

**South Country Central School District**

Town of Brookhaven-County of Suffolk

**Administration Office  
189 Dunton Avenue  
East Patchogue, New York 11772**

***PROJECT SAVE DISTRICT LEVEL PLAN***

**2025-2026**

***Revised***

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**South Country Central School District  
East Patchogue, New York**

**Project Save District Level Plan**

**I. General Considerations and Guidelines**

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

Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hotline to Central Office or school, outside agency, suggestion box, etc.).

**II. Purpose**

The South Country Central School District District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the South Country Central School District Board of Education, the District Superintendent of South Country Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

**III. Concept of Operations**

The South Country Central School District, Save District Level Plan is linked to the individual Project Save Building Level Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The South Country Central School District Board approved the District-wide School Safety Team on November 15, 2000 with additional members being approved on December 20, 2000. The Team consisted of individuals representing administrators, school safety officer, board member, teacher representatives, parent representative, student representative, union representatives, and outside agencies.

The Team:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning
- Reviewed available supplemental information related to school safety planning
- Developed and implemented a work plan leading to the establishment of the Project Save District Level Plan conforming to the requirements specified in the SAVE legislation

- Drafted the Project Save District Level Plan
- Conducted a Public Hearing on the Project Save District Level Plan in cooperation with the South Country Central School District Administration
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration by the Board
- Coordinated efforts with the Board Policy and the Safety Committees as necessary
- Completed activities in accordance with a implementation timeline, and
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE

The Team met on numerous occasions to develop the Project Save District Level Plan. The team was divided into three sub-committees for the initial work, with the final plans being reviewed by the entire committee. The team met on January 31, 2001, February 16, 2001, March 27, 2001, April 2, 2001 and April 18, 2001.

In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team. The School Emergency Response Team will follow the protocols and processes as delineated in the Project Save Building Level Plan. Upon activation of the School Emergency Response Team, the Building Administrator or designee as delineated in the Project Save Building Level Plan will notify the District Superintendent or designee and if deemed appropriate under the protocols of the Project Save Building Level Plan and the Project Save District Level Plan, local emergency officials may be notified. District representatives will meet periodically with county and state representatives to refine emergency response protocols and coordination of local, county and state resources for possible utilization in the event of a school emergency.

#### **IV. Identification of and Charge to the School Safety Planning Team**

The School Safety Planning Team drafted a District wide Save Plan for South Country Central School District that conformed to requirements of the relevant provisions of the Safe Schools Against Violence in Education (SAVE) Act. The draft of the Project Save District Level Plan was submitted to the South Country Central School District Board for adoption following a public hearing and comment period.

The Team included representatives of the Board, students, parents, instructional staff, support staff, administrative staff, school safety personnel, and other personnel from outside agencies.

#### **V. Plan Review and Public Comment**

Project SAVE and the Code of Conduct hearings were conducted on May 23, 2001. The Project Save Plan was submitted to the New York State Education Department in February 2003.

#### **VI. Program Initiatives**

Building administrators shall conduct an opening day meeting with all students and staff to:

- All faculty and staff will foster open communications with students to encourage reporting potentially violent behaviors anonymously without fear of repercussion
- Inform students of the proper procedures to access staff

- Inform students that staff will be available to discuss any concerns/problems
- Advise students of appropriate staff members to contact in the event of a conflict on the bus, and
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs

South Country Central School District has created a district-wide policy regarding bullying, violence and harassment, which shall be disseminated to all staff and students on the first day of school.

- All staff members must be trained in recognizing and effectively dealing with these behaviors, and
- Each building shall create clear and concise enforceable consequences for all inappropriate behaviors, which follow the Code of Conduct

## **VII. Training Drills and Exercises**

Definition of terms found in plan:

- *Trauma - Trauma means 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 - Trauma-informed means an understanding of what trauma is and how it affects the physical, emotional, and mental health of students and adults.*
- *Trauma Informed Drills - Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate prior trauma, such as use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate contact; and to recognize that drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.*

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

- Early go-home drill
- Live drill including sheltering, evacuation, or lock-down
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches
- Functional exercises

South Country Central School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, South Country Central School District will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, local Police and Fire Departments, Rescue and Ambulance Services and Local Emergency Management Offices.

Different personnel (faculty, custodial staff, office staff, administrators, and students) will participate in multi-hazard training, drills and exercises on an annual basis. The training, drills, and exercises will focus on the various components of the Emergency Response Plan and will be used in conjunction with Emergency Response Code Procedures, emergency communications, evacuations, and the District Incident Command System to test the components of the plan. A schedule of training, drills and exercises will be established by each building safety team. Following a training, drill, or exercise, participants will be debriefed.

South Country Central School District will make every effort to work with local and county emergency responders and preparedness officials to conduct building level drills and other exercises to test components of the Emergency Response Plan. The building administrator for each facility will establish an annual schedule of drills.

In order to be aligned with trauma-informed expectations, the South Country Central School District requires the following:

1. Drills and training be conducted in a trauma-informed, developmentally and age-appropriate manner;
2. Drills and training not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and
3. Students and staff need to be informed when a school is conducting a drill
  - a. “This is an emergency drill, not an actual emergency. This is a drill. We are now practicing how to Lockdown (or Evacuate). This is a drill.”

Additionally, South Country Central School District requires schools to establish procedures regarding notification of parents, or persons in parental relation, regarding drills, within one week before each drill via electronic communication.

If South Country Central School District Provide decides to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials, the following will be required:

Exercises that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises cannot include students without written consent from parents or persons in parental relation.

## **VIII. Implementation of School Security**

### **A. Building Safety/Security**

South Country Central School District shall provide the necessary physical environment, security devices, security personnel and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter South Country Central School District property. South Country Central School District shall ensure that each facility is physically secure by:

- Installing building alarms, fire alarms, proper lighting, appropriate locking systems

- Conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors, and locking devices, and
- Establishing procedures for building access which limit entrances, with all other entrances locked from the outside

South Country Central School District has identified staff members who will be responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees. South Country Central School District shall establish and implement an ongoing mechanism to provide schools with the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators will review the security needs of their facilities and make recommendations to implement the required changes.

South Country Central School District provides appropriate staff, security devices and training available to all sites to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to, cameras (internal/external), metal detectors (handheld wands), two-way radios, detection alarms, phones (regular/cell phones), and intercom systems.

South Country Central School District shall promote an ongoing assessment of safety and security concerns of students, staff and visitors to maintain a safe learning environment.

## **B. Safety/Safety Officers**

Safety/safety officers regularly encounter a wide variety of safety and security related problems as they patrol South Country Central School District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter South Country Central School District property. Safety/security officers are hired and managed by South Country Central School District. The number of safety/security officers and their working hours are determined by building site/population needs. South Country Central School District follows all state mandates. At the discretion of the building administrator, the duties may include:

- Provide protection for students, staff and visitors
- Enforce South Country Central School District policies (i.e., smoking, weapons)
- 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
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- 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 hallways
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and contact Suffolk County Police Department when necessary
- 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 administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator, and
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification (NYS Guard License, first aid, CPR)
- 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., South Country Central School District Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training, and
- Blood borne pathogen training
- NYS Mandated Sexual Harassment training
- DASA
- Cyber Security

## **IX. Vital Educational Agency Information**

South Country Central School District maintains the following listings regarding Vital Educational Agencies located within the South Country Central School District Supervisory District.

South Country Central School District Building and Staff Locations (see Appendix A)  
School District Enrollment (see Appendix B)

One recognized private school resides in South Country Central School District Supervisory District:

Victory Christian School  
1343 Montauk Highway  
East Patchogue, NY  
(631) 654-9284

## **X. Early Detection of Potentially Violent Behaviors**

Early detection of an anxiety state in a student results in eliminating up to 85% of a potential crisis. Therefore, personnel involved with South Country Central School District students shall receive training on warning signs and symptoms of suicide and violent behavior.

- Staff in need shall be trained in CPI (Crisis Prevention Intervention)
- Retraining shall be made available through South Country Central School District by certified trainers
- Building administrators will coordinate Threat Assessment Training in conjunction with social workers, psychologists, and guidance counselors

In order to provide and maintain a safe and secure environment for all personnel, it is imperative to establish policies and procedures for annual school safety training. South Country Central School District shall implement a staff development program in order to assure that staff incorporates the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses
- Violence prevention training on regular conference days (RTI)
- Right-to-know training (as required by law)
- Blood Borne pathogen training (as required by law)
- NYS Mandated Sexual Harassment training
- Additional building-based training based on site discretion and needs
- Knowledge of South Country Central School District Board Policies related to safety and security
- Knowledge of Project Save District Level & Building Level Plan and specific roles related to plan
- Training in the use of security devices as needed
- DASA
- Cyber Security

#### **XI. Dissemination of Information**

- Each Project Save Building Level Plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors
- Annual review of student handbook and Code of Conduct as early in the school year as practical
- Review and explanation of policies and procedures for bomb threat drills, intruder drills, and evacuation drills prior to actual drills
- Classroom and/or assembly orientations on security and safety issues approximately twice per year
- Nonviolent conflict resolution and peer mediation which are currently a part of the South Country Central School District safety culture will continue to be available as part of the Building Level Plan
- Minimum of two school safety programs such as DARE, LIPA, LIRR, police, and fire as determined by the building Shared Decision Making (SDM) Committee

#### **XII. Hazard Identification/Sites of Potential Emergencies**

The Project Save District Level Plan requires each building level emergency response 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.

It will be the responsibility of the building level teams to determine sites of potential emergency situations. Sites shall include, but are not limited to:

- Airports (McArthur/Brookhaven)
- Long Island Railroad Facilities (Transfer Station-Route 101/495)
- Highways & Related Thoroughfares
- Hazardous Waste Sites (Brookhaven Landfill)

- Areas prone to natural disasters (South Shore)
- Laboratory Facilities (Brookhaven National Laboratory/Caithness)

Each building administrator shall establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures (**Suffolk County Police Department School Resource Officer-5<sup>th</sup> Precinct**).

### **XIII. Notification and Activation (Internal and External Communications)**

In the event of a violent incident, personnel will notify the main office regarding the nature of the incident and the need to call 9-1-1 for law enforcement agencies. Office personnel will immediately contact the Building's Principal and/or designee, Central Office and call 9-1-1 if a building administrator cannot be immediately reached. If the Main Office is involved with the incident, the alternative site as designated within the Project Save Building Level Plan will be utilized to call 9-1-1.

South Country Central School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each Project Save Building Level Plan, specifically addressing threats of violence, armed intruders, hostage/kidnapping, fire and explosion, medical emergencies, natural hazards, system failure and weapons of mass destruction. Each building level emergency response team will be responsible for reviewing and updating these responses and communicating them to students and staff.

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

#### **A. Contacting other educational agencies**

If a disaster occurs in a South Country Central School District facility, administrators for that facility shall, at the earliest practical opportunity, notify the Superintendent about the disaster providing as much information as possible to help safeguard the students, faculty, staff and visitors. The South Country Central School District Superintendent will then contact all appropriate educational agencies within its supervisory area.

#### **B. Contacting Parents, Guardians in the Event of a Violent Incident**

Building administrators shall develop policies and procedures for contacting parents or guardians in the event of violent incidents and crisis situations. All procedures shall be in accordance with South Country Central School District's Code of Conduct and New York State Law, and all anti-violence policies and procedures shall be presented to staff and students annually in a clear and concise format. When a student is involved in any violent situation, a parent or guardian shall be contacted.

In general, in the event of a violent incident or an early dismissal, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building. However, in some cases

it may be necessary to use other means, such as local media. Prior arrangements will be established with the appropriate media.

#### **XIV. Implied or Direct Threats of Violence, Acts of Violence and Response Protocols**

Each building shall develop a Project Save Building Level Plan and shall provide instruction to students, staff, and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedure for staff and students to be familiar with the Project Save Building Level Plan to ensure each individual knows what to do in an emergency and how to do it should the need arise. Project Save Building Level Plan shall identify potential sites of emergency including, but not limited to, buildings, grounds, buses, field trips, and work sites and shall contain the following elements:

- Procedures for the safe evacuation of students, staff, and visitors in the event of a serious violent incident or other emergency
- Designation of an emergency response team composed of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command in a manner consistent with the National Interagency Incident Management System/Incident Command System
- Coordination of the Project Save Building Level Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident
- Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, and
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property

The implementation of the Project Save District Level Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering
- The building administrator or his/her designee should be notified immediately if anything looks suspicious
- After opening the room, staff should key the door in the locked position
- Staff should lock and close the door at all times
- After school begins, all entrances should be locked, except those monitored or where access is controlled, and
- All visitors must report to the Responder station located at the front door or each building to obtain a visitor's pass and check in using the visitor management tool of Scholarchip. All visitor passes must be returned to the Responder station at the end of the visit

All South Country Central School District employees have been trained in appropriate responses to emergencies including but not limited to bomb threats, hostage taking, intrusions and kidnapping via instruction in the Districts Multi-Hazard Response Plan. The Multi-Hazard Response Plan will be implemented including step-by-step instructions by local, county and state emergency response teams who first arrive to an incident as stated in Appendix F in this document. Additionally, zero tolerance policies were considered and discussed at District-wide Safety Planning Team and Code of Conduct meetings. The District-wide Safety Planning team made the recommendation that zero tolerance policies will not be applicable to South Country Central School District student population. Alternatively, student incidents will be handled on a case-by-case basis.

### **A. Emergency Assistance from Local Government**

Depending on the nature of the emergency, South Country Central School District may need to obtain assistance from local government agencies. During an emergency, South Country Central School District will contact 9-1-1 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, fire department, local police, private industry groups, and religious organizations, among others. These contacts will be clearly delineated in the Project Save Building Level Plans. The Emergency Management Directory will be utilized and is included in Appendix D.

### **B. Advice and Assistance from Local Government Officials**

In the event that the Suffolk County Executive implements Article 2B of the Executive Law, the District Superintendent or designee will obtain advice and assistance, as necessary, from the Suffolk County Executive's office 631-852-1600 and the Suffolk County Emergency Management Office 631-852-4900.

### **C. District Resources Available for Use in an Emergency**

#### **Crisis Kits**

Each building has at least one crisis kit located in the principal's office with a second kit (if deemed necessary) located at a location specified by the Building Safety Team. Kits are updated, and supplies ordered as necessary.

#### **Equipment:**

- Megaphone and whistle
- First Aid Kit (small)
- Plastic gloves (large box)
- Neon vest for incident commander
- Barricade tape
- Flashlight and batteries
- Duct tape
- Plastic garbage bags
- Swiss army knife
- Nametags
- Pens/waterproof markers/paper
- Waterproof duffle bag (to hold these items)

### Information:

Binders with School Safety Plan  
South Country Central School District telephone directory  
Floor plans (including shut-offs)  
School yearbook  
Trauma bag

**Other Equipment:** Standard building and grounds maintenance equipment is located in the custodial office of each building.

### **D. Coordination of District Resources and Manpower**

A South Country Central School District-wide Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be composed of:

- District Superintendent/District Chief Emergency Officer - Mr. Antonio Santana
- Assistant Superintendent for Finance and Management Services -
- Assistant Superintendent for Human Resources - Mr. Jason Huntsman
- Assistant Superintendent for Curriculum Instruction and Accountability - Ms. Jackie O'Hagan
- Director of Student Support Services - Ms. Kerry Carson
- Supervisor of Operations and Maintenance - Mr. Frank Pirro
- Network Systems Administrator - Mr. Rodney Resias
- District Safety Supervisor - Mr. Ken Hinchman

Contact info can be found on page 18.

In the event of an emergency, the team will be notified and will serve as support to the Building Emergency Response Team.

### **E. District-Wide School Safety Plan Planning Committee**

- Superintendent
- Assistant Superintendent for Human Resources
- (2) Board of Education Trustees
- Districtwide Security Supervisor
- Building Level Principal or Assistant Principal
- BTA Representative
- BTAA Representative
- CSEA Representative
- SCGA Representative
- Parent Representative
- Bus Company Representative

## **XV. Protective Action Options**

To account for the variable character of disaster emergencies and the extent of advance warning, there are four differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, and General Shelter.

### **A. Cancellation Prior to the Start of School**

The Superintendent shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of radio and television stations and other appropriate procedures. Each building shall establish and implement a telephone notification chain for staff. As a general statement, staff is expected to report for service, as usual, unless specifically relieved via the telephone notification chain and/or ConnectEd Notification System.

### **B. General Evacuation**

This plan shall be used as a guideline when conditions within a 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
- Students, staff, and visitors are to proceed to the right of the corridor in 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 *General Shelter Plan* (see D below)
- Each building will determine the location of their Incident Command Center

### **C. General Go-Home Plan/Early Dismissal**

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
- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home to receive 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 lights extinguished. Administrators shall be responsible for the 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 *General Shelter Plan*. (see D below)

## **D. General Shelter Plan**

This plan shall be used in crisis situations when it has been determined that being inside the building is safer than being outside. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter:

### a. **Take Cover**

- In the event of imminent danger due to natural or person-made disasters, students, staff, and visitors should be notified to “Take Cover”.
- Students, staff, and visitors will move to the main corridor outside the classroom. Classroom doors are to be closed.
- If conditions deteriorate, follow “In Building Shelter” procedures (*see b*)

### b. **In-Building Shelter (Safe Areas)**

Each building shall determine Designated Safe Areas to be used for shelter when conditions allow the safe movement of students, staff, and visitors through the building.

### c. **Off-Campus Shelter Sites**

This plan shall be used when it becomes necessary to move students, staff, and visitors off campus completely and immediately.

- Upon notification to evacuate, students, staff, and visitors shall immediately leave their building according to the fire drill exit plan posted near each door, or as directed
- Staff shall lead their students to a location determined by the building administrator
- Buildings should make prior arrangements with area hotels, motels, firehouses, churches, theaters, halls, etc. to serve as Designated Off-Campus Shelter Sites in the event indoor shelter is required. Additional housing is available through the American Red Cross Program

## **E. Evacuation of Disabled Students, Staff, and Visitors**

Each Project Save Building Level Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Project Save Building Level Plan.

## **F. Evacuation Areas**

Evacuation areas must be identified in the Project Save Building Level Plan, and staff should know the location of the evacuation areas where students will be taken during emergencies. Students and parents should only be notified of evacuation areas as needed, due to security considerations and confidentiality. Students shall remain in designated evacuation areas until dismissed or parental/guardian pickup.

## **G. Weather Conditions and Evacuation**

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Project Save Building Level Plan should address procedures for prolonged outdoor exposure; therefore, administrators at each school must determine how best to provide temporary shelter should the time outside be prolonged.

## **H. Re-Occupancy of a School Building**

After a building has been cleared 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 (sheltering); or (3) activate the plan for early dismissal.

## **XVI. Recovery**

### **A. School District Support for Buildings:**

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

The school district will designate an Emergency Response Team composed of school personnel, local law enforcement officials, and representatives from local regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident.

### **B. Disaster Mental Health Coordination**

The district will coordinate the School Safety Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident:

- Ensure that Emergency Response Team has access to appropriate local law enforcement agency
- Ensure that Emergency Response Team has access to appropriate resources as listed below

**C. DISTRICT –WIDE DISASTER SUPPORT TEAM:**

***South Country Central School District:***

<b>Name</b>	<b>Title/Office</b>	<b>Phone</b>
Mr. Antonio Santana	Superintendent Of Schools	(631) 730-1501/1510
Mr. Jason Huntsman	Human Resources	(631) 730-1531/1530
	Business Office	(631) 730-1551/1550

***Suffolk County***

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Fire, Rescue & Emergency Services	Commissioner’s Office (Nights, Weekends, Holidays) Emergency Preparedness Office	631-852-4851 631-852-4815 631-852-4900
Health Services	Information & Referrals (Days) (Nights, Weekends, Holidays) Poison Control	631-854-0333 631-852-4820 800-222-1222
Environmental Health Services	Administration (Nights, Weekends, Holidays)	631-852-5800 631-853-5555
Public Health	Administration Environmental Protection	631-854-0333 631-853-3074
Police	Headquarters Local Precinct	631-852-6000 911
Public Works	General Information Main Office (Nights, Weekends, Holidays)	631-852-4000 631-852-4010 631-852-4256
General Information County		631-853-5593
Division of Mental Hygiene	Community Response Team Neal Fenton	631-853-8500

***New York State***

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Environmental Conservation	Regional Office Hazardous Waste Enforcement 24-Hour Emergency Spill Hotline	631-444-0203 1-800-457-7362
Health Department	Environmental Health Information	518-402-7500
Labor Department	Safety & Health Regional Office	518-457-1255
Emergency Management Office		631-852-4922

***Federal***

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Federal Emergency	Management Agency (24 Hours) On Scene Coordination	1-800-621-3362
Occupational Safety & Health	Emergency Number	516-334-3344 1-800-321-6742
Energy Department	Emergency Radiological Assistance	202-586-5000
Public Affairs Office		212-37-2319

## **XVII. Continuation of Operations Plan**

### **A. Drafted December 2020-January 2021**

This first draft of the addendum has been submitted on February 4<sup>th</sup>, 2021 to the following units within the South Country Central School District for review and recommendations due by February 26<sup>th</sup>, 2021:

- South Country Administrators Association (SCAA)
- Bellport Teachers Association (BTA)
- Bellport Teachers Association Affiliate (BTAA)
- Civil Service Employees Association (CSEA)
- South Country Guards Association (SCGA)
- Districtwide Health & Safety Committee

### **B. Relevant Definitions**

- **"Personal protective equipment"** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- **"Public employer"** or **"employer"** shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.
- **"Contractor"** shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.
- **"Essential"** shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.
- **"Non-essential"** shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.
- **"Communicable disease"** shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
- **"Retaliatory action"** shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

### **C. Communication**

**\*Note: Any response to a declared public health emergency involving a communicable disease will be driven by guidance from the following agencies:**

- Federal Government Mandates (Fed)
- Center for Disease Control (CDC)
- Governor and New York State mandates
- New York State Department of Health (NYS - DOH)
- Suffolk County Department of Health (SC - DOH)

## D. Essential Staff

The attached addendum is a guide subject to change based on mandates and guidance from the above listed agencies.

### 1) List of Essential Staff

<b>Position</b>	<b>Description</b>
Superintendent of Schools	Supervision of all essential & non-essential staff, provide updates to BOE, faculty and staff as needed
Assistant Superintendent/Business (Remote/Telework) Under the supervision of the Superintendent of Schools	Continuation of all budget matters as they relate to budget development and purchase of all materials needed for continuation of operations
Assistant Superintendent/Personnel & General Administration. Under the supervision of the Superintendent of Schools	Monitor communicable disease cases and all personnel needs while continuing to plan for staffing needs current and future during the health emergency involving said communicable disease
Assistant Superintendent/Curriculum (Remote/Telework). Under the supervision of the Superintendent of Schools	Monitor and develop all curriculum/instructional programs as they relate to in person and remote instruction districtwide, including but not limited to technology and software needed for the continuation of instruction during the health emergency
Principals <ul style="list-style-type: none"> <li>● HS – E. Della Rosa</li> <li>● MS – J. Colson</li> <li>● 4-5 – S. Rucinski</li> <li>● Pre K-3 – R. Raymond, S. Clark, M. Mazziotti &amp; B. Ginty</li> </ul>	Coordinate all aspects of remote instruction, telework, budget, food distribution, building purchasing, and any other aspect of building operations as deemed necessary by NYSED and the Superintendent of Schools
Assistant Principals (All Buildings) (As per schedule in item c.)	Assist Principals with all building operations as mandated by NYSED
Teachers (remote) Bellport Teachers Association (BTA) Under the supervision of the building Principal	Provide instruction as required by NYSED, consistent with NYSED guidelines and direction from the Assistant Superintendent for Curriculum and Accountability
Teaching Assistants (remote) Under the supervision of the building Principal	Assist Teachers with remote instruction for all students who will be reassigned to home in a model consistent with NYSED guidelines and direction from the Assistant Superintendent for Curriculum and Accountability
Nurses (As per schedule in item c.) Under the Supervision of the building Principal and the Director of Student Support Services	Monitor isolation of infected faculty, staff & students including testing and reporting to the DOH, Assist in the replenishing of all PPE at the building level. And any other required responsibilities as determined by the Centers for Disease Control (CDC), NYS DOH, SCDOH, the Superintendent and the BOE.

Clerical (building) (As per schedule in item c.) Under the supervision of the building Principal	Assist building administration with the operation of the buildings to which they are assigned
Custodial (As per schedule in item c.) Under the Supervision of the Supervisor of Operations and Maintenance	Cleaning and disinfecting as per Center for Disease Control (CDC) guidelines. Assist in the replenishing of all PPE at the building level.
Maintenance (As per schedule in item c.) Under the Supervision of the Supervisor of Operations and Maintenance	Maintain & repair buildings as necessary. Installation of any required PPE. Monitor and Maintain all ventilation systems.
Network & Systems Administrator (As per schedule in item c.) Under the Supervision of the Assistant Superintendent for Curriculum and Accountability	Oversee and monitor the continuation of operations in the area of IT systems including but not limited to: Hardware, software, security systems (cameras and Scholarchip check in/check out system)
Responders (As per schedule in item c.) Under the supervision of the Security Supervisor	Enforce safety protocol and food distribution.

**E. Plan for Non-Essential Employees and Contractors**

In an effort to fully support all non-essential employees and contractors to tele-commute, the following actions will continue to be implemented:

- Non-essential staff will be provided devices (chrome books, laptops, and surfaces), as needed, based on function and need of the staff member in question. To be determined by the Superintendent and the Assistant Superintendents.
- Requests for devices will be made by the non-essential staff member to their direct supervisor. The direct supervisor will be responsible to provide devices to staff members from the building supply. If necessary, the direct supervisors will request a device from the Principal at the building where the need exists. If there is no device available at the building level, the Principal will request the needed device from Central Office Administration and one will be provided.
- When necessary, software will be purchased at the building level, if appropriate, or at Central Administration if required. Once provided, the software will be downloaded by the districtwide Network Systems Administrator.
- The Network Systems Administrator and CORE (outside technology contractor) will be available to assist in forwarding office phone lines to home or cell phone where and if needed.

**F. Plan for Essential Employees and Contractors**

Essential employees may practice staggered work schedules in one of the following formats:

1. Alternating Days: telework & in-person

Or

Shift A	Shift B
8-12 in person	8-12 telework
12-4 telework	12-4 in person

Shifts will rotate either daily or weekly.

## **G. PPE Plan**

All PPE will be centrally ordered through the Business Office in quantities large enough to meet and exceed the required amount as specified by NYSED.

- 2 pieces of each type of PPE will be ordered and on hand for each essential employee and contractor during any given work shift for a minimum of 6 months.
- PPE orders and supplies will be delivered to one central location (Central Administration located at 189 Dunton Ave. East Patchogue New York 11772)
- PPE will be distributed to buildings in amounts based on essential staff numbers by the buildings and grounds department.
- Requests for supplies of PPE will be made by building Administration to the office of the Supervisor of Operations and Maintenance.
- The Supervisor of Operations and Maintenance will direct the night custodian assigned to the Administration building to deliver the requested/approved PPE to the appropriate building during the night shift hours on a nightly basis.

## **H. Plan for Non-Essential Employees and Contractors**

Protocols in the event that an employee or contractor is exposed to a disease, exhibits symptoms of the disease, or tests positive for the disease, will follow the same protocol as followed for the COVID-19 pandemic unless alternate guidance is suggested by one of the agencies previously listed.

## **I. Management of Ill Persons**

The school nurse will assess individuals who appear ill. If the school nurse is not available and there is no available medical director, the ill person will be sent home.

**Students:** Any ill student is to be isolated in an isolation room which has been set aside in each building. A staff member wearing appropriate PPE is to remain with the student during that time. The parent will be contacted to pick up their child immediately and will be instructed to contact his/her physician. Parents will be asked to report any communicable disease diagnosis to the Health Office as soon as possible. A record is to be kept of any staff or students that the ill child has encountered, in the event that there is a positive communicable disease diagnosis and notification of those exposed needs to take place. A doctor's note must be provided clearing the student to return to school. The isolation room is to be thoroughly cleaned and disinfected. Any area used by the sick student must be closed off until proper disinfection and cleaning occurs. Administration will be notified of any student diagnosed with a communicable disease. Administration or designee will notify local health officials of any confirmed cases of a communicable disease. They will follow the directives of the Department of Health on how to proceed with notifications of staff and families. Confidentiality will always be maintained while sharing any information as per the American Disabilities Act.

**Adults:** Any adult who is exhibiting signs and symptoms of a communicable disease, or a positive response to the district questionnaire is to be sent home or to an emergency health care facility immediately. They will be instructed to contact their health care provider for assessment and testing. Administration or designee will notify local health officials of any confirmed cases of the communicable disease. Administration will follow the directives of the Department of Health on how to proceed.

## **J. Plan for Cleaning**

All work areas, common surfaces areas, and shared equipment will continue to be disinfected on a daily basis using CDC/DOH recommended products.

## **K. Leaves from Employment**

Federal EPSLA leave expired December 31, 2020. New York's COVID-19 mandated quarantine/isolation leave is scheduled to sunset on July 31, 2025. After that date, the District will continue to adhere to all applicable leave laws—including state paid sick leave, FMLA, ADA, and any local requirements—for communicable disease-related absences.

## **L. Visitor Management and Movement Tracking Protocols**

The South Country Central School District will continue the use of Scholarchip for check-in and check-out of all those who enter and exit the buildings. Logs for visitors and outside contractors will be utilized to track non-employees. The building and districtwide cameras and video system will be utilized in addition to Scholarchip to track individual movement in any given building for the purpose of contact tracing and investigation of exposure to any communicable disease.

## **M. Offsite Housing for Essential Employees**

Offsite housing for essential employees, as a measure to contain the spread of a communicable disease, will be determined in accordance with guidance from the Federal Government, the Centers for Disease Control and Prevention (CDC), Executive Orders issued by the Governor of New York State, the New York State Department of Health (NYS DOH), and the Suffolk County Department of Health (SCDOH). The District will fully comply with all applicable legal requirements and mandates related to such provisions.

## **N. Cardiac Emergency Response Plan Overview**

To ensure rapid, coordinated, and life-saving action during a suspected Sudden Cardiac Arrest (SCA) or other cardiac emergency, each school building has incorporated the Cardiac Emergency Response Annex into its Building-Level Emergency Response Plan. This annex outlines the standardized districtwide expectations for recognizing warning signs, initiating emergency response procedures, performing CPR and AED use, and ensuring timely communication with Emergency Medical Services (EMS), administration, and families.

The annex establishes consistent guidance on scene safety, calling for help, locating and operating Automated External Defibrillators (AEDs), and identifying personnel certified in CPR/AED. It also includes procedures for documentation, post-event debriefing, and ensuring that students in need of emergency care are supervised until a parent or guardian arrives. Each building has identified AED locations, designated emergency contact numbers, and listed all CPR/AED-certified staff along with their availability.

To maintain readiness, building principals will facilitate annual training for staff, including a review of the warning signs of Sudden Cardiac Arrest and the immediate steps to take in accordance with district protocol. This annual review ensures that all staff remain aware, prepared, and confident in responding to cardiac emergencies.

By embedding this annex into every building-level plan and supporting it with annual training, the District ensures that all schools are prepared to respond swiftly and effectively to cardiac emergencies, promoting a safe environment for students, staff, and community members. This annex will be reviewed and updated annually to reflect best practices and maintain

compliance with district expectations.

## **Cardiac Emergency Response Annex**

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

### **Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:**

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

## **Steps to take in school building, on school grounds, or at athletic events**

### **Ensure scene safety**

- Survey the area to protect the victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

### **Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)**

- Follow 911 emergency dispatcher’s instructions.
- \*Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.

### **CPR by CPR/AED certified school personnel**

- Check for breathing- if none or the person gasping begin CPR immediately.

### **Defibrillation by CPR/AED certified school personnel**

- Use an AED to restore the heart to its normal rhythm.

### **EMS assumes lead upon arrival.**

- If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
- Be prepared to download the school’s AED data onto a flash drive to provide to EMS to give to the emergency department’s physician.

### **School administration or designee notifies**

- parent/guardian or staff member’s emergency contact in accordance with district policy.

### **Document**

- In accordance with district policy, document events including observations, all steps taken and by whom, who was notified, and information reported to EMS.

### **Hold a post event debriefing**

**\*Emergency contact numbers for obtaining help:**

Number to call for help in school building: enter text. (Entered in the Building Plan)

Number to call for help on school grounds: enter text. (Entered in the Building Plan)

Number to call to notify if SCA occurs at offsite location: enter text. (Entered in the Building Plan)

Secondary contact number if primary not available: enter text. (Entered in the Building Plan)

**CPR/AED Certified School Personnel**

<b>Staff Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Location</b>	<b>Availability</b>
				<ul style="list-style-type: none"><li>● Before School</li><li>● After School</li><li>● School Day</li><li>● Athletic Events</li><li>● School Events</li><li>● Other</li></ul>
				<ul style="list-style-type: none"><li>● Before School</li><li>● After School</li><li>● School Day</li><li>● Athletic Events</li><li>● School Events</li><li>● Other</li></ul>
				<ul style="list-style-type: none"><li>● Before School</li><li>● After School</li><li>● School Day</li><li>● Athletic Events</li><li>● School Events</li><li>● Other</li></ul>
				<ul style="list-style-type: none"><li>● Before School</li><li>● After School</li><li>● School Day</li><li>● Athletic Events</li><li>● School Events</li><li>● Other</li></ul>

**Automated External Defibrillator (AED) Locations**

Note: All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or go bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event: AED<sup>3</sup> Locations: Click or tap here to enter text.(Entered in the Building Plan)

[PDF Template](#)

## **Resources**

[AHA Cardiac Emergency Response Plan and Protocol](#)

[AED Fact Sheet - American Heart Association CPR & First Aid AED Steps | Steps to Use an AED | Red Cross](#)

[American Heart Association Out of Hospital Chain of Survival About Cardiac Arrest | Heart Disease | CDC](#)

[Eric Paredes Save a Life Foundation Heart Safe Schools](#)

[New York State Department of Health Issues A Health Advisory On Proper Use of Automated External Defibrillators In Pediatric Emergency Care](#)

[New York State Department of Health Sudden Cardiac Arrest \(SCA\) in Youth](#)

[Parent Heart Watch Cardiac Emergency Response Plan Project Adam Saves Lives](#)

[Sudden Cardiac Arrest - Heart Screen NY](#)

[What is SCA? | Dominic A. Murray 21 Memorial Foundation](#)

## APPENDIX A

### SOUTH COUNTRY CENTRAL SCHOOL DISTRICT BUILDING AND STAFF LOCATIONS

Bellport High School – 205 Beaver Dam Rd. Brookhaven N.Y. 11719

Bellport Middle School – 35 Kreamer St. Bellport N.Y. 11773

Frank P. Long Intermediate School – 599 Brookhaven Ave. Bellport N.Y. 11773

Brookhaven Elementary School – 101 Fireplace Neck Rd. Brookhaven N.Y. 11719

Verne W. Critz Elementary School – 185 Dunton Ave. E. Patchogue N.Y. 11772

Kreamer St. Elementary School – 37 Kreamer St. Bellport N.Y. 11773

South Haven Early Childhood Center – 2714 Montauk Hwy. Brookhaven, N.Y. 11719

**APPENDIX B**

**DEPARTMENT OF FIRE, RESCUE & EMERGENCY SERVICES**  
**EMERGENCY MANAGEMENT DIRECTORY**

<b><u>AGENCY</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>ADDRESS</u></b>
South Country Ambulance	Chief - Greg Miglino	32 Seeley St. Brookhaven, New York 11719 (631) 286-3400
NYS Police Troop "L" Headquarters	NA	7140 Republic Airport Farmingdale, NY 11735 (631) 756-3300
SCPD, 5 <sup>th</sup> Precinct	Inspector Doherty	125 Waverly Avenue Patchogue, New York 11772 (631) 854-8501
Bellport Fire Department	Chief – David DiDio	161 Main Street Bellport, New York 11713 (631) 286-0273
Brookhaven Fire Department	Chief - Dan DiPinto	2486 Montauk Highway Brookhaven, NY 11719 (631) 286-0282
Hagerman Fire Department	Chief – Tom Dunham	510 Oakdale Avenue East Patchogue, NY 11772 (631) 654-2790

**APPENDIX C**

**AGENCIES WHERE BUILDING LEVEL PLANS ARE FILED**

<b><u>AGENCY</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>ADDRESS</u></b>
NYS Education Dept. Health & Pupil Services	NA	Room 318 M – EB Washington Avenue Albany, New York 12234 (518) 486-6090
South Country Ambulance	Chief Greg Miglino	32 Seeley St. Brookhaven, New York 11719 (631) 286-3400
NYS Police Troop “L” Headquarters	NA	7140 Republic Airport Farmingdale, NY 11735 (631) 756-3300
SCPD, 5 <sup>th</sup> Precinct	Inspector Doherty	125 Waverly Avenue Patchogue, New York 11772 (631) 854-8508
Bellport Fire Department	Chief – David DiDio	161 Main Street Bellport, New York 11713 (631) 286-0273
Brookhaven Fire Department	Chief - Dan DiPinto	2486 Montauk Highway Brookhaven, NY 11719 (631) 286-0282
Hagerman Fire Department	Chief – Tom Dunham	510 Oakdale Avenue East Patchogue, NY 11772 (631) 654-2790

## **APPENDIX D**

### **MULTI-HAZARD RESPONSE PLAN**

As per local, county and state emergency response teams who upon arrival to an incident will take command at the established command center, and provide step-by-step instructions.

- **Suffolk County Police Department**
- **Local Fire Department**
- **State Police**
- **South Country Ambulance**
- **Hazmat (if necessary)**
- **Suffolk County Sheriff's Department**
- **Homeland Security (if necessary)**