



DISTRICT-WIDE COMPREHENSIVE SCHOOL SAFETY PLAN

2026-2027 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 Administrator
- Director of Pupil Personnel 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 Nurses' Union
- Representative of the Clerical Union
- Representative of the Administrators' Association
- Representative of the Miller Place 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. Please see the transportation annex for more information.

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 District's 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.

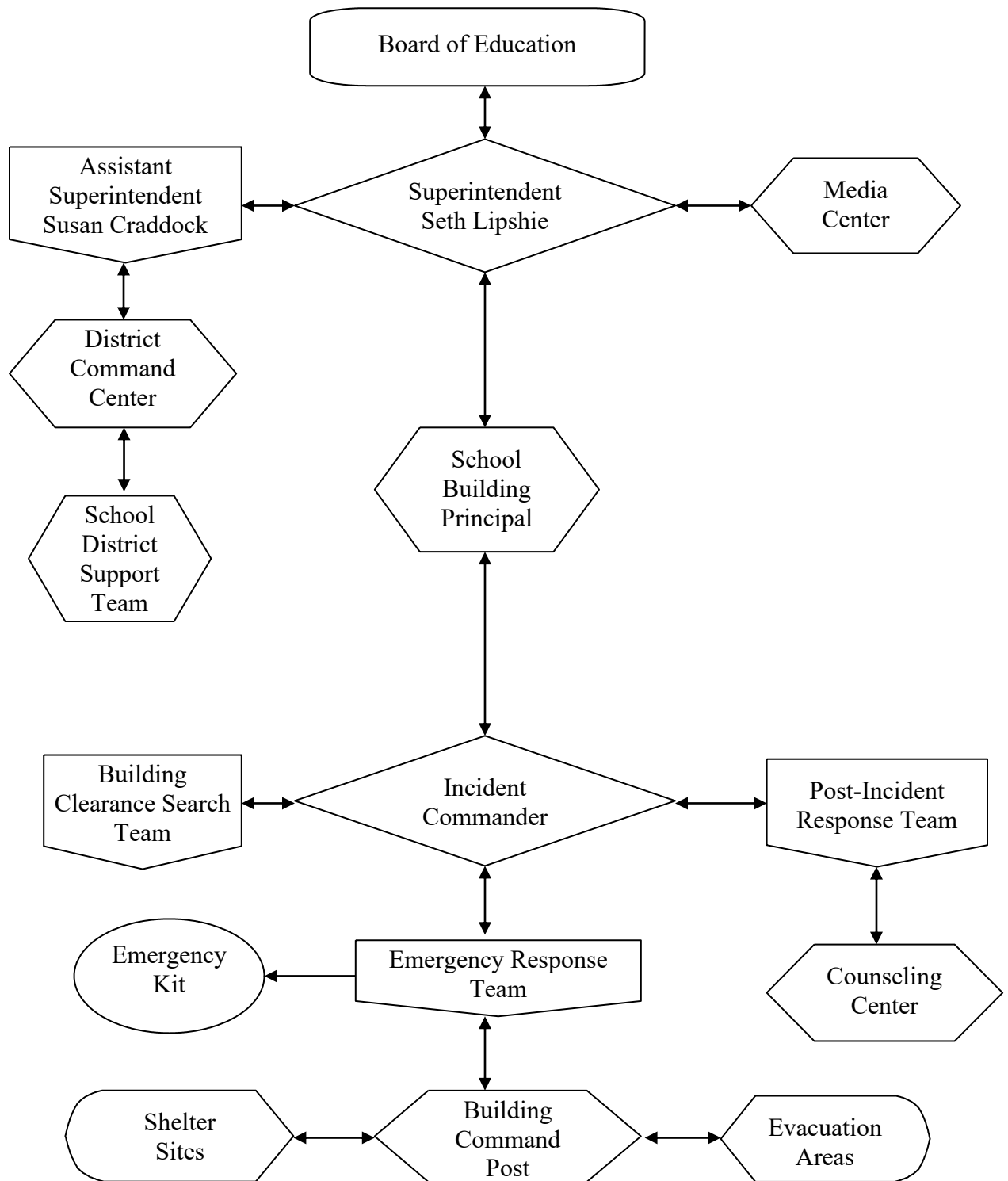
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➤ **Building-Level School Volunteer Search Team**

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, 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.

D. 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>

E. 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.

F. 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.

G. 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)	Superintendent of Schools
☞	Public Information Officer
(PIO) Alternate	Board President

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 Sites Will 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 Sites Will 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 Administrator	Responsible for all procurement management, food service program, and student bus transportation.
Director of Pupil Personnel Services(PPS)	Responsible for Special Education placements, foster students, and acts as homeless liaison.
Assistant of Pupil Personnel Services	Assists Director of PPS
Director of Facilities	Responsible for the cleaning and maintenance of all District grounds buildings, and 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, games, and athletic transportation.
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/nVision (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 (Update Pending)
7 Memorial Drive, Miller Place, NY 11764
Main Phone – (631) 474-2700 Main Fax – (631) 331-8832

Superintendent of Schools, Mr. Seth Lipshie / Dr. Marc Ferris – 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 – x736

School Business Administrator, Mr. Bruce Singer– x761
Tracy Camarda, Employee Benefits – x724
Carrie Little, Purchasing – x729
Deanne McDonnell, Payroll – x734
Madison LePage, Accounting – x731
Jacqueline Peters, 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 Coordinator, Cathy Schretzmayer – x753

Director of Pupil Personnel Services, Mr. Jeremy Koch – x799
Leigh Coleman, Asst. Director of 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

Appendix 1- School Buildings and Staff (Contd.)

MILLER PLACE HIGH SCHOOL (Update Pending)
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(Update Pending)

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 (Update Pending)

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

Megan Mangano, 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– 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 (Update Pending)

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 (Update Pending)

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
Joeseeph 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) (Update Pending)

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 Nights, Weekends, Holidays	631-852-4855 631-852-4815
Department of Health Services	Information & Referrals - Days Nights, Weekends, Holidays	631-853-3000 631-852-4820 (after 5:00 p.m.)
Poison Control Helpline	Emergency Number - 24 hour	1-800-222-1222
Division of Environmental Quality	Administration Nights, Weekends, Holidays	631-852-5800 631-852-4820 (after 5:00 p.m.)
Division of Public Health	Administration Public Health Hotline Nights, Weekends, Holidays	631-853-3055 631-787-2200 631-852-4820 (after 5:00 p.m.)
Police Department School Resource Officer	Local Precinct #6 Kathryn Skippon	631-854-8600 631-275-9558 c (631-854-8661 o)
Department of Public Works	Administration Highway Maintenance-Days Nights, Weekends, Holidays	631-852-4010 631-852-4070 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 After Hours Emergency	631-698-9500 631-665-0663

State Resources

Agency/Department	Office	Phone
DEC - Department of Environmental Conservation	Regional Director Spills (Chemical or Oil) 24-hour Emergency Spill Hotline	631-444-0345 631-444-0320 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
OEM - Office of Emergency Management	Regional Office State Coordination Center 24-hour	631-952-6322 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	1-800-621-3362
	Regional Office	212-225-7209
	Public Affairs Office	212-225-7216
OSHA - Occupational Safety and Health	Emergency Number - 24 hour	1-800-321-6742
	Regional Office	212-337-2378
DOE - Department of Energy	Radiological Assistance Hotline	212-264-1023

Other Resources

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

CONFIDENTIAL

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

CONFIDENTIAL

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 (Update Pending)

- 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 2025 Nifty Lift
- 21 Additional portable radios with spare batteries, one laptop PC, spare fire extinguishers, copier, cell/land phone & first aid supplies – Operations Trailer
- 22 Assorted tools, shovels, brooms, compressors, generators, pumps, hoses, etc. – Maintenance and Grounds Departments Garages
- 23 Traffic flags, flashlights, cones, vests, raincoats – Security Dept. vehicles
- 24 Portable toilets on athletic fields at High School and North Campus and two bathrooms in Operations Trailer
- 25 Bottled water and food rations in high school kitchen storage room
- 26 Concession Stands (1 portable and 1 stationery)

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

CONFIDENTIAL

Appendix 12 – Cybersecurity Annex

Please refer to the Cybersecurity Contingency Management and Incident Response Plan which is confidential.

Appendix 13 – Transportation Annex

The transportation of students in each school, as well as those who walk home, must be taken into consideration. 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. This annex applies to all school buses utilized by the District.

- During a **Go-Home** or an **Off-Site Evacuation** the District's Transportation Department 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 situation or incident. It may be necessary to utilize a smaller number of buses in an emergency situation to begin the evacuation process as quickly as possible.
- The District has two different *First Student* bus yards and dependent on the situation would contact the appropriate yard or both yards.
- The District would enact an emergency evacuation following the protocols listed in the District-wide school safety plan and move students to a temporary shelter or evacuate to another off-site location, if necessary.
- The Transportation Department would be in contact with the Superintendent of Schools to notify them of the situation if necessary.
- The Building Principals will maintain a current list of bus assignments for each student and their respective bus letter.
- First Student drivers automatically re-route their buses if a road or weather condition exists that impacts that route and notifies the District of the re-routing so that impacted student may be contacted, if necessary.
- The First Student safety team is contacted in any accident/incident situation and dispatched to the accident scene. District personnel are notified of any accident/incident situation.
- The District sends buses on field trips and to athletic events and should remain at the location site to provide emergency shelter if needed in the case of a need.
- Bus reports are written up by bus drivers in the case of students with behavior issues for building administration to review and respond .
- Bus drivers are required to meet all state and federal licensing and training requirements for driving a school bus. Bus monitors are trained to meet the requirements of working with students on the school bus. The District files a report twice a year to meet the NYSED compliance requirements.
- Each school bus is equipped with a fire extinguisher, first aid kit, emergency reflectors, and a body fluid kit in case of an emergency.
- The District will hold a practice drill each year for the emergency go-home early (early dismissal) drill.

