



**DISTRICT-WIDE COMPREHENSIVE
SCHOOL SAFETY PLAN**

2025-2026 SCHOOL YEAR

MILLER PLACE SCHOOL DISTRICT

BOARD OF EDUCATION

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Introduction

The New York State Education Department has mandated that School Districts develop a District-Wide School Safety Plan in accordance with Project SAVE (Safe Schools Against Violence in Education). The majority of District-Wide School Safety Plans were developed, submitted and reviewed prior to September 11, 2001. The events of that day have changed some of the thinking about safety plans. In particular, there is a heightened sensitivity around the issues of confidentiality of information contained in plans, as well as the level of detail provided.

The complete contents of the District-Wide and Building-Level Plans are confidential and are only shared with Emergency Responders and appropriate school district personnel. This is essential so that the information contained herein does not aid someone wishing to do harm to individuals and/or property but assists the Emergency Responder(s) in providing the District with the appropriate level of response.

The District-Wide Plan, while incorporating all Building-Level Safety Plans and the Chemical Hygiene Plan, is meant to show what procedures, programs and curricula the District has implemented to prevent or minimize the effects of serious violent incidents and emergencies. It also facilitates the coordination of the District with local, county, state and federal agencies in the event an incident or emergency does occur.

It is important to recognize that these plans will always be subject to change – they should not be viewed as a one-time exercise to fulfill a requirement. The experiences of September 11 have generated many changes, and it is likely that the required annual review of these plans will contribute to their ongoing development and refinement.

Section I: General Considerations and Planning Guidelines

Discussion

Section I is used to provide information about key considerations and planning guidelines that were used in developing the District-Wide plan. This includes the purpose of the plan; an identification of the District-Wide School Safety Team; an identification of the overall concepts of operation included in the plan; a description of the plan; review and public comment period; and the character education process that will be used in the district. The district plan includes specific information such as the names and positions/affiliations of individuals on the planning team and how this plan supports the development and coordination of the Building-Level Emergency Response Plans.

A. Purpose

The Miller Place School District-Wide Comprehensive School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. In collaboration with the Miller Place School District Board of Education, the Superintendent, and the Health and Safety committee acting as the District-Wide School Safety Team the development and maintenance of the District-Wide Comprehensive School Safety Plan was devised.

B. Identification of District-Wide School Safety Team

The Miller Place School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Superintendent
Assistant Superintendent
School Business Official
Executive Director of Educational Services
Director of Facilities and Director of Human Resources
School Principals
Director of Athletics
Board of Education Members
Suffolk County Police Department
Miller Place Fire Department
Representative of the Teachers' Association
Representative of the Operations Union
Representative of the Nurse's Union
Representative of the Clerical Union
Representative of the Administrator's Association
Representative of the Parent Teachers Organization (P.T.O.)
Community Member

C. Concept of Operations

The District-Wide Comprehensive School Safety Plan is directly linked to the individual Building-Level Emergency Response Plans for each school building. Protocols reflected in the District-Wide Comprehensive School Safety Plan guided the development and implementation of individual Building-Level Emergency Response Plans.

The methodology used to develop the District-Wide plan, included the involvement of the community and the district employees as noted in Section B through regularly scheduled planning meetings as well as special developmental, building, and departmental meetings using previous data and safety plans to determine the key elements of the current plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-Level School Safety Team, to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population as well as utilizing one or more communications processes which are in place to notify the district.

The Building-Level School Safety Team is selected by the Principal and includes at a minimum, representatives of teacher, administrator, and parent organizations, safety and other school personnel, community members, local law enforcement officials, local ambulance and other emergency response agencies, and any other representative deemed appropriate.

Upon the activation of the Building-Level School Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by the Incident Commander or his/her designee.

Emergency Planning Rationale

The New York State Education Department Commissioner of Education Regulation Section 155.17 requires that each Building-Level School Safety Team develop an Emergency Response Plan and update it by **July 1** of each school year so it can be incorporated into the District-Wide Comprehensive Safety Plan. This will ensure the safety and health of students and staff and ensure integration and coordination with similar emergency planning at the Municipal, County and State levels. Each School Principal will designate a Building-Level School Safety Team to oversee the development, implementation, updating, and testing of the Emergency Plan. The School Principal will coordinate with both internal staff and representatives from external agencies to meet required elements of the law. The initial response to all emergencies at the School Building-Level will be by the School Safety Team. Once the School Principal activates the School Safety Team, the Superintendent of Schools will be notified and, if necessary, local emergency officials will be notified. Protocols will be established to obtain assistance from County and State agencies if necessary.

The intent of the Plan is to develop consistent responses to emergency situations experienced by the school district and to integrate the district's emergency response with other emergency responses. The school building's planning process is critical to a workable emergency response and has been developed to include the following:

- ☑ Building-Level School Safety Team
- ☑ Building-Level Emergency Response Team
- ☑ Building-Level Post-Incident Response Team
- ☑ Building-Level Volunteer Search Team
- ☑ Incident Management System (IMS) / Incident Commander (IC)
- ☑ School Cancellation, Early Dismissal, Evacuation and Sheltering Plans and any emergency response drills deemed necessary by the Board of Education
- ☑ Emergency Notification to Parents
- ☑ Staff Telephone #'s (internal)
- ☑ School Building Floor Plans & District Resources
- ☑ School Building Command Post (and Alternates)
- ☑ Emergency Procedures and Training for Students and Staff
- ☑ Annual Emergency Response Plan Review
- ☑ Needs of Handicapped Students and Staff
- ☑ Coordination with Local, County, State and Federal Agencies
- ☑ Pre-Emergency Planning and Hazard Response Guide
- ☑ Hazard Analysis
- ☑ Communication Systems
- ☑ Public Information Officer and Alternate
- ☑ Transportation
- ☑ Emergency Response Kit

Planning Considerations

In an emergency, time is a critical factor in the decision-making process. Decision-makers need to know if the Plans have current and accurate information (names, telephone numbers, student information, building resources, etc.). Basic components include:

- Integration of police, fire, emergency medical services, hospitals, gas and electric utilities and transportation.
- Delineation of the roles and responsibilities of personnel at the emergency sites (Chain-of-Command).
- Notification of who should be contacted in an emergency and in what order.
- The student population information is maintained in the electronic student management system.

Transportation

The transportation of students in each school, as well as those who walk home, must be taken into consideration. During a **Go-Home** or an **Off-Site Evacuation** the District's Transportation Director or designee will contact *First Student*, the District's contracted bus company, in order to expedite the removal of students from school property so they are no longer in the area of danger during an emergency. Notification and/or arrangements for BOCES students and students on field trips must also be made since these students may be off-site during an emergency.

Plans of Action

To account for the variable character of disaster emergencies and the extent of advance warning, there are different plans of action to protect the health and safety of students and staff. The plans are as follows:

School Cancellation Plan

- The School Cancellation Plan meets the need to keep students and staff in their homes based on any condition that may exist which would prevent the safe opening of school. The Superintendent of Schools will make this determination. Some of the factors used to make this decision could be severe weather (such as snow or hurricane), loss of heat or water, or damage to a particular building or buildings due to a catastrophic event that would cause students to be placed in an unsafe environment.

Go-Home Plan

- The Go-Home Plan meets the need to return students to their homes and family as rapidly as possible. All Miller Place Schools are required to have current plans that include names and telephone numbers of family and designated surrogates. Special student's needs will also be identified and planned for appropriately. Although it can not be guaranteed, the Districts goal is that elementary school students would not be returned to unoccupied, unsupervised homes.

Shelter-in-Place Plans

- **Shelter-in-Place Plan**
The Shelter-in-Place Plan, or stay where you are, is a decision to be made when the situation is safer inside than outside. This means keeping students in school buildings and sheltering them when it is deemed safer for students to remain inside rather than return home or be evacuated. For example, during conditions when the roads are closed for outside travel, or when there are extremely hazardous conditions, sheltering is called for. Generally, sheltering is for a short time—but conditions could warrant extended sheltering. Sheltering Plans generally include provisions for at least 24 hours. School buildings are surveyed to identify the safest area(s) for occupants.

Shelter-in-Place Plans (cont'd.)

➤ **Lockdown**

A Lockdown is a special kind of shelter plan that would require individuals to remain within the safety of their immediate area to protect them from immediate danger in or around the school. This means to immediately clear the hallways, lock doors, hide from view and remain silent. An intruder may be one reason to invoke this type of response.

➤ **Secure Lockout**

A Secure Lockout allows the school to continue with the normal school day but curtails outside activity due to a concern outside the school and allows no unauthorized personnel into the building.

Hold and Hold in Place

➤ **Hold and Hold in Place**

This means the restriction of movement of students and staff within the building while dealing with short-term emergencies.

Evacuate Plan

- An Evacuation to a safe place requires that a building's inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily in some other building. District-Wide and Building-Level Plans include provisions for transportation and use of alternate sites.

Drills

- Drills and training shall be conducted in a trauma-informed, developmentally and age-appropriate manner. Drills and training shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergencies. Students and Staff shall be informed when a school is conducting a drill. Full scale drills involving local law enforcement may not be conducted during the school day or when athletics are occurring on school grounds

Identification of School Teams

➤ **Building-Level School Safety Team**

The Building-Level School Safety Team will be selected by the Principal and include, at a minimum, representatives of teacher, administrator, and parent organizations, safety and other school personnel, community members, emergency response agencies, and any other representatives deemed appropriate.

➤ **Building-Level School Emergency Response Team**

The Building-Level Post-Incident Response Team will provide post-incident psychological and medical aftercare if necessary. If the Building-Level Response Team does not have sufficient resources to handle the aftercare necessary, other Building-Level Post Incident Response Teams resources would be utilized. In addition, some incidents may expand beyond the capability of the school district and require the assistance of county and state services including the Suffolk County Division of Community Mental Hygiene Services to access these services.

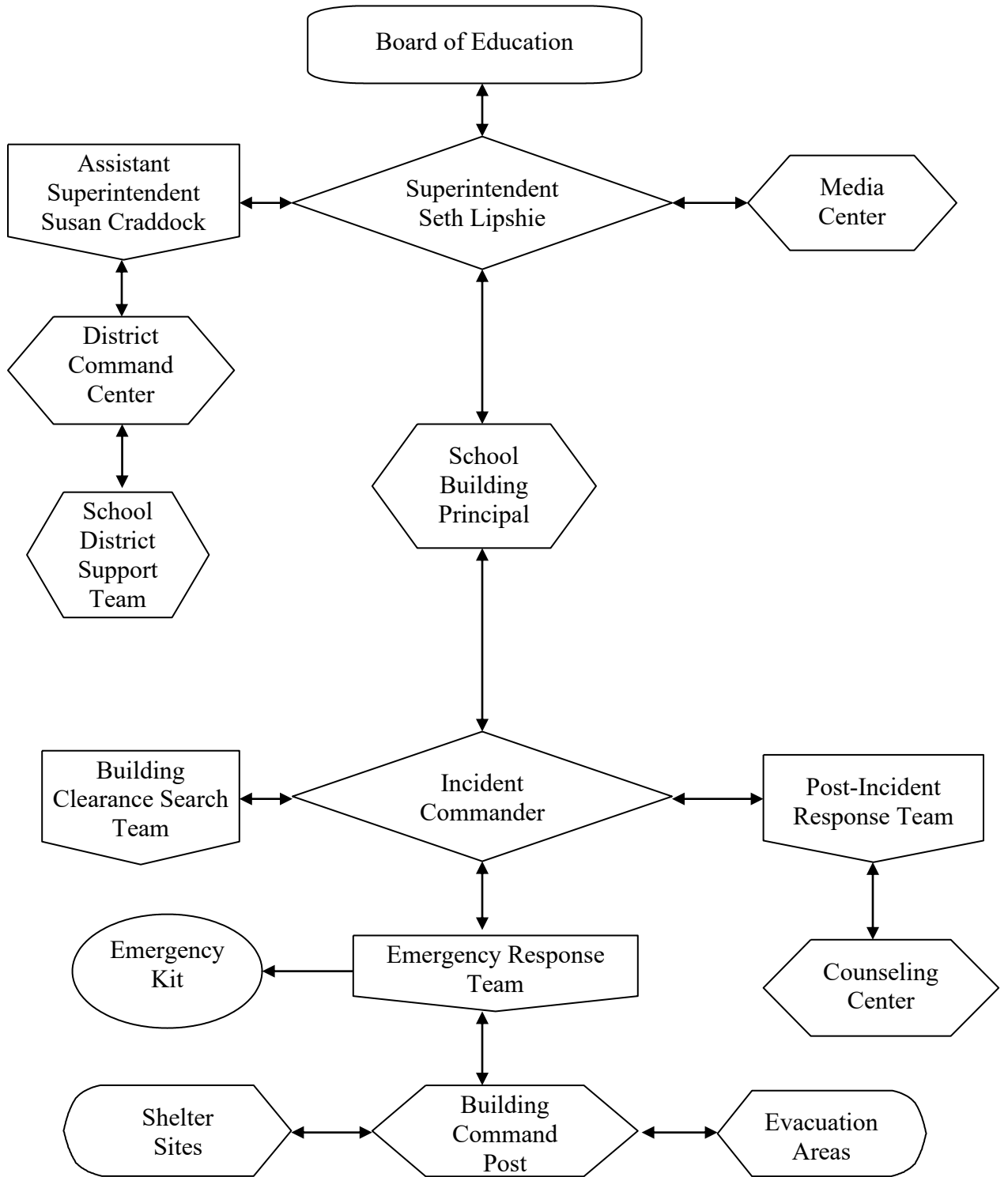
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➤ **Building-Level School Volunteer Search Team**

Although not specifically required by the SAVE legislation, each school building will have an established Volunteer Search Team. This Team will assist local emergency responders in their efforts to successfully search a building in instances such as a bomb threat. The involvement of building personnel is important since they will be more familiar with the building and be more likely to spot something unusual or out of place. Volunteers will never be asked to touch or handle questionable items.

Emergency Response Plan Overview



D. Plan Review and Public Comment

Pursuant to the Commissioner's Regulation, Section 155.17 (e) (3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide plan may be adopted by the Miller Place School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide Comprehensive School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year by the appropriate District personnel. The required annual review will be completed on or before July 1 of each year. There will be a public hearing and comment period to review this plan and it will be adopted by August 31 by the Board of Education and submitted to the appropriate regulatory authorities. . A copy of the plan will be available at Miller Place School District Office, located at 7 Memorial Drive, Miller Place, NY 11764.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Student Safety Programs and Initiatives

The school district undertakes many programs to improve communication among students and between students and staff. The district works with many community groups including SCOPE Educational Services, Booster Clubs, Police Department, and Fire Department to name a few. Some of the strategies that are utilized include peer mediation, character education, conflict resolution, bullying curricula, and drug awareness seminars for students and parents. Each school develops their own character curriculums that are outlined in **Section V**. The school also has an anonymous Safe School Helpline that any person can call to report anything that could affect the school, students, and staff.

Implementation of School Security Measures

The school district recognizes the need to provide a safe environment for students, staff, and visitors to the schools. The school district has many security measures that it utilizes to provide a safe and secure environment as possible. Some of the security prevention measures that the district follows are:

Visitors

- *Signs posted for proper entrance to building, playground usage, loitering, skateboarding, etc.*
- *Visitor badge / sign-in procedure at all main lobbies*
- *Visitor Management Background Check (sex offender only)*
- *Security guards monitoring suspicious behavior or loitering, and wandering*

Building

- *Maintain a secure building*
- *Use of various perimeter safety protocols*
- *Security vestibules at main entrances to school*
- *Video surveillance system*
- *Radio communication system*
- *Key card access system*
- *Door and hall monitors*
- *Use of K-9 searches*
- *Fingerprint clearance of all new hires*
- *Routine perimeter by security patrols*
- *Armed Security Guards during the school day and at determined events with large gatherings*

Staffing

- *Each teacher/staff member who occupies a room or area should scan the room or area upon first entering*
- *Teacher/staff member should lock and close the door when leaving any room vacant*
- *Principal/Administrator should be notified immediately if anything looks suspicious*

Building Safety Personnel Training

Training for Emergency Teams and Safety Officers may include de-escalation techniques. The Board of Education or their designee will determine the specific type and schedule for such training. School Guards shall be required to meet the requirements of the New York State Security Guard Act. These requirements include pre-assignment training, in-service training and annual refresher training. Guards may be required to show proof of completion of this training.

Annual Multi-Hazard Training for Staff and Students

The District-Wide Comprehensive School Safety Plan requires annual multi-hazard training for students and District personnel. The training may include:

- *Blood borne pathogens*
- *Lockdowns*
- *Secure Lockouts*
- *Shelter drills*
- *Fire drills*
- *Evacuation drills*
- *Right-to-Know*
- *Diversity Training*
- *Sexual Harassment*
- *Suicide Prevention*
- *Additional building-based training based on site discretion and needs*

The intent of this training is to make building personnel aware of the specific response procedures in their buildings. All school building personnel will be familiarized with the basic concepts of the Incident Management System. This type of training can be most successfully accomplished by members of the Building-Level School Safety Team who

would be most familiar with the procedures they have established. The Team will utilize a train-the-trainer approach to train individual classroom teachers to relate this information to their class. Staff training may be incorporated into regular staff meetings. The *Hazard Response Guide* should be a major training tool used for this effort. Each school's plan includes their response and identified staff members based on the District-Wide Hazard Response Guide outlined in **Section V**.

District and Contracted Security Personnel

School District Security personnel may be needed to break up fights or to assist in dispersing students. At no time are District Security involved or required to be involved in the disciplining of students. This is strictly the role of building administration.

Contracted Security Personnel are to never break up fights or get involved in student discipline as stated in their Post Orders under the Forward Section: “...*the overall mission is to assist with access control and to not engage in any physical altercations. We are not there to break up student fights or intervene in matters that involve student discipline. These matters will be handled by the Administrative team at each of the schools.*”

Coordination with Emergency Officials

The Building-Level School Safety Team includes members of local emergency response services who will be instrumental in assisting the Team in annual review of the Plan and may include conducting drills and exercises to test the Plan. These tests may include tabletop exercises which will be coordinated with local and county emergency responders and preparedness officials. The School Building Emergency Response Team will be critical in the coordination of these exercises. Please see **Section V** for a listing of local, county, state, and federal agencies that can be utilized in an emergency.

B. Identification of Sites of Potential Emergencies

The District-Wide Comprehensive School Safety Plan requires each Building-Level School Safety Team to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The District-Wide Team has identified the following sites of potential emergencies:

| | |
|---|---|
| Sites of Potential Emergencies: | <i>All school buildings</i> <i>All playgrounds and athletic fields</i> <i>All transportation & field trips</i> |
| Major Highways and Intersections: | <i>Route 25A and Miller Place Road</i> <i>North Country Road and Lower Rocky Point Road</i> <i>All School Entrances</i> |
| Outdoor Hazardous Waste or Chemical Storage Facilities: | <i>Underground Oil Tanks</i> <i>Generator Oil Tanks (Aboveground-AMPS/HS/Administration Building)</i> <i>Underground Chemical Waste Tank (HS)</i> <i>Gibneys (gasoline)</i> <i>Grounds Shed (gasoline)</i> <i>Propane Tank (portable concession stand)</i> <i>Welding Tank (maintenance area)</i> |
| Indoor Chemical Storage including Laboratories: | <i>Science Prep Rooms</i> <i>Science Laboratories</i> <i>Auditorium Storage Closets (Paint)</i> <i>Custodial Offices / Closets</i> |
| Technical and Industrial Art Areas: | <i>Paints / Thinners / Adhesives</i> <i>Kilns (HS)/ Inert gas tank</i> |
| Areas Subject to Environmental Flooding: | <i>Creek / Pond along North Campus</i> |
| Areas Subject to Indoor Flooding: | <i>Boiler Rooms</i> <i>Bathrooms</i> <i>Kitchens</i> <i>Waste Water Clean Outs</i> |

C. Identification of Types of Potential Emergencies

The District-Wide Comprehensive School Safety Plan requires each Building-Level School Safety Team to identify potential types of emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population. The **Hazard Response Guide** is located in **Section V** of the Plan. The District-Wide Team has identified the following types of potential emergencies:

Airplane Crash

Allergic Reaction

Bomb Threat

Building Structural Failure

Civil Disturbance

Earthquake

Electrical Failure

Explosion (Fuel, chemical or other)

Fire

Fire Alarm System Activation

Flood (Natural/Building Related)

Hazardous Material Spill (Offsite/Onsite)

Heating System Failure

Hostage Situation

Intruder

Radiologic Incident

Suicide (Threat, Attempt)

Weather Related (Thunderstorm, Tornado, Hurricane/Tropical Storm, Winter)

Transportation Related

D. Incident Management System (IMS) / Incident Commander (IC)

The IMS consists of procedures for controlling personnel, facilities, equipment, and communication. The IMS will be implemented at the beginning of an incident and will end when management and operations are no longer required. This system is structured to expand with the needs of an escalating incident and fulfill the command-and-control requirements of each incident. The District IMS is designed to respond to any type of incident and will improve student and staff safety by providing better accountability of personnel and use of available resources.

It is intended that, if possible, the responsibility of the IC is to implement the necessary functions within this system based on the demands of the incident. As the needs of the incident increase, the IC will further expand the system as necessary. It is clear that in response to any given incident only the IC can be in command and will be responsible for the following:

- Assessing the situation and available resources
- Determining an appropriate action plan
- Monitor the hazard response plan's effectiveness
- Adjust response as necessary to meet the needs of the situation

IMS Components:

Modular Organization

Generally, the IC oversees five main incident functions that may or may not be staffed, depending on the nature of the incident, as follows:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance

Integrated Communication

A common communication plan must be utilized.

Unified Command

Due to the fact that many different agencies and personnel may respond to any given incident (police, fire, school, etc.) it is important that each entity act as one organization operating from one command post with each agency maintaining control over its own personnel. Under unified command, the senior command official from each agency will meet and work together at one location.

Consolidated Action Planning

Depending on the nature of the incident, the IC will establish a plan of action based on known risks and expected hazards (SOP - standard operating procedures) and decide whether a variation from the SOP is necessary due to specific conditions that may exist. The plan should address:

1. What do we need to know?
2. What do we need to do?
3. What are the strategies, tactics and support activities needed during the entire incident?

Designated Incident Facilities

It is important to pre-determine areas that will serve a specific purpose. The following need to be considered:

- **Command Post** – Since all incident operations will be directed from the command post it is important that it has expansion capability to support added personnel (other agencies) due possible to incident escalation. If due to the nature of the incident, the command post becomes unavailable, an alternate site should be established.
- **Staging Area** – This is an area where additional resources (staff and equipment) are held awaiting assignment.
- **Rest Area** – This is an area that affords protection from the weather where staff members are sent to rest, eat and replenish themselves. While not necessary, it may be advisable to locate this area in close proximity to the staging area.

E. Activation of the Incident Management System

Any emergency response presents a complicated and rapidly changing situation. The IMS will be initiated when any team is actively engaged in incident operations.

The size of the command structure will reflect the type and complexity of the incident. As complexity increases, positions within the IMS are assigned to manage primary support equipment and personnel. Positions described within the school building IMS organizational charts are not necessarily people but indicate component functions that may have to be performed at the incident.

Initial Command

The first staff member arriving at an incident is designated as the initial IC. The initial IC will remain in command until command is formally passed to the next arriving senior school or district staff member. Please note that the IC will transfer command to emergency service personnel upon their arrival.

Command Responsibility

The responsibilities of the IC are as follows:

- Assume an effective command position
- Size up the incident and issue an initial report to all administrators
- Establish objectives; select strategy and implement planned response
- Assign individuals/teams as required to fulfill strategy
- Review and evaluate the plan of action and revise the plan as needed
- Request and assign additional resources as necessary
- Terminate command

Key considerations when sizing up an incident:

1. What is the problem?
2. Where is the problem?
3. Who or what is in danger?
4. What can I do to better protect individuals and property?

Objectives for responding to the incident:

1. Evacuation
2. Rescue of staff and students
3. Sheltering on/off site of students and staff
4. Relocation off site for students and staff
5. Accountability of students and staff
6. Parental notifications
7. Media support
8. Returning the facility to operations

Section III: Response Guidelines and Responsibilities

A. When reporting an Emergency (911):

1. Identify yourself.
2. Give the school location.
3. Identify the nature of the situation.
4. Give the phone number where the emergency is.

B. Assignment of Responsibilities

All buildings will utilize the **IMS** as described in **Section II** as its routine means of response to emergencies. It is recognized that most emergencies will not require the full utilization of the IMS but will allow us to unfold and expand the response as each individual incident dictates. Generally, the School Building Principal will serve as the Incident Commander. IMS dictates that the first person to become aware of an emergency could become the Incident Commander at that moment and remain as such until command is relinquished to the next higher building official.

In most instances, command will be transferred to emergency response personnel upon their arrival. The District's IC transferring command to emergency response personnel will readily assume a support role for the emergency personnel.

C. School Building Command Post

Depending on the nature of a response action, either an interior or exterior command post may be selected. At any given point in time, only one command post can be operational.

School Building Emergency Response Kit

Each school building will have an Emergency Response Kit (speed bag) at each command post which will remain in the possession of the School Building Principal or IC upon evacuation of the building or relocation to an alternate command post. The Speed Bag should contain:

| Equipment | Information |
|---------------------------------------|---------------------------------------|
| <i>Two-Way Radios</i> | <i>School Safety Plan Binders</i> |
| <i>Megaphones/Whistle</i> | <i>Floor Plans including shutoffs</i> |
| <i>First Aid Kit</i> | <i>Area Street Maps</i> |
| <i>Plastic Gloves</i> | <i>District Phone Directory</i> |
| <i>School Incident Commander Vest</i> | <i>Student Contact Cards</i> |
| <i>Caution/Barricade Tape</i> | <i>Student Roster</i> |
| <i>Flashlights and Batteries</i> | <i>Student Bus Attendance/Routes</i> |
| <i>Duct Tape</i> | <i>Attendance Lists (Daily Basis)</i> |
| <i>Plastic Garbage Bags</i> | <i>Emergency Medications</i> |
| <i>Name Tags</i> | <i>Student Medical Cards</i> |
| <i>Pens/Paper/Clipboard</i> | <i>Staff Roster</i> |
| <i>Assorted tools</i> | <i>Staff Contact Cards</i> |
| <i>Waterproof Duffel Bag</i> | <i>MSDS Manual</i> |
| <i>AM/FM Portable Radio</i> | <i>Asbestos Management Plan</i> |
| <i>Master Keys</i> | <i>Yearbook</i> |
| | |

Cardiac Emergency Response Plan

In the case of a Sudden Cardiac Arrest (SCA) or similar emergency, the following procedures will be followed.

- a. Ensure scene safety for all involved parties – victim, yourself, other bystanders
- b. Evaluate weather conditions, uneven terrain, standing water, traffic, pedestrians or other people, etc., and move victim and response area to a new location if necessary)
- c. Initiate Emergency Medical Services – steps assigned to specific individuals per Team or Building Level Emergency Action Plans
 - Call or Direct responsible party to contact 911
 - Follow instructions as provided by 911 Emergency Dispatch Personnel
 - Obtain nearest AED Device and Med-Kit
 - Contact appropriate Administration or School Personnel (Athletic Trainer)
- d. Initiate CPR/AED protocols as indicated by the situation
 - Check for Breathing

- Check for Pulse
- Initiate CPR and/or AED as indicated by the assessment
- e. Per Emergency Action Plan, designated individual or Administrator will Direct EMS to appropriate site location.
- f. Once onsite EMS will assume lead for treatment protocols
- g. School Administrator or Designee will initiate contact with necessary school personnel and document the process for debriefing
- h. After the situation is resolved there should be a debriefing meeting scheduled within 3 days of the event including all involved and Administrative District Personnel.

CPR/AED Certified Personnel

- a. All MPSD approved Coaches, and our District Athletic Trainer are certified in First Aid, CPR and AED use. Certifications are required for annual coaching appointments and updated every 2 years as required by NYSED regulations.
- b. All MPSD Administrators and Nurses are certified in 1st Aid, CPR and AED use. Certifications are required for annual coaching appointments and updated every 2 years as required by NYSED regulations.

Automatic External Defibrillator (AED) Locations

Each instructional school facility is equipped with on-site automated external defibrillator (AED) equipment in centralized accessible locations, including but not limited to the athletic programs. Such AEDs are clearly marked, accessible, and maintained consistent with guidelines set by the American Heart Association, or other nationally recognized guidelines focused on emergency cardiovascular care.

- Each Athletic Team is provided with a portable AED unit to be brought with them to all practices, home games, and off-site contests

Public Information Officer

The Superintendent of Schools, Board of Education President, or their designee as the School District Public Information Officer will be the only official spokespersons with the media during an emergency. Parents and guardians will be notified through the news media of any situation that requires a school to be evacuated. The Public Information Officer will handle emergency notification of the media on behalf of the school district. The Public Information Officer is designated to provide assistance in compiling information on the emergency for release to the media and public. The Public Information Officer will respond to inquiries from parents and guardians during an emergency. If necessary, a media center will be established to inform the media of the nature of the emergency and to give scheduled daily updates. The media center will be established as deemed necessary to keep the media informed but not interfere with the emergency response due to the nature of its location.

During situations in which outside assistance is received from emergency service agencies, information regarding the situation will be coordinated with those agencies before being released to the media and public. Information regarding the activities of other agencies in response to the emergency will only be released with their special authorization.

Only the ranking officer of the agency in charge of the response will grant Media access to the emergency scene. School officials will abide by the wishes of the outside agency officials determined to be in control.

- ☞Public Information Officer
(PIO)Seth Lipshie
- ☞Public Information Officer
(PIO) AlternateLisa Reitan

Access to Floor Plans

Easy access to school building floor plans, evacuation routes, school grounds, road maps, and the immediate surrounding areas is required. The ability of emergency services to obtain this information quickly and efficiently will have a major impact on the success of any response effort. Recognizing this, we have established a special section of this Plan to contain these documents, which is located in the appendix of each respective school’s plan. We will continually update this information and look for improved ways to provide it.

Notification and Activation (Communication Systems)

During an emergency, internal and external communication systems are vital to an effective emergency response. As one or more systems become unavailable due to emergency conditions, the next most effective form of communication will be utilized. The school district's communication system will utilize the following types of communication as deemed most suitable at that time:

| | |
|--|---|
| <i>VoIP Telephone System</i> | <i>Two-way radios</i> |
| <i>Alarm Systems</i> | <i>FAX Machines/E-mail/Internet</i> |
| <i>Public Address System</i> | <i>Connect-Ed System</i> |
| <i>News Media (TV, Radio, etc.)</i> | <i>Audible signals and flashlights/flares</i> |
| <i>Administrative District Cell Phones</i> | |

The first person aware of an incident should report it directly to the School Building Principal. In the event that this person cannot notify the Principal due to possibly responding to the emergency, he or she will designate a responsible person to notify the Principal. The School Building Principal or designee will notify all building occupants of appropriate protective action to take.

Hazard and Chemical Hygiene Plan Guidelines

The Building-Level Emergency Response Plan contains hazard specific responses for many different situations. The **Hazard Response Guide** is located in **Section V** of the Plan. The Guide is meant for use in training staff on currently acceptable response procedures. Response procedures will be updated by the School Building-Level Safety Team on a regular basis. The **Chemical Hygiene Plan** is also located in **Section V** of the Plan.

D. Situational Responses

Depending upon the situation the District may initiate one of the following responses:

Lockdown

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in, and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger.

Secure Lockout

This is a procedure, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building (most commonly used when incident is occurring outside school building, on or off school property).

Short-Term Shelter-in-Place

This is a procedure whereby the entire school population is moved to a single (or multiple) location(s) in the school (depending on building population). Most commonly used during bomb threats and weather emergencies.

Hold and Hold in Place

This procedure is where the students and staff will be restricted from moving within the building while dealing with a short term emergency.

Evacuate & Shelter in Place Procedures

Shelter in Place

School shelter areas will generally be large assembly areas such as gymnasiums and cafeterias. However, the School Building Principal (IC) may designate other areas based upon emergency conditions that exist. For example, cafeterias and gymnasiums may need to be avoided during tornados and severe storms that may make them structurally vulnerable or during an exterior bomb threat where the potential detonation is in close proximity to the shelter site.

The School Building Principal (IC), in coordination with the Superintendent of Schools, and the Director of Facilities, will authorize the use of the school building as a shelter for the public or students from other schools. Responsibility for maintaining records when students are sheltered in another school will be assigned to the School Building Principal (IC) of both the evacuated and host school.

☞ Shelter SitesWill be moved to a safe and predetermined place.

Evacuate

The School Building Principal (IC), in consultation with other appropriate personnel, will issue an order to evacuate. As in normal school activities, teachers and staff will maintain responsibility for the welfare of students during an evacuation. Parents and guardians will be notified through appropriate means. Responsibility for securing an evacuated building will begin with the School Building Head Custodian. The School Building Principal (IC) will ensure the security of school records, special equipment, etc., that may be left behind, before an evacuated building is re-inhabited, the Superintendent of Schools in consultation with other appropriate school district staff and public officials (Fire Marshal, Health Department, Police Department, Local Emergency Management Office, etc.), will ensure that no conditions exist that would prevent safe school operations.

☞ Evacuation SitesWill be moved to a safe and predetermined place.

Off-Site Evacuation Procedures

This procedure will be in accordance with school buildings plans.

Off-Site Evacuation Procedures - Dismissal (students going home via buses)

This procedure will be in accordance with school buildings plans.

Off-Site Evacuation Procedures - Dismissal (students going back to school via bus or on foot)

This procedure will be in accordance with school buildings plans.

Emergency Evacuation of Disabled Persons

This procedure will be in accordance with school buildings plans.

E. Emergency Drills

At least once every school year, each school building will conduct a test of its Emergency Plan in cooperation with Local Emergency Management Officials when possible. Transportation and communication procedures will be included in the test. Parents or guardians will be notified in writing at least one week prior to such a drill.

F. Coordination and Use of School District Resources

The Incident Commander or his/her designee may request the usage of any school district assets and manpower available. This includes the use of uniformed security, custodial, maintenance and grounds personnel as well as vehicles and equipment from the Operations Department as needed. Please see **Section V** for the listings of staff and equipment available.

G. Protocols for State Disaster Emergencies Involving Public Health

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared State disaster emergency involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-c and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-c, the following section was added to 2801-a of the Education Law that required additions to the District Plan.

Education Law - 2801-a(m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of 27-c of the labor law.

 **Protocols**

1. In the event of a state-ordered reduction of the District’s in-person workforce, the following is a list of essential employees.

| Essential Position or Title | Description |
|--|---|
| Superintendent of Schools | The Superintendent of Schools is the Board of Education's executive officer and District's educational leader |
| Director of Human Resources | Provides a range of human resources services to the employees of the Miller Place School District |
| Assistant Superintendent | Responsible for the K-12 instructional program. Additionally, the Department coordinates the staff development program that provides continuous education and instructional support to the District's professional staff |
| School Business Official | Responsible for all procurement management in the District, manages the District’s food service program, and responsible for student bus transportation |
| Executive Director for Educational Services | Responsible for Special Education placements, foster students, and acts as homeless liaison |
| Administrator for Pupil Personnel Services | Assists Executive Director for Educational Services |
| Director of Facilities | Responsible for the cleaning and maintenance of all District grounds and buildings. Responsible for building security |
| Director of Technology | Responsible for instructional technology, network security, hardware procurement and distribution. The IT Department is also responsible for administering network and data security including directory, group policy, firewalls, virus protection and email security. Maintains all District software programs. Install and maintain proper hardware and software to keep the District network functioning properly |
| Administrator for Physical Education, Health, Athletics, and Intramurals | Oversees Physical Education & Health curriculum and instruction practices. Schedules and supervises athletic practices and games as well as arranging |

| | |
|--|--|
| | transportation for athletics |
| Administrator for Instruction and Data Reporting | Responsible for student data reporting and student registration and withdrawal |
| Public Information Officer | Acts as liaison between the District and the news media, providing in-depth and breaking news about the Miller Place School District |
| District Clerk | Records the proceedings of all meetings of the District. Receives, keeps and preserves any and all records, books and papers of the District |
| Head Custodians | Maintains essential building systems and equipment |
| Maintenance Personnel | Repairs all district systems and equipment |
| Security Personnel | Responsible for building security |

2. The District will follow its business continuity plan to enable all non-essential employees and contractors to continue to provide necessary services to the District.
3. If needed, to reduce overcrowding at our worksites, the District may impose any or all of the following:
 - Class schedules may be staggered to a daily cohort system.
 - In-person days may be staggered by cohorts.
 - Parents may be encouraged to walk or drive their children to school.
 - Staff may be required to arrive on campus prior to students in a staggered work shift or staggered assigned day of work.
 - Employees may be permitted to work remotely.
 - Students may be permitted to receive instruction remotely.
 - Contractors may not be permitted on campus during school hours.
 - Visitors may not be permitted on campus during school hours.
4. Personal protective equipment (PPE) will be procured and stored:
 - The Director of Facilities, in coordination with the District’s Health Professionals, the School Business Official, the Purchasing Agent, and the Administrator for Athletics Physical Education, Health and Intramurals will maintain an inventory of PPE in accordance with NYS OGS guidelines, and continually restock same as needed.
 - Storage of personal protective equipment will be on campus and comply with the manufacturer’s storage recommendations for each item.
 - PPE equipment will be readily available, if needed.
5. In the event an employee, student or contractor is exposed to a known case of a communicable disease that is subject to a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the District will respond as per guidance from Local, State, and/or Federal guidelines as well as utilize the District’s Reopening Plan.
6. All essential employees and contractors will have their hours and work locations documented; this includes off-site visits. Monitoring and documentation will be accomplished by:

- All entrances will be locked and monitored by Security
 - All employees and contractors are required to complete a daily health assessment prior to entering all district locations
 - Payroll/Envision (Timepiece) along with the attendance management system (Aesop) will further document an employee's presence on campus
 - Contractors will sign in at the Security Vestibules and their presence registered in the visitor logbook and/or visitor management system
 - Non-essential visitors will not be allowed on site
7. If emergency housing is needed, the District may coordinate appropriate accommodations for essential employees.
 8. If there is a declared public health emergency that involves the Miller Place School District, all staff, essential and non-essential, will be contacted, and they will be guided by the protocols and any other requirements determined by the department of health such as contact tracing or testing, social distancing, hand hygiene and disinfecting, or mask wearing.

Section IV: Recovery

A. Recovery Short and Long Term

The aftermath of a severe act of violence or other emergency can have a major effect on the well being of students, school staff, and the entire school community. Generally, the School Building Post-Incident Response Team will enlist the services of pre-identified School Building medical and mental health personnel. If district resources are inadequate or need to be supplemented, other medical and mental health resources may be utilized.

Please see **Section V, Appendix 3** for a listing of local, state, and federal agencies that may assist.

Section V: Appendices

Appendix 1: School Buildings and Staff

Appendix 2: Operations Staff Information

Appendix 3: Coordination with Local, County, State and Federal Resources

Appendix 4: Key Vendor List

Appendix 5: Sample Telephoned Bomb Threat Worksheet

Appendix 6: Building-Level Emergency Response Safety Plans

Appendix 7: Chemical Hygiene Plan

Appendix 8: Listing of District Resources

Appendix 9: Character Education Program

Appendix 10: Emergency Remote Instruction Plan

Appendix 11: Hazard Response Guide

Appendix 1- School Buildings and Staff

DISTRICT OFFICE

7 Memorial Drive, Miller Place, NY 11764

Main Phone – (631) 474-2700

Main Fax – (631) 331-8832

Superintendent of Schools, Mr. Seth Lipshie – x722

Coreen Moschella – Secretary to the Superintendent – x722

Louise Tromba, District Clerk – x738

Assistant Superintendent, Ms. Susan Craddock – x728

Elizabeth Cascione – Office Assistant – x728

Director of Human Resources, Mr. Christopher Herrschaft – x723

Nadine Steffens, Personnel / Attendance – x723

Bonnie Sannito, Personnel – x754

Diane Williams, Personnel – x

School Business Official, Ms. Colleen Card – x761

Tracy Camarda, Employee Benefits – x724

Carrie Little, Purchasing – x729

Deanne McDonnell, Payroll – x734

Madison LePage, Accounting – x731

Anne DuBois, Accounts Payable – x739

Ray Swartz, Transportation – x730

Director of Facilities III, Mr. Wayne Casey – x354 / (631) 474-2731

Lisa Smith, Senior Office Assistant – x362

School Lunch Manager, Ms. Colleen Card – x761

Cathy Schretzmayer, Food Service Coordinator – x753

Executive Director for Educational Services, Ms. Sandra Wojnowski – x799

Jeremy Koch, Administrator for Pupil Personnel Services – x732

Kelly Dobias, Special Education Office – x733

Carolann Franks, Special Education Office – x758

Jennifer Smith, Special Education Office – x737

Staci Martinez, Special Education Office – x747

Shanna Doyle, Special Education Office – x757

Administrator for Physical Education, Athletics Mr. Ron Petr – x333 / (631) 474-2723

Stacey Hammond, Athletic Director Secretary – x307

Administrator for Instruction and Data Reporting, Mr. Kurt Roth – x728

Elizabeth Cascione, Registration – x728

Director of Technology, Ms. Barbara Weir – x764

MaryBeth Hutchinson, Technology/Records Retention – x764

Megan Mangano, Technology – x744

Appendix 1- School Buildings and Staff (Contd.)

MILLER PLACE HIGH SCHOOL
15 Memorial Drive, Miller Place, NY 11764
Main Phone – (631)474-2723 Main Fax – (631)474-1734

Principal, Kevin Slavin – x301

Ashleigh Kiezel-Lohmann, Principal’s Secretary – x301
Katie Perera, Account Clerk – x364
Joann DaSilva, Attendance – x308

Assistant Principal, Debra White – x315

Jessica Bird, Assistant Principal’s Secretary – x303

Assistant Principal / Director of Guidance, Sean White – x379

Christine Ingenito, Senior Office Assistant – x341

Dean (Part-Time), Dom LoRe– x435

Counseling (Guidance) Office – (631) 474-2728

Melissa Johnson, Guidance Senior Office Assistant – x313
Maria Tyler, Guidance Senior Office Assistant – x314
Meghan Gallo, Guidance Counselor – x309
Jane Hayden, Guidance Counselor – 310
John Scherer, Guidance Counselor – x312
Josephine Fiumano, Guidance Counselor – x311

Curriculum Specialist for Humanities and LOTE, Matt Nicoletti– x324

Curriculum Specialist for Math, Science, Technology & Business, Nick Corleto – x374

Psychologists

Desiree Shanks – x350
Jamie Mistretta – x313, 314

Behavior Counselor, Julianna O’Brien – x384

School Nurse

Kimberly Gelibter, R.N. – x317
Claudia Duffy, Office Assistant – x343

Library, Catherine Lynch – x376

Computer Lab Assistant, Dawn Korb – x323

Kitchen – x321

Security Vestibule, Thad Shaffer – x305

Custodial Office

David Gonzalez, Head Custodian – x335
Travus Gustafson, Night Head Custodian – x335

Appendix 1- School Buildings and Staff (Contd.)

NORTH COUNTRY ROAD SCHOOL
191 North Country Road, Miller Place, NY 11764
Main Phone – (631) 474-2710 Main Fax – (631) 474-5178

Principal, Christine Mangiamele – x437
Jillian McNally, Senior Office Assistant – x437
Johanna Testa, Account Clerk – x436

Assistant Principal, Diana Tufaro – x447
Jamie Richardsen, Office Assistant – x446

Part-Time Dean, Donald Denning – x435
Kelly Carter, Attendance – x450

Guidance
Tara Melucci, Guidance – x453
Marissa Raptis, Guidance – x434

School Nurse
Erin Southworth, R.N.– x461
Kelly O'Reilly, Office Assistant – x442

Psychologists
Danielle Quiroz – x452
Jamie Mistretta – x428

Behavior Counselor, Marissa Prager – x421

Physical Education Office – x445

Library, Melanie Fales – x444 / (631) 474-5526

Computer Lab Assistant, Annette Oliveria – x427 / (631) 474-5526

Kitchen – x439
Music Suite – x460
Faculty Room – x443

Security Vestibule, Christine Lovell – x484

Custodial Office
Jessalyn Barrett, Head Custodian – x441
Tim Crump, Night Senior Custodian – x441

Appendix 1- School Buildings and Staff (Contd.)

LADDIE A. DECKER SOUND BEACH SCHOOL
197 North Country Road, Miller Place, NY 11764
Main Phone – (631) 474-2719 Main Fax – (631) 474-2497

Principal, Ms. JeanMarie D’Aversa – x521

Kim Caravello, Senior Office Assistant, Principal’s Office – x521

Kristen Nielson, Office Assistant, Principal’s Office – x531

Assistant Principal, Tricia Cucinello – x535

Elementary Curriculum Specialist, Evan Curran – x504

School Nurse

Justine Jacobs, R.N. – x527

Margaret Guido, Office Assistant – x526

Psychologist

Shannon McNulty – x536

Brittany Schreiber – x536

Behavior Counselor, Danielle Tonso – x534

Guidance Counselor, John McMorris – x505

Library, Jenna Ely – x525

Computer Lab Assistant, Jill Block – x537

Teacher’s Room – x529

Kitchen – x532

Security Vestibule, Jane Lauria – x528

Custodial Office

Nicole Ventura, Head Custodian – x530

Don Collins, Night Senior Custodian – x530

Appendix 1- School Buildings and Staff (Contd.)

ANDREW MULLER PRIMARY SCHOOL
65 Lower Rocky Point Road, Miller Place, NY 11764
Main Phone – (631)474-2715 Main Fax – (631)474-4738

Principal, Laura Gewurz – x623
Holly Schierwagen, Secretary, Principal’s Office – x622
Josephine Randone, Principal’s Office – x621

Assistant Principal, Tricia Cucinello – x603
Teachers Room – x632
Office Work Room – x624

School Nurse
Amanda Misson, R.N. – x626 (direct 631-474-2717)
Kathleen Houck, Office Assistant – x627

Psychologist
Dr. Cara Biondo – x638
Kelly McGuinness – x629

Behavior Counselor, Samantha Garrett – x630

Guidance Counselor, John McMorris – x634

Elementary Curriculum Specialist, Evan Curran – x504

Library, Kelly Fitzgerald – x628

Computer Lab Assistant, Dawn Savino – x602

Conference Room – x636
Kitchen – x631

Security Vestibule, Robert McCann – x635

Custodial Office
Eric Swanson, Head Custodian – x633
Karen Girzadas, Night Senior Custodian – x633

Appendix 2- Operations Staff Information

| Custodial | Shift |
|------------------------|-------------------------------|
| MPHS | |
| David Gonzalez, H.C. | Day |
| Robert Bray | Day |
| Stephen Rawlins | Day (Overlaps) |
| Travus Gustafson, H.C. | Night |
| TBD | Night |
| James Floerke | Night |
| Matthew Certari | Night |
| Robert Bennett | Night |
| Matthew Coleman | Night/wraparound weekend days |
| | |
| NCRMS | |
| Jessalyn Barrett, H.C. | Day |
| Charles Stewart | Day |
| Kenneth Franks | Day (Overlaps) |
| Tim Crump, S.C. | Night |
| Alex McCann | Night |
| Joeseph Esposito | Night |
| Kellan Trelfa | Night |
| | |
| LADSBS | |
| Nicole Ventura, H.C. | Day |
| Joseph Paoli | Day (Overlaps) |
| Donald Collins, S.C. | Night |
| Gary Lohr | Night |
| Todd Troutman | Night |
| | |
| AMPS | |
| Eric Swanson, H.C. | Day |
| Daniel Cuoco | Day (Overlaps) |
| Karen Girzadas, S.C. | Night |
| Jason Burkett | Night |
| Emerson Titus | Night |
| Carlos Flores | Night (PT) |

Appendix 2 - Operations Staff Information (Cont'd)

| Maintenance | Shift |
|---------------------------------------|------------------------------|
| Cory Breines, Supervisor | Day |
| Alex Kesten | Day |
| Jesse Montgomery | Night |
| Michael Schultz | Day |
| | |
| Grounds | |
| Kristopher Terry, Supervisor | Day |
| Steve Winckler | Day |
| James Bennett | Wrap-around Day |
| | |
| Security | |
| Will Finamore (PT) | HS-Morning/Night-Split Shift |
| Jonathan LoRe (FT - 12 month) | North Campus – Day – Split |
| Bill Sorensen (FT -10 month) | MPHS – Day – Parking Lot |
| Thad Shaffer (FT - 10 month) | MPHS – Vestibule |
| Christine Lovell (FT - 10 month) | NCRMS – Vestibule |
| Jane Lauria (FT - 10 month) | LADSBS – Vestibule |
| Robert McCann (FT - 10 month) | AMPS – Vestibule |
| Tamika Copeland (PT – 10 month) | Lunch Relief/Traffic |
| Shainamonique Biggers (FT - 10 month) | Roving District Wide Guard |
| Frank Lamia (PT – 12 month) | NCR/HS Split |
| Rob Alexander (PT – 12 months) | NCR-Evenings and Saturdays |
| Brian McCabe (PT – 10 months) | Playground Guard |
| Andrew Reiter (PT – 10 months) | Guard |
| | |
| Messenger/Mail | |
| Jonathan LoRe | As Part of Security Shift |
| | |
| | |

Appendix 3 - Coordination with Local, County, State and Federal Resources

The District may obtain advice and assistance from local government officials including Suffolk County or New York State officials responsible for implementation of Article 2-B of the Executive Law.

Eastern Suffolk BOCES Resources

| Agency/Department | Office | Phone |
|--------------------------|--------------------------|--------------|
| School Safety Team | ESBOCES, Kristen Nannini | 631-693-3028 |

Suffolk County Resources

| Agency/Department | Office | Phone |
|---|--|---------------------------------|
| Fire, Rescue & Emergency Services | Commissioner's Office | 631-852-4855 |
| | Nights, Weekends, Holidays | 631-852-4815 |
| Department of Health Services | Information & Referrals - Days | 631-853-3000 |
| | Nights, Weekends, Holidays | 631-852-4820 (after 5:00 p.m.) |
| Poison Control Helpline | Emergency Number - 24 hour | 1-800-222-1222 |
| Division of Environmental Quality | Administration | 631-852-5800 |
| | Nights, Weekends, Holidays | 631-852-4820 (after 5:00 p.m.) |
| Division of Public Health | Administration | 631-853-3055 |
| | Public Health Hotline | 631-787-2200 |
| | Nights, Weekends, Holidays | 631-852-4820 (after 5:00 p.m.) |
| Police Department | Local Precinct #6 | 631-854-8600 |
| School Resource Officer | Kathryn Skippon | 631-275-9558 c (631-854-8661 o) |
| Department of Public Works | Administration | 631-852-4010 |
| | Highway Maintenance-Days | 631-852-4070 |
| | Nights, Weekends, Holidays | 631-852-4256 (after 3:00 p.m.) |
| General Information-County | Hauppauge Center | 631-853-5593 |
| Division of Community Mental Hygiene Services | Administration (For emergency mental health resources) | 631-853-8500 |
| Suffolk County Water Authority | Customer Service | 631-698-9500 |
| | After Hours Emergency | 631-665-0663 |

State Resources

| Agency/Department | Office | Phone |
|--|--|----------------|
| DEC - Department of Environmental Conservation | Regional Director | 631-444-0345 |
| | Spills (Chemical or Oil) | 631-444-0320 |
| | 24-hour Emergency Spill Hotline | 1-800-457-7362 |
| DOH - Department of Health | Environmental Health Information | 1-800-458-1158 |
| DOL - Department of Labor | PESH-Public Employee Safety and Health-Regional Office | 516-228-3970 |
| | Regional Office | 631-952-6322 |
| OEM - Office of Emergency Management | State Coordination Center 24-hour | 518-292-2200 |

Appendix 3 - Coordination with Local, State and Federal Resources (cont'd)

Federal Resources

| Agency/Department | Office | Phone |
|--|--|--|
| FEMA - Federal Emergency Management Agency | Emergency Number - 24 hour Regional Office Public Affairs Office | 1-800-621-3362 212-225-7209 212-225-7216 |
| OSHA - Occupational Safety and Health | Emergency Number - 24 hour Regional Office | 1-800-321-6742 212-337-2378 |
| DOE - Department of Energy | Radiological Assistance Hotline | 212-264-1023 |

Other Resources

| Agency/Department | Office | Phone |
|------------------------------|--|------------------------------|
| American Red Cross | Suffolk County Emergency Number - 24 hour | 631-924-6700 631-924-6911 |
| Miller Place Fire Department | Emergency Number Non-emergency | 911 or 631-473-2202 |

Appendix 4 - Key Vendor List

| Service Provided | Company | Phone No. |
|-------------------------------------|---|--|
| Asbestos | J.C. Broderick Associates | 631-831-0560 |
| Boiler | Commercial Instrumentation | 631-243-4300 |
| Bomb / Drug Searches | Maximum K9 Detection | 631-940-1511 |
| Burglar Alarm | Protective Management | 631-750-0685 |
| Chemical / Hazardous Waste Removal | American HazMat Radiac Research Corp | 631-404-2862 718-963-2233 |
| Electrical work | Relle Electric | 631-580-6111 |
| Elevator | Island Elevator | 631-491-3392 |
| Fencing | LandTek RFC Fence | 631-691-2381 631-924-3011 |
| Fire alarm detectors | J&K Alarm | 631-744-8945 |
| Fire alarms panels/clocks | Johnson Control Fire Protection | 631-404-1000 516-246-1459 |
| Fire Marshall | KLH | 516-790-7661 |
| Garbage removal | Winter Bros. Carting | 631-244-7272 |
| Glass | Sterling Glass | 631-744-4358 |
| HVAC | Flex Air, Inc. Commercial Instrumentation Services | 631-412-5693 631-243-4300 |
| Insurance | Industrial Coverage (Utica) | 631-736-7500 |
| PA system | Symbrant Technologies | 631-414-7077 |
| Pneumatics | Cardinal Controls | 631-244-7200 |
| Portable toilets | Sani-Lav | 631-981-7433 |
| Radios | Motorola | 631-244-9834 |
| Roof repairs | Statewide Roofing | 631-277-1610 |
| Spill / Cat III Clean-up Mitigation | Renu Contracting & Restoration | 631-782-1020 |
| Telephone | Signature Communications | 631-617-8118 |
| Telephone POTS | Verizon | 516-330-4118 516-357-2234 |
| VoIP | Lightpath | 516-803-5600 |
| Tool / Equipment Rental | Sunbelt Rentals MVP Outdoor Power Equipment | 631-348-7100 631-331-8100 |
| Utilities | PSEG National Grid | 800-490-0075 631-755-6900 800-322-3223 |
| | | |
| | | |

Appendix 5 - FBI Bomb Threat Checklist

Please see insert

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Appendix 6 - Building-Level Emergency Response Plans

Miller Place High School

North Country Road Middle School

Laddie A. Decker Sound Beach School Elementary School

Andrew Muller Primary School

Please see inserts

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Appendix 7 - Chemical Hygiene Plan

The District has a Chemical Hygiene Plan that would be enacted in an emergency. The Plan is located in the appropriate areas.

Appendix 8 - Listing of District Resources

- 1 2004 Chevrolet Box Truck
- 2 2005 Ford E350 Panel Truck
- 3 2005 Ford F250 Pickup Truck
- 4 2007 Ford F250 Pickup Truck
- 5 2014 Ford Explorer
- 6 2015 Dodge Durango
- 7 2015 Ford F250 Pickup Truck (with lift gate and diesel transfer tank)
- 8 2015 Ford F250 Pickup Truck
- 9 2015 Ford F150 Pickup Truck
- 10 2017 Ford Transit Work Van
- 11 2017 Ford Escape
- 12 2017 Ford Escape
- 13 2017 Ford Escape
- 14 2018 Dodge 3500 Dump Truck
- 15 2005 CAT Backhoe (with bucket)
- 16 Kubota Tractor
- 17 2022 Utility Cart
- 18 2009 Utility Trailer
- 19 2022 Utility Trailer
- 20 Additional portable radios with spare batteries, one laptop PC, spare fire extinguishers, copier, cell/land phone & first aid supplies – Operations Trailer
- 21 Assorted tools, shovels, brooms, compressors, generators, pumps, hoses, etc. – Maintenance and Grounds Departments Garages
- 22 Traffic flags, flashlights, cones, vests, raincoats – Security Dept. vehicles
- 23 Portable toilets on athletic fields at High School and North Campus and two bathrooms in Operations Trailer
- 24 Bottled water and food rations in high school kitchen storage room
- 25 Concession Stands (1 portable and 1 stationary)

Appendix 9- Character Education Programs

Miller Place High School

- National Honor Society – Tutoring, Blood Drive, Food Drives
- Athletes Helping Athletes
- Student Assemblies
- Professional Developments for Teachers and Coaches

North Country Road Middle School

- Diversity Week
- Tolerance Week
- Peer Mediation
- Bully Prevention
- Project Wisdom
- Washington D.C. Trip
- Black History Month Showcase
- Student Assemblies

Laddie A. Decker Sound Beach School

- Monthly Character Education Bulletin Board
- Athletes Helping Athletes
- Various Classroom Initiatives
 - Letters to soldiers
 - Martin Luther King “I Have a Dream” essay contest
 - Fundraisers
- Classroom Presentations
 - Accepting differences
 - Bullying
- Student Assemblies

Andrew Muller Primary School

- Monthly Character Education Lunches with the Principal based on the pillars of character education
- Monthly Character Education lessons given by Guidance Counselor
- Peace and Kindness Day
- Autism Awareness Week
- Student Assemblies

Appendix 10 – Emergency Remote Instruction Plan

Please see insert

Appendix 11 – Hazard Response Guide

Please see insert

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