



LONGWOOD CENTRAL SCHOOL DISTRICT

Lance Lohman, Ed.D.
Superintendent of Schools
631-345-2172

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
35 Yaphank-Middle Island Road, Middle Island, NY 11953-2373
www.longwood.k12.ny.us

Vaughn Denton, Ed.D.
Assistant Superintendent for Human Resources
James Crenshaw
Assistant Superintendent for Pupil Personnel & Community Services

Kimberly Longo
Assistant Superintendent for Instruction & Learning
James J. Stucchio
Assistant Superintendent for District Operations

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Dear Colleagues, Parents, and Students:

The safety and security of our students, staff, and visitors remains the highest priority of the Longwood Central School District. In accordance with the **Safe Schools Against Violence in Education (SAVE) Act** and New York State requirements, including **8 NYCRR §155.17(g)**, the district maintains comprehensive emergency preparedness and response procedures designed to protect our school community.

As part of our ongoing school safety efforts, district personnel receive training on New York State-mandated topics and district safety procedures, including **mental health awareness, violence prevention, emergency response protocols, Desha's Law, and district and building-level emergency response procedures.**

Emergency Response Procedures

Depending upon the nature and location of an incident, school buildings may implement one or more of the following emergency response procedures:

- **Lockdown:** Used when there is an immediate threat of violence inside or in the immediate vicinity of a school building. During a lockdown, occupants secure themselves in designated areas and follow the directions of school officials and emergency responders.
- **Secure Lockout:** Used when there is a potential or imminent concern outside the school building. Exterior access is secured while normal activities inside the building may continue, as directed by school administration.
- **Evacuation:** Used when students and staff must leave the building or another designated area because remaining inside may present a danger, such as during a fire or other emergency.
- **Hold-In-Place:** Used to temporarily limit movement within a building while school personnel address a short-term condition or emergency, such as a building systems issue or other internal disruption.
- **Shelter-In-Place:** Used when remaining inside the building provides the safest response to an external environmental or weather-related hazard. Students and staff follow building-specific instructions based on the nature of the emergency.

The specific response implemented will depend upon the circumstances of the incident. Students and staff are expected to follow the directions of school personnel and emergency responders during any emergency.

Plans and Practice

Each school building maintains a **confidential Building-Level Emergency Response Plan**, as well as designated Emergency Response and Post-Incident Response Teams. These plans and teams are developed in coordination with appropriate school personnel, emergency responders, and community partners.

Because these plans contain sensitive security information, **the detailed Building-Level Emergency Response Plans are confidential and are not made publicly available.**

Throughout the school year, students and staff participate in required evacuation and lockdown drills to practice emergency procedures and evaluate the district's preparedness. Drills are conducted in a **trauma-informed and developmentally appropriate manner**, with consideration given to the age and needs of the students participating.

Parents and persons in parental relation will receive notification from Building Administration regarding scheduled drills in accordance with applicable New York State requirements.

District School Safety Plan

The district's **District-Wide School Safety Plan**, developed by the District School Safety Team, contains non-confidential information regarding district safety procedures, emergency preparedness, prevention programs, and mental health and violence prevention resources.

The public version of the District-Wide School Safety Plan is available on the Longwood Central School District website under **Departments → School Safety → Districtwide Safety Plan 2026-2027**.

School Safety Department

The Longwood Central School District School Safety Department is staffed by experienced, civil service-appointed School Safety personnel and operates **24 hours a day, seven days a week**.

The Department works in coordination with district administrators, Building Administration, law enforcement, emergency responders, and other district personnel. School Safety utilizes a combination of trained personnel, access-control and security technology, video surveillance, patrol operations, visitor management procedures, and other safety measures to help maintain a secure learning environment.

The School Safety Department can be reached 24/7 at [631-345-6500](tel:631-345-6500).

Visitors to District Facilities

Parents and members of the community are welcome in our schools; however, **all visitors are required to comply with district and building security procedures**. These procedures are in place to help protect our students and staff.

Visitors must report to the appropriate designated entrance and follow the building's visitor-management procedures. **Photo identification is required**. Acceptable forms of identification are available on the district website and are also addressed in **Board Policy 5300, XIII**.

Please be advised that **unannounced visits to classrooms or other areas of our schools are not permitted**. All visitors must be properly authorized and follow the instructions of Building Administration and School Safety personnel.

Everyone Has a Role in School Safety

School safety is a shared responsibility. We encourage students, staff, parents, and community members to remain alert and to report safety concerns, suspicious activity, threats, or other information that could affect the safety of our school community.

If you see something, say something. Reporting a concern promptly can help prevent an incident and may help protect someone from harm.

Thank you to our students, staff, families, emergency responders, and community partners for your continued cooperation and commitment to maintaining safe and secure schools.

Sincerely,



Lance Lohman, Ed.D.
Superintendent of Schools



James Perrotta
Director of School Safety

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DESHA'S LAW

CARDIAC EMERGENCY RESPONSE PLAN

Know the signs • Know the plan • Act quickly

New York State law requires public schools to address cardiac emergencies in their School Safety Plans and maintain AEDs at instructional facilities.

1 RECOGNIZE THE WARNING SIGNS

- Racing, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath or unexpected fatigue
- Recurrent fainting or unusual seizures
- Sudden collapse, unresponsiveness, abnormal breathing, or no pulse

2 ACT IMMEDIATELY

If someone is unresponsive:

- Check that the scene is safe.
- Tap the person's shoulders and ask, "Are you OK?"
- Call for help and activate 911/EMS;
- Send someone for the nearest AED.
- If no pulse or the person is gasping, begin CPR immediately.
- Use the AED as soon as available and follow its prompts.

AED LOCATIONS ARE CLEARLY MARKED

Conspicuous signs have been placed throughout all District buildings to identify the locations of the AED kits.

Know your building's AED location, emergency communication options, and CPR/AED-certified personnel.

AFTER HOURS / MAIN OFFICE UNAVAILABLE

School Safety: (631) 345-6500



TIPLINE



For emergencies, the Suffolk County Police Department (SCPD) should be contacted immediately by dialing 911. The SCPD also has a non-emergency phone number: 631-852-COPS (2677).

To report a crime anonymously, call 1-800-220-TIPS, utilizing a mobile app which can be downloaded through the App Store or Google Play by searching P3 Tips, online at www.P3Tips.com, or by scanning the QR Code below. You may be eligible for a reward of up to \$5,000 if your tip results in an arrest.

The Longwood School Safety Department can be reached on a 24/7 basis by calling 631-345-6500 for non Police related matters.

P3 TIPS

