i>
Belz	Lisa	Chair/Asst. Superintendent
Manzo	Paul	Superintendent
O'Rourke	Aileen	Asst. Superintendent
Bilotti	Nicholas	CES-Principal
Bravo	Ilana	Parent Representative
Carson	Jessica	CES
D'Angelo	Joan	TP
Dorgan	Erin	Parent Representative
Flynn	John	Director of Security
Ferro	Brittany	RCK
Gagliano	Anthony	DO
Gonzalez	Florence	EIHS Student Rep
Graber	Catherine	RCK
Jones	Janet	RCK-Principal
Kunsch	Linda	EIMS
Legge	Krista	DO-Special Education
Macaluso-Johnstone	Alison	EIMS
Montemarano	Anthony	EIHS-Principal
Naccarato	Danielle	TP-Principal
Neske	Christopher	EITA Rep
Rapiejko	Lisa	EIHS
Restivo	Stephen	DO-Athletic Director
Ruland	Stephen	BOE Trustee
Sassone	Timothy	BOE Trustee
Scully	Tara	EIMS
Smith	Deborah	JFK-Principal
Spiegler	Nick	EIMS- Asst. Principal
Zwycewicz	Richard	DO

Concepts of Operation

1. The Districtwide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Management Plan will guide the development and implementation of Building-level Emergency Response Plans.
2. All District building plans have been standardized to the extent possible so that leadership decisions are consistent, and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
3. In the event of an emergency or violent incident, the initial response at an individual school will be by the Building Emergency Response Team.
4. Once the Superintendent and/or their designee are notified, the District Emergency Response Team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

S.A.V.E. regulations also require the creation of teams at the building level.

- Building-level emergency response planning team-one for each building and responsible for:
 - Developing the building-level emergency response plan
 - Appointing the emergency response team
 - Appointing the post-incident response team
 - Appointing any other incident response team(s) deemed necessary
- Emergency Response Team- Appointed by the building-level emergency response planning team. Its members have specific roles or responsibilities during an incident or emergency.

- Post-incident Response Team - Appointed by the building-level emergency response team and has responsibility for helping the school community in the aftermath of a violent incident or emergency.
- This team will be activated by the building administrator or designee in the event of an emergency or violent incident, unless otherwise indicated.

(Please note: The School Safety and Emergency Response Teams may include the same members. The roles of these participants may be defined differently for each team.)

OBJECTIVES:

The following are the objectives of the Districtwide School Safety Plan and the Building-level Emergency Plan:

- Aid the administration and staff of the school district to effectively manage in a safe and effective manner an emergency situation that has either natural and/or man-made origins.
- Serve as a resource guide for communication of contingency plans for school district buildings.
- Coordinate emergency communications and actions with BOCES, Non-public and Pre- schools within the school district boundaries.
- Coordinate response(s) to emergencies with local, county, state, and other appropriate public and private agencies in order to minimize the effects of the situation on life and property.
- Train administrators and staff in emergency response (i.e., Standard Response Protocol, Standard Reunification Method) through the use of tabletop drills and field exercises. Train administrators and staff in school-based Incident Command.
- Develop prevention and intervention strategies to reduce disputes and enhance conflict resolution.

DEFINITIONS

Assumptions: Assumptions reveal the limitations of the Safety Plan by identifying what was assumed to be true during development. These allow users to foresee the need to deviate from the plan if certain assumptions prove not to be true during operations.

- A. The East Islip Union Free School District will continue to be exposed to and subject to the impact of those hazards described in the Hazard Analysis as well as, lesser hazards and others that may develop in the future.
- B. It is possible for a major disaster to occur at any time or place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- C. A single site emergency (e.g. fire, gas main breakage, etc.) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from the local response agencies. Action is required immediately to save lives and protect school property.
- D. Following a major or catastrophic event, the school will have to rely on its own resources to be self-sustaining for up to 72 hours.
- E. There may be a number of injuries of varying degrees of seriousness to faculty, staff and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
- F. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the school to be prepared to carry out the initial emergency response on an independent basis.
- G. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve the school's readiness to deal with emergency situations.
- H. A spirit of volunteerism among school employees, students and families will result in their providing assistance and support to emergency response efforts.

Emergency Public Information (EPI): This includes any information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

Emergency Situation: As used in this plan, this term is intended to describe a range of situations, from a specific isolated emergency to a major disaster.

Emergency: Defined as any incident human-caused or natural that requires responsive action to protect lives and property. An emergency is a situation that can be both limited in scope and potential effects or impact a large area with actual or potentially severe effects. Characteristics of an emergency include:

- A. Involvement of a limited or large area, limited or large population, or important facilities.
- B. Evacuation or in-place sheltering is typically limited to the immediate area of the emergency.

- C. Warning and public instructions are provided in the immediate area, not community- wide.
- D. One or more emergency response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- E. May require external assistance from other emergency response agencies or contractors.
- F. May require community-wide warning and public instructions.
- G. The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- A. Involvement of a large area, a sizable population, and/or important facilities.
- B. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- C. Requires community-wide warning and public instructions.
- D. Requires a response by all local response agencies operating under one or more ICs.
- E. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- F. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (Hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Inter-Local Agreement: These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is commonly referred to as a mutual aid agreement.

Standard Operating Procedure (SOP): SOPs are approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Trauma: An emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-informed: An understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills: Avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or any other emergency, or inclusion of developmentally or age-appropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure to trauma.

Limitations

The East Islip Union Free School District affirms that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the school can only endeavor to make every reasonable effort to respond to the situation with the resources and information available at the time.

II. RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention and Intervention Strategies

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

1. The District has established building-level multidisciplinary Behavioral Assessment Teams which assess whether certain exhibited behaviors or actions need intervention or other support.
2. The District Safety Team engages in tabletop exercises to discuss their roles during an emergency and their response to a sample emergency situation.
3. Any utilized school safety officers and security personnel are trained annually with the assistance of one or more of the following collaborative relationships:
 - a. Emergency Responders
 - b. Regional BOCES
 - c. District Consultants
4. Training for school staff working in an incident control capacity may include:
 - a. Individual and group de-escalation techniques

- b. Non-violent conflict resolution skills
- 5. The District may provide de-escalation techniques and non-violent conflict resolution training to other staff annually. Each building has some staff trained in non-violent conflict resolution.
- 6. Training may be available during staff development sessions, on conference days and via web-based training modules.
- 7. Procedures relating to building security including utilization of staff and security equipment are as follows:
 - a. All authorized staff members are expected to always carry their swipe cards for building and classroom entrance.
 - b. All staff members, High School and Middle School students are expected to always wear District-issued photo identification badges. ID badges should be visible.
 - c. After the designated start time of the school day, each school will be appropriately secured.
 - d. All visitors must report to each building's designated single point of entry and sign in before proceeding further into the building.
 - e. All contractors assigned to work in any building must first be authorized by the Buildings and Grounds Department to receive an identification badge, which must be visible at all times during normal school operating hours when workers are on school property.
 - f. Extended day and other school safety programs- The district school building and facilities provide a valuable resource to our students and community after the conclusion of the school day. The following are strategies are utilized during after-school hours:
 - i. To the degree possible, access to areas of the school building is limited to only those needed for activities.
 - ii. Some buildings may use modified point of entry.

The District continually investigates other security measures and conducts staff development trainings to ensure schools are as safe as possible. Security measures include but are limited to:

- a. Security personnel
- b. Surveillance cameras
- c. Door-lock (buzzer) entry systems
- d. Mantrap vestibules
- e. Visitor management process
- f. S.A.V.E. phones
- g. Portable radios
- h. Alarm systems
- i. Swipe entry system
- j. Blue Light system
- k. Single point of entry points
- l. Door ajar system

Improving Communication with Students

Each of the schools within the district provides a wealth of school safety-related initiatives aimed at improving communication among students, between students and staff, and between administration and parents or persons in parental relation. These programs may include the list below. Students are involved in a variety of safety activities through both their classes as well as through work with school counselors, social workers, and school psychologists. By October 1st of each year, the superintendent and chief school administrator have provided written information to all students and staff about emergency procedures.

Program Initiatives

Throughout the district, recognized bullying prevention programs and initiatives are in place and are working to change school climate. In addition to the committees established at each building, the following is a sampling of efforts that are working in our district buildings:

Grade Levels	Character Education	Social Skills Development	Positive Decision Making
K to 2	<ul style="list-style-type: none"> Character Stars Six Pillars of Character Connecting Character to Conduct Push-in lessons 	<ul style="list-style-type: none"> Bucket Filling Program Social Skills/ Friendship Groups Lunch/Brunch Second Step Big Buddy, Little Buddy Culture of Care/Kindness 	<ul style="list-style-type: none"> Mindfulness Say Hello Week Red Ribbon Week McGruff the Crime Dog
3 to 5	<ul style="list-style-type: none"> Six Pillars of Character Daily Words of Wisdom Connecting Character to Conduct Character Education Stars 	<ul style="list-style-type: none"> Social Skills/ Friendship Groups Lunch Bunch Circle of Friends Classroom Push-In Workshops Culture of Care/Kindness 	<ul style="list-style-type: none"> Say Hello Mindfulness Restorative Practices Restorative Justice Red Ribbon Week Mindfulness
6 to 8	<ul style="list-style-type: none"> Six Pillars Connecting Character to Conduct Connecting Character to Education Challenge Day Student of the Month Character Counts Awards 	<ul style="list-style-type: none"> Second Step Special Olympics Culture of Care/Kindness 	<ul style="list-style-type: none"> Cyber Bullying & Internet Safety Police Smart Assemblies Red Ribbon Week Character Development Assemblies Say Hello Week (Suffolk County Sheriff's Department) Vape Out Program
9 to 12	<ul style="list-style-type: none"> Connecting Character to Conduct Challenge Day Activities Awareness Weekend GSA (Gay-Straight Alliance) Club Ambassadors of Compassion 	<ul style="list-style-type: none"> Mentoring Programs Buddies Social Club Special Olympics Mindful Minutes Calm App Music Mindfulness & Therapeutic Movement Class, Zen Den Freshman Orientation Culture of Care/Kindness 	<ul style="list-style-type: none"> Conflict Mediation SADD Club SRO Red Ribbon Week 100 Deadliest Days Press Conference Sandy Hook Promise Say Hello Week (Suffolk County Sheriff's Department) Suffolk County VAPE OUT

All of these efforts are all in compliance with DASA and are sustainable due to the involvement of key stakeholders.

The policy will be updated annually to remain in compliance with the Dignity Act.

Amendments to the act have been released regularly, and effective July 1, 2013, cyber bullying has been added to the act. E I S D was proactive and has already included cyber

bullying in its policy and accompanying regulations.

All staff will be proactive in recognizing troubled students and staff and reporting any issues immediately to begin intervention. This shall include students that display an indication that they are a threat to themselves, which could include suicidal threats or attempts.

The District has explored a variety of additional mechanisms for confidential reporting of school violence and harassment and will communicate the reporting process to parents and students beginning in the Fall of 2025. Currently, anonymous tips can be reported to the Suffolk County Police Department (SCPD) on their **TIPS Hotline (800 220-TIPS)**.

The school district's Code of Conduct is accessible to parents and students and reviewed with all students at the beginning of the school year in an appropriate manner. At the secondary level, during the review with students, bullying, discrimination, harassment and other violations of the Code of Conduct, along with the consequences are discussed. At the elementary level, appropriate behavior is discussed in an age-appropriate way.

All staff members are trained in recognizing and effectively dealing with inappropriate behaviors, as outlined in the Code of Conduct. In addition, all staff are educated on the appropriate way to report such behaviors to mental health staff and administration in an effort to reduce the risk of violent incidents as well as to support students who are in crisis.

In addition, each school has a wide range of programs and supports that impact school safety. These may include offering a variety of clubs, sports, co-curricular activities, classroom lessons delivered by counselors, small group lessons and counseling sessions, school-wide meetings and assemblies, morning meetings in classrooms, use of mindfulness, movement breaks and other wellness opportunities.

Reporting Threats or Acts of Violence

Students, staff, parents and others are informed annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats and actual acts of violence. The

procedure for reporting is as follows:

- Students are instructed to report threats and acts of violence to staff members.
- Each school has designated a reporting process. Administration and DASA coordinators are available to all students and parents to receive reports. Anonymous reports can be made through SCPD TIPS Hotline.
- Staff members are required to report all student referrals to the administration for investigation.
- Staff training programs meet SAVE requirements. Instruction on issues of school safety is provided to all employees each year.
- Bus drivers, monitors and attendants are required to report threats and acts of violence to the building administration and/or building security personnel.

Training, Drills, and Exercises

Drills and Exercises

The best way to train students and staff in emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. The school has established policies and procedures for school safety training for employees and students.

Drills conducted during the school day with students' present shall be done in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, or other tactics intended to mimic a school shooting or other act of violence or emergency. The New York State Fire Code requires that the fire alarm be used in an evacuation drill and is not considered a prop.

At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.

The District will conduct emergency management drills and exercises annually including, but not limited to:

Evacuation and Lockdown Drills-Evacuation and lockdown drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September-June). The first eight (8) drills are conducted prior to December 31st of each school year. Six (6) of all such drills shall be evacuation drills. Four (4) of all such drills required shall be lockdown drills with two of these drills being held between September 1st and December 31st. Prior to the first annual drill, staff shall review emergency response procedures and drill requirements with students during class time. Students are also provided with the opportunity to ask questions on any procedure that they are not clear on. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all the drills and offer feedback regarding effective building evacuation in the event of a fire. Four of the required drills must be through use of the fire escapes in buildings where fire escapes are present or using identified secondary means of egress. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all the lockdown drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted on different dates as well as days of the week and times of the day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies. Instruction in drill procedures, including during lunch periods and assemblies, is conducted annually by staff. At least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school. Unplanned evacuations or false alarms do not count as required drills. Evacuations made necessary by the unplanned activation of the fire alarm system or by any other emergency shall not be substituted for a required evacuation drill.

Prior to the commencement of each school year, the Building-level Emergency Response Planning Team shall conduct an inventory of any special needs students. Appropriate accommodations for the school year will be incorporated into each Building-level Emergency Response Plan.

Eary Dismissal Drill- The District will conduct an Eary Dismissal Drill annually wherein students are dismissed no more than 15 minutes before the normal dismissal time. Parents will be notified of these drills at least one week prior. Transportation Officials and District staff may also take place conducting and evaluating the drill. This drill allows the District to test the usefulness of the communication and transportation system during emergencies.

Shelter-in-Place/Secure Lockout Drills- While not required, each school in the District may conduct Shelter-in-Place and/or Secure Lockout drills in addition to those drills required by New York State regulation. The appropriate Police Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

In addition to post-drill debriefings conducted by each building-level emergency response planning team, each building will complete a drill evaluation form that will be submitted to the district-wide school safety team for periodic review, which includes observations from the drill as well as any additional feedback obtained from building personnel. Changes to procedures are made as needed. The district-wide safety team should evaluate communications and transportation systems during emergencies.

Each Building-level Emergency Response Planning Team and representatives of the district administration engage in tabletop exercises facilitated by the district's emergency management consultant. Emergency response agencies are encouraged to participate in these exercises. The district does not plan to conduct functional exercises with emergency response agencies that involve staff, students, and parents in drills using props, actors' simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency. If this policy were to change in the future, any such exercise would not be conducted on a regular school day or when school activities such as athletics are occurring on school grounds. Additionally, no students would participate in these exercises without written consent from parents or persons in parental relation. The school board will ensure that information about drills be provided in the teacher's handbook.

Parents or persons in parental relation must be given advance notice of each drill being conducted within one week prior to the drill. Procedures for notifying parents or persons in parental relation will include:

- Timing: **Within one week** before the drill
- Include the following information:
 - General time frame for the drill
 - Type of drill

- Purpose of the drill
- Importance of the drill
- Contact information for questions or concerns

At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall **not be informed in advance of evacuation drills.**

MULTI-HAZARD TRAINING

Policies and Procedures for annual multi-hazard training for staff and students:

In order to provide and maintain a safe and secure environment for all personnel, students and visitors, East Islip School District has developed and implemented a variety of programs that include trainings, activities and drills for our students and staff. The purpose is to provide participants with the necessary knowledge and skills to protect their own safety and the safety of others. These programs are conducted annually, some on a district level and some at the building level. These programs will be as follows:

1. Staff

- **Bloodborne Pathogen Training** - Provided to all district staff on an annual basis. The program is delivered via GNC training.
- **Building Safety and Emergency Management Training** - Critical aspects of the District-Wide Emergency Plan is presented to staff on an annual basis as part of the mandated S.A.V.E. training. All staff members are required to participate in this annual training and within 30 days of initial employment. Documentation of training is maintained electronically and in paper format. Certification of annual training will be provided to the Commissioner of Education, as required by Education Law §2801- a.
- **Post-Incident Crisis Response Training** - Each building team provides a faculty presentation on Crisis Response and reviews the responsibility plan guide. A

memorandum to Post-Incident Crisis Response Team Chairpersons and a presentation outline is distributed annually.

- Tabletop Exercises - These exercises are being provided in collaboration with the District Emergency Management Team and Security Consultant.
- National Emergency Management Training - All members of the district and building emergency management teams will receive IS-100 Incident Command for Schools training. Select members of the teams may receive additional training based on their roles in actual emergencies.
- Included in the S.A.V.E training will be the concepts of “I Love You Guys.”
- Bleeding Control as prepared by the American College of Surgeons, training provided by in-house instructors.
- CPR, EPI Pen, and Narcan Administration training is available from in-house instructors.

2. **Students/Staff:**

- Code of Conduct - A review of the Code of Conduct is presented annually at faculty meetings and discussed at student assemblies
- Security, Safety and Violence Prevention - A presentation on school security, safety and violence prevention, mental health and the team approach to recognizing students needing any type of assistance issues will be delivered annually through S.A.V.E to all staff and new staff within 30 days of employment. Violence Prevention and Safety for students will be discussed through assembly and/or classroom presentations.
- Fire and Emergency Drills - Total of at least 12 drills; 8 evacuation drills conducted before December 31st and the remaining 4 to be lockdown drills.

Duties of School Safety Personnel, Personnel Training, And the Hiring Screening Process of School Security Personnel

School Safety Personnel - Duties, Training, Hiring and Screening

Security Personnel

The East Islip School District complies with training for security guards as mandated by The Security Guard Act of 1992. It requires all security guards to complete three training courses. All courses must be conducted at approved training schools, by certified instructors. The provisions of the Act that relate to training are administered by the Division of Criminal Justice Services.

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter property. Security personnel shall be hired and managed by the district, and the number of safety/security officers and their working hours shall be determined by building site/population needs. At the discretion of the building administrator, the duties of the safety/security officers may include the following:

- Provide protection for students, staff, and visitors
- Control movement through the security vestibules
- Enforce policies (i.e., smoking, weapons)
- Patrol outside play areas at times of student occupation.
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallway
- Patrol lavatories

- Intervene in the event of disturbances and contact appropriate officials
- Respond to emergencies such as bomb threats and building evacuations
- Assist in calming disturbances and crowd control
- Assist law enforcement officers in the performance of their duties
- Work with police and rescue personnel with medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administration
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator
- Prepare accurate and complete incident reports
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses.
- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g., Policies, School Emergency Plan, Staff Handbook, etc.)
- Right-to-know training
- Bloodborne pathogen training
- IS-100 Introduction to Incident Command for Schools
- First Aid/CPR - AED, and Bleeding Control

Hiring and Screening Process

All 'in building' security personnel employed by the East Islip School District are preferred to have law enforcement experience. Specifically, security personnel must be licensed as a security guard or be an off-duty police or peace officer. All vehicle patrol officers are required to have a security guard license and school security experience

Early Detection of Potentially Dangerous Behavior

This section contains the procedure for disseminating information regarding early detection of potentially dangerous behavior.

1. A “plain language” summary of the District’s Code of Conduct is provided to all students in the District at the beginning of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates,

among other behavior, lack of tolerance for harassment, discrimination, bullying and violence.

2. A “plain language” summary of the District’s Code of Conduct can be found on the District’s website.
3. All new employees will be provided with a copy of the Code of Conduct at the time of hire. All teachers and other staff members will review the Code of Conduct annually.
4. Efforts are made on the building level in each of the District’s schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Teams meet on a regular basis in each building in order to work with classroom staff in identifying and preventing potentially dangerous behavior. School counselors, school psychologists, school social workers, nurses, outside agencies (when appropriate), administrators, teachers, bus drivers, paraprofessionals, parents/guardians and students are often involved in the process.
5. Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual’s behavior, and on responsible decision-making. Elementary students receive instruction from the Elementary Guidance Counselors regarding appropriate behavior, social skill training, and who to report issues to in the building should they feel concerned about themselves or others.
6. Each of the District’s school psychologists/social workers/counselors may facilitate counseling groups for identified students around issues related to social skill development, managing emotions, and good decision-making.
7. Certified and noncertified staff members working with students who have been identified by the Committee on Special Education as being at-risk for engaging in violent behaviors receive training in crisis prevention and intervention.

Staff

Information regarding the early warning signs of violent or threatening behavior is presented to staff. Early detection and reporting protocols are done annually during faculty meetings. Rapid detection of students that pose a risk of violence to themselves or others, including attempt of suicide, will have interventions immediately.

Students

Information on this subject is presented to students regularly through program initiatives

focusing on prevention and intervention. Information is presented to students through programs focusing on prevention and intervention including anti-bullying presentations to students through assemblies and classroom instruction.

Parents

Information on a variety of topics, including early warning signs and violence prevention is presented to parents in a number of ways. Various evening presentations are scheduled throughout the year and at various grade levels to address these and other relevant parenting issues. Parents will be immediately notified by a building administrator should their child make any threats of violence toward themselves or others, including suicidal threats or thoughts.

Hazard Identification

Identification of Potentially Dangerous and Hazardous Sites;

Each school will identify and locate areas of potential emergencies in and around its building. The Assistant Director of Facilities and building custodians will locate these sites.

1. These sites are to include electrical, gas, heating, ventilation, water supply and sewage system locations and shut off valves. Local fire department personnel have and will continue to participate in these efforts.
2. These sites of potential emergencies will be listed in each Building-level Emergency response Plan supplied to police, fire, emergency management services, and District personnel.
3. Potentially dangerous sites indicated below that are contained within school property under the jurisdiction of the school district, will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
 - Electrical panels/shut-offs
 - Gas lines/shut-offs
 - Gas appliances
 - Heating
 - Sewage

- Structural failure
- HVAC
- Water supply/shut-off
- Chemical storage and cleaning supplies
- Paper supply storage
- Technology/Industrial arts rooms
- Science rooms and labs
- Isolated areas near the school
- Nearby streams and ponds
- Steep area near school buildings
- Unprotected exterior gas/electric, air conditioning supplies or equipment
- Playground equipment

Resources

Each Building-level Emergency Response Plan shall include maps, site plans, utility shut off locations, and a list of resources available for responding to emergency situations and incidents. Each building will have a Crisis Kit. The contents of the Crisis Kit are clearly specified at the Building-level Emergency Plan Summary and in each individual building plan.

Response

The Esat Islip School District will work closely with the Office of Suffolk County Emergency Management and State agencies to help facilitate containment of the problem and the possible evacuation of the endangers students/staff. The superintendent or designee will be responsible for activating the use of countywide or statewide agencies. The Incident Command System (ICS) will be followed.

The District will follow a chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System.

Standard Response Procedures:

In the event of an emergency or violent incident, the Principal or designee will activate the School Emergency Response Team and will notify the Superintendent of Schools. The Emergency Response Team will:

- Implement the Building-level Emergency Response Plan
- Assess the severity of the situation
- Utilize ParentSquare and District website to communicate with school district staff and community as needed
- Communicate with responding Districtwide Emergency Response Team members via the District radio system
- Contact appropriate law enforcement and/or the fire department and assist them to resolve the situation
- Set-up a command post
- Establish a link to the district surveillance camera system
- Determine whether to shelter or evacuate
- Initiate the pre-established procedures to notify staff/students
- Implement procedures for notification of parents or those in a parental role
- Provide for the safety of staff, students and visitors

Note: These activities may occur simultaneously, not necessarily in sequential order. Building level collaboration with police/fire department/local emergency response agency (on the scene) will initiate unified command. The person responding and their responsibility may vary depending on individual building/site needs.

Notification*Internal:*

The district maintains contact information for all key district officials and buildings. Notification of a disaster, emergency or violent incident will be made in whatever manner possible via one or more of the following:

Telephone

Cell phone
 RAVE App
 2-way Radio
 ParentSquare
 District Website
 Email
 Local media
 Other as appropriate

Note: Cell phones and radios will not be used within the building or within 300 feet of the building when the threat is an explosive device.

External:

The district maintains a current list of emergency and law enforcement contacts. The 911 system will be the first call for emergency assistance at the building level.

The superintendent or his/her designee will inform key officials of all educational agencies within the school district of a disaster or an act of violence.

In an emergency, local response agencies can be in communication via radio from the scene, with the county emergency communications center. The communication center is capable of relaying requests for assistance to all other agencies- public, commercial or private-as deemed necessary by the officer(s) in command at the scene.

The following telephone numbers are provided primarily for information and inquiry purposes:

Local Fire Departments:

Islip Terrace FD	631-581-5437
East Islip FD	631-224-1712
Great River FD	631-277-5837

County (Suffolk):

Fire, Rescue & Emergency Services	
Commissioner's Office	631-852-4851
Emergency Management Office	631-852-4900

Health Services:

Information and Referral (Days)	631-854-0000
(Nights/Weekends/Holidays)	631-852-4820
Poison Control	1-800-222-1222
Community Mental Health	
Hygiene Services (Director)	631-853-8500

Environmental Health Services

Administration	631-852-5800
(Night/Weekend/Holiday)	631-853-5555

Public Health:

Administration	631-854-0333
Environmental Protection	631-787-2200
(Night/Weekend/Holiday)	631-852-4820

Police:

Headquarters	631-852-6000
3 rd Precinct	631-852-2677

Public Works:

Main Office	631-852-4010
(Night/Weekend/Holiday)	631-852-4256

General Information, County

631-853-5593

County (Nassau):

Fire Marshal:

Information	516—573-9900
Communication Center	516-573-9800
School Division	516-573-9930

Health Department:

Information	516-227-9697
(Nights/Weekends/Holidays)	516-742-6154

Environmental Health

Information	516-227-9723
Poison Control	1-800-222-1222

Police:

Information	516-573-8800
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Public Works:

Information	516-571-9600
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General Information, County 516-571-6000

State:

Health Department:

Environmental Health Information 1-800-458-1158

Environmental Conservation

Regional Office 631-444-0320

Hazardous Waste Enforcement

24-hour Emergency Spill Hotline 1-800-457-7362

Labor Department:

Safety and Health 631-485-4408

New York State Police:

Headquarters 631-669-2500

Emergency Management Office 518-457-2222

Federal:

Federal Emergency Management Agency (24 hours)

202-898-6100

On Scene Coordination 212-225-7209

Occupational Safety and Health 631-334-3344

Energy Department

Emergency Radiological Assistance

631-282-2200

Public Affairs Office

212-225-7707

Contacting Parents or Those in a Parental Role

The responsibility for contacting those in a parental role shall be coordinated by the Building Emergency Response Team. That notification will be made in the manner deemed most appropriate, i.e., in person, by telephone, using emergency contact information, or in some cases via prepared statements through local media. Such statements may include a number that can be contacted for information.

Response to Acts of Violence

1. The principal or his/her designee will determine whether to contact law enforcement personnel. Threats or actions placing students, staff and others in imminent danger require an immediate Lockdown protocol followed by a call to the police and the district superintendent. Violent offences defined in S.A.V.E. regulations will also require the involvement of the police.
2. The principal and/or his/her designee will then determine the appropriateness of directing the Building-level Emergency Response Team to be activated.
3. The Building-level Emergency Response Planning Team consisting of trained staff and school personnel may assist with Evacuation, Secure Lockout, Shelter-In-Place, Hold-In-Place, or Early Dismissal and will follow the appropriate protocol. The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building-level teams, the district leadership, and responding agencies.
4. If the threat of violence or danger is imminent, a Lockdown may be set in motion. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for a Lockdown. During the Lockdown, all school staff, students, and visitors are required to Lockdown in the nearest lockable space and await further instruction, or in some situations, evacuate the campus.
5. Procedure for contacting parents, guardians and persons in parental relation to the students in the event of a violent incident or early dismissal are detailed in each building-level emergency plan. The use of the district's communication system is generally used for this purpose.
6. Aggressively dangerous and violent students, teachers, other school personnel, bus drivers and monitors, or visitors shall be managed as outlined by the procedures detailed in the district Code of Conduct.
7. The building administrator will investigate threats of violence and will make the determination of disciplinary measures consistent with the District's Code of Conduct.
8. School administration must keep records of serious threats and acts of violence and report them annually to the state.

9. Prompt 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 Building-level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in each Building-level Emergency Response Plan.
10. The district has a zero-tolerance for weapons, in accordance with federal and state law and the District Code of Conduct. Other violations are outlined in the Code of Conduct.

Multi-Hazard Response

The district utilizes Internal District and BOCES Disaster Management Plans for addressing each situation below:

Civil Disturbances

- Chemical/Biological/Radiological Threat/Riot Control Agents
- Bomb threat
- Civil disturbance
- Hostage
- Intruder
- Kidnapped

Environmental

- Air pollution
- Drought
- Earthquake
- Flood
- Hazardous material spill
- Severe storm countywide
- Storm-snow/ice
- Thunder-lightning
- Tornado
- Water contamination

Fire/Explosion/Carbon Monoxide

- Explosion
- False fire alarm
- Fire
- Carbon monoxide alarm

System Failure

- Electrical system

Energy loss or reduction
 Gas leak
 Heating system
 Loss of buildings
 Roofing
 Swage system
 Structural
 Water
 Flooding

Medical Emergencies

Medical emergency summary sheet
 Medical emergencies
 Epidemic
 Epileptic convulsions
 Food poisoning
 Heart attack
 School bus accident and/or fire
 Shock
 Toxic exposure
 Transportation related-airplane crash
 Pandemic

Plans of Action

To account for the variable character of disaster emergencies and the extent of advance warning, there are four different plans of action to ensure the health and safety of students , staff and visitors:

- Cancellation prior to the start of school
- Evacuation (including evacuating the disabled)
- Go-home
- Shelter (in place or at another site)

Cancellation Prior to the Start of School

The superintendent or his/her designee shall make the decision to close schools/offices for health, welfare, and safety of student, staff, and visitors. Notice will be given to

parents and persons in parental relation and students using ParentSquare, district website, local media and other appropriate procedures.

Evacuation

This plan shall be used as a guideline when conditions within the building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

- Upon notification to evacuate, students, staff, and visitors are to immediately leave their building according to the fire exit plan posted near each door or as directed, occupants will pause momentarily should an un-announced fire alarm occur, to verify that it is not a terrorist ploy.
- Students, staff, and visitors are to proceed in a single file with minimum talking.
- Students and staff are to remain together in designated areas outside the building. Staff members are responsible for supervision of students and taking attendance, in order to be certain that all students have left the building.
- If evacuation is to be extended, follow *Shelter Plan*
- In the case of a bomb threat, follow *Bomb Threat Plan*
- Each building will determine the location of their Incident Command Center

Go-Home Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible.

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible.
- Building administrators shall have procedures in place to address the safety of elementary children returning home.
- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home receiving the child.
- Teachers and administrators shall assist in bus loading. Before any bus is permitted to leave, a check shall be done to see that all students designated to ride the bus are aboard

- Staff shall remain in the building until dismissed by an administrator. Upon leaving, all doors are to be closed, and light extinguished. Administrators shall be responsible for final building check before leaving and locking doors
- In some instances, this procedure may result in delays before students reach their homes. Therefore, it might become necessary to implement the *Shelter Plan*

Shelter Plan

The plan shall be used in crisis situations. The plan consists of five parts: Lockdown, Secure Lockout, Hold, Evacuate, Shelter.

Lockdown (All school buildings have an advanced automated lockdown system.)

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

- Any staff member can initiate a lockdown using portable radio, phone, RAVE Panic app.
- Building administrators or Building Emergency Response Team Coordinator will issue lockdown procedures via the PA system and activation the lockdown button system.
- PA announcement will be a clear alert message, Lockdown, lockdown, lockdown.
- The lockdown button will alert the Command Center. Command center will have direct contact to police dispatch.
- The S.A.V.E. communication devise can be activated to communicate directly with police dispatch.
- A message will be sent out via text and email to an emergency response group identified for each building.
- All employees and visitors will be directed into rooms after scanning outside your room.
- All classroom doors will lock automatically. If a room cannot be locked, consider evacuation or fortification.
- If all doors are locked, consider self-evacuation.
- Windows of rooms will remain visible.

- All persons shall be moved away from windows and doors.
- No one will be allowed outside of rooms until they are released by an administrator and law enforcement.
- There is no access in or out of the building other than by law enforcement.

Secure Lockout- (Threat in the area of the Building)

- Secure lockout will be announced by the PA system.
- Plain language will be used to announce the secure lockout.
- Police will be called unless the police notified the school of the need for a lockdown. In either case, police will be advised of any change in the status of the building.
- Send a message out via text and email to the Emergency Response Group for the building.
- All outside activities will be terminated.
- Classes will continue as normal inside the building.
- The secure lockout will be lifted when the external threat is resolved.
- Police will be contacted when the secure lockout is terminated.
- There is no access in or out of the building.

Hold

- In the event of an emergency in which hallways need to be kept clear of occupants, students, staff, and visitors will be notified to Hold.
- The Hold will be followed by a directive to “In your Room or Area.”
- Students, staff, and visitors will remain in a Hold until otherwise directed.

Shelter

- In the event of a threat or hazard, students, staff, and visitors will be notified to shelter.
- The PA for shelter should include the hazard and safety strategy.
- Sheltering requires that all students, staff, and visitors follow response directives.

- After the danger has passed, an announcement will be made that the shelter is released and give an all clear.

Evacuate

Evacuation of Disable Students, Staff and Visitor

Each Building-level Emergency Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled.

Evacuation Area

Evacuation areas shall be identified on the building-level School Emergency Plan. Evacuation areas will not be pre-identified due to security considerations and confidentiality. This information cannot be published and shall not be subject to disclosure under Article 6 of Public Officers' Law or any other provision of the law. Students shall remain in designated evacuation areas until dismissal or parental, guardian or persons in a parental role pick-up.

Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather. The Building-level Emergency Plan will address procedures for such.

Re-Occupy a School Building

Once an all clear by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator: 1. Reoccupy the building and resume classes; 2. Relocate the building occupants to another facility; or 3. Activate the plan for early dismissal.

Procedures to Coordinate the Use of District Resources and Manpower during an Emergency:

In the event of an emergency, the building principal will contact the superintendent, the Districtwide Response Team and his or her building level emergency response team

using established telephone, or radio communication system that is provided to each district employee at the start of the school year.

Districtwide Response Team Members

Mr. Paul Manzo, Superintendent
 Dr. Lisa Belz, Assistant Superintendent for Curriculum and Instruction
 Mr. Stephen Harrison, Assistant Superintendent for Business
 Dr. Aileen O'Rourke, Assistant Superintendent for Human Resources and Administration
 Mr. John Flynn, Security Consultant
 Mr. Anthony Gagliano, Asst. Director of Facilities

(This team has been given authority by the Superintendent to make decisions, assignments and provide assistance during emergencies.)

The Districtwide Response Team will assess the nature of the emergency and make a determination as to the manpower and school district resources that will be utilized to address the situation.

In the event that district resources are needed that are not already on site, the Assistant Plant and Facilities Administrator will be notified and will deploy requisite resources to the specified location.

When additional manpower resources are necessary, members of the District Emergency Management Team will coordinate the effort.

Parent Requests for Early Student Dismissal during and Emergency Situation

In the event of an emergency situation resulting in large numbers of parents entering a building to pick up their child(ren), the following procedures will be implemented:

A dismissal staging area will be designated and established by Building Emergency Response Team. This location should be selected to:

- Maintain security
- Limit disruption of the learning environment
- Minimize anxiety of students/staff

All available psychologists, social workers, school counselors, and staff without classroom assignments will assist in the dismissal process by:

- Assisting to verify parent/guardian identification
- Utilize intervention techniques to reduce panic and maintain order

No parent/guardian or person in parental relation will be permitted to go directly to a classroom or staging area to pick up their child(ren).

In the event of an emergency declared by the District Emergency Management Team the following procedures regarding dismissal will be implemented:

All elementary students will be surveyed/interviewed to determine what arrangements parents/guardians or persons in a parental relation have been made for after school supervision.

Sheltering Students Who Are Unable to Go Home

In the event that efforts to reach an appropriate adult are unsuccessful, the following sheltering procedure will be utilized:

Each building administrator and staff volunteers will assist in the care and supervision of students who are unable to go home safely.

Should sheltering beyond 6:00 p.m. be necessary, police contact may be required.

Student Transportation Safety

The district acknowledges that a student's day begins the minute the student boards the bus until he/she steps off the bus at the end of the day. Therefore, to ensure student safety:

The building principal or his/her designee shall be available for the bus driver to contact to report all bus issues/incidents.

Bus drivers and their supervisors are trained annually by their respective companies.

IV. RECOVERY

Continuity of Operations

The district maintains continuity of operations at both the district and building-level to ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and system support, facilities maintenance, safety and security, and continuity of instruction. Specific continuity plans are contained within each Building-level Emergency Response Plan.

Continuity of Instruction

The district offers a suite of online instructional tools that can be used to support remote instruction and communication. General tools for communicating with students include online services including but not limited to:

- Google Drive
- Google Suite
- Teams
- ParentSquare
- Various grade level appropriate content level specific applications

Detailed grade-specific remote instructional procedures can be found in the Appendices of the Districtwide Safety Plan.

District Support for Buildings

When the Chief Emergency Officer is notified that an emergency exists, he/she will respond accordingly.

Members of the Districtwide Safety team will assist as needed either at their respective Building Command posts or by responding where directed by the Incident Commander. The District Safety Team will assign such personnel as deemed necessary to meet the needs of the situation.

The District Safety Team members will remain at their assigned posts until the Incident Commander has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District Safety Team leader in consultation with that building's administrator(s) and the Building Emergency Response Team, other school buildings may be called to support the Building Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District Safety Team leader in consultation with that building's administrator(s), additional mental health support from the County Crisis Team and local area hospitals may be solicited to support the Emergency Response Teams in the effected building(s).

In any case, a debriefing”, or post-incident analysis, will be facilitated by the District Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and the post-traumatic incident debriefing.

District mental health staff and those from outside agencies will provide ongoing as-needed support to the Team members and will monitor post-traumatic stress systems in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principals are expected to consult with the superintendent in composing letters to parents following any emergency.