

THREE VILLAGE CENTRAL SCHOOL DISTRICT
Setauket, New York

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: JULY 13, 2016 DATE MATERIAL SUBMITTED: JULY 1, 2016

OFFICE OF ORIGIN: BUSINESS SERVICES CATEGORY OF ITEM: ACTION

TITLE: Approval of District-Wide School Safety Plan

STAFF RECOMMENDATION:

Upon the recommendation of the Superintendent of Schools be it resolved that the Board of Education approve the District-Wide School Safety Plan, as revised on June 21, 2016.

BACKGROUND - RATIONALE:

Pursuant to New York State Education Law, §2801-a(1); 8 NYCRR § 155.17(b), public school districts are required to adopt a district-wide safety plan. This plan is periodically reviewed and updated, as needed.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE

THREE VILLAGE CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN



*Reviewed for accuracy and completeness
June 21, 2016*

THE DISTRICT-WIDE SCHOOL SAFETY PLAN

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THE THREE VILLAGE CENTRAL SCHOOL DISTRICT DISTRICT-WIDE SAFETY PLAN

INTRODUCTION

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

This plan approaches compliance with project SAVE by considering four (4) general content areas. These areas are:

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

I. GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

The Three Village School's District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. The Superintendent appointed a District-wide School Safety Team and charged them with responsibility for the development of this plan. A complete list of team members is provided on page 3.

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

This plan meets amendments involving NYS Education Law sections 2801-a, 807, and 3604 effective July 1, 2016.

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

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

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

EMERGENCY MANAGEMENT

Emergency Management Team

<u>Name</u>	<u>Affiliation</u>
Alan Baum	WMHS Principal
Jack Blaum	Security Coordinator/Chief Emergency Officer
Jeff Carlson	Assistant Superintendent, Business Services
Kathleen Casella	Transportation Coordinator
Gary Dabrusky	Assistant Superintendent, Human Resources
Jean Ecker	Director, Child Nutrition
Dawn Mason	Executive Director, PPS
Peter Melore	Executive Director, HPERA
Keith Murphy	Suffolk County Police (SRO)
James O'Hagan	Plant & Facilities Administrator
Cheryl Pedisich	Superintendent
Claudia Reinhart	TVTA President
Kevin Scanlon	Assistant Superintendent, Educational Services
Dave Sterne	Setauket Fire Department
Cathy Taldone	Director, School & Community Partnerships & SACC
Denise Virnelli-Gonzalez	Nurses Unit
Kerrin Welch-Pollera	Executive Director, Instructional Technology

SAFETY COMMITTEE

<u>Name</u>	<u>Affiliation</u>
Larry Aupperlee	Assistant Plant & Facilities Administrator
Alan Baum	Principal, WMHS
Jack Blaum	Security Coordinator
Susan Boyle	NYSIR
Amy Bursztyn	PTA Rep
Jeff Carlson	Assistant Superintendent, Business Services
Kathleen Casella	Transportation Coordinator
Phyllis Cesare	Monitors' Unit
Amy Cusumano	WMHS TVTA
Jean Ecker	Director of Child Nutrition
Danielle Flaumenhaft	Assistant Principal, Nassakeag School
Debbie Garnier	Clerical Unit President
Denise Virnelli-Gonzalez	Nurses Unit
Merrileen Heidrich	Assistant Principal Mount Elementary School
Tanya Hurowitz	Assistant Principal, Arrowhead Elementary
Don Klingel	Gelinas Rep
Darlene Lange	Nassakeag Rep
Maria Luciano	Wright Insurance
Jackie Macedonia	Paraprofessionals Unit
Dawn Mason	Executive Director, PPS
Peter Melore	Executive Director, HPERA
Linda Messina	Assistant Principal, Minnesauke Elementary
James O'Hagan	Plant & Facilities Administrator
Cheryl Pedisich	Superintendent
Donna Pesapane	Clerical Unit
Lori Rebori	SACC Rep
Claudia Reinhart	TVTA President
Carlo Reyes	Custodial Unit
Kristin Rimmer	Acting Principal, Setauket School
Jonathan Rufa	Assistant Principal, Murphy JHS
Kevin Scanlon	Assistant Superintendent, Educational Services
Andrea Spencer	PTA
Colleen Sugarman	Benefits Coordinator
Kerrin Welch-Pollera	Executive Director, Instructional Technology
Kathryn White	Principal, Mount Elementary School
<i>To be determined</i>	Board of Education

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

- School Safety Team- To develop the Building-level Safety Plan
- School Emergency Response Team* - To implement the Building-level Response Plan, establish command and be prepared to transition to unified command as support agencies arrive.
(Please note: The School Safety and Emergency Response Teams may include the same members. The roles of these participants may be defined differently for each team.)
- Post-incident Response Team (Crisis Response Team) - To implement the recovery plans. This team will be immediately activated in the event of an emergency or violent incident.
- This team will be activated by the building administrator or designee in the event of an emergency or violent incident, unless otherwise indicated.

OBJECTIVES:

The following are the objectives of the District Safety Plan and the Building-level Safety Plan:

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

II. RISK REDUCTION/PREVENTION AND INTERVENTION

A. Prevention and Intervention Strategies

Program Initiatives

Throughout the district, recognized bullying prevention programs and initiatives are in place and are working to change school climate. In addition to the PBIS committees established at each building, the following is a sampling of efforts that are working in our district buildings: *Rachel's Challenge* at Nassakeag and Arrowhead, "*Get A Voice*" at Murphy, "*Stand Up, Speak Out*" at Gelinas, *Setauket ROCKS* (Responsible, Open-minded, Cooperative, Kind and Safe), *WM Patriot PRIDE*, *Minnesauke STARS* (Sharing Trustworthiness, Acceptance, Responsibility, Service) and *Mount's Character Education*. All of these efforts are all in compliance with DASA and are sustainable due to the involvement of key stakeholders.

Posters with the buildings PBIS slogan or bullying prevention statement were printed for each classroom to heighten awareness of students and staff that bullying will not be tolerated. Students received silicone bracelets and pencils to reinforce the climate of caring message.

Policy will be updated annually to remain in compliance with the Dignity Act. Amendments to the act have been released regularly, and effective July 1 2013, cyber bullying has been added to the act. TVCSD was proactive and has already included cyber bullying in its policy and accompanying regulations.

An extended day program, SACC, is in place at the elementary level to provide a safe and secure environment for students before and after school hours.

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

SAFE SCHOOLS HELPLINE is being used to report incidents of bullying in addition to other school safety issues.

When faced with a violent situation in a building, use the principles of “ALICE” (*Alert, Lockdown, Inform, Counter, Evacuate*).

Training, Drills, and Exercises

MULTI-HAZARD TRAINING

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

Policies:

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

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

- Table Top Exercises - These exercises are being provided in collaboration with the District Emergency Management Team and Security Coordinator.
- National Emergency Management Training – All members of the district and building emergency management teams will receive IS-100 Incident Command for Schools training. Select members of the teams will receive additional training based on their roles in actual emergencies.
- Included in the S.A.V.E training will be the concepts of the “ALICE” program.

2. Students/Staff:

- Code of Conduct - A review of the Code of Conduct is presented annually at faculty meetings and discussed at student assemblies
- Security, Safety and Violence Prevention - A presentation on school security, safety and violence prevention, mental health and the team approach to recognizing students needing any type of assistance issues will be delivered annually through S.A.V.E to all staff and new staff within 30 days of employment. Violence Prevention and Safety for students will be discussed through assembly and/or classroom presentations.
- Drills

The district conducts several different types of drills in each building. They are as follows:

- Shelter Drill - Annual
- Early Dismissal/Go Home Drill - Annual
- Bus Drill/3 times by the end of April
- Fire and Emergency Drills – Total of at least 12 drills; 8 evacuation drills conducted before December 31st and the remaining 4 to be lockdown drills.

As part of the district's on-going concern for the safety and security of students and staff, annual site visits by members of the district emergency management team are conducted. The purpose of these visitations is to assist the principal and building team in evaluating the security and safety status of the facility and to provide input and recommendations for the safe and effective evacuation of the building in the event of an emergency.

3. Emergency Responders:

The District will support local emergency responders by allowing the use of facilities for the purpose of conducting, but not limited to fire, hazardous material, mass casualty, and law enforcement training.

Implementation of School Security

Three Village Schools 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 district property. Three Village Schools shall ensure that each facility is physically secure by:

- Installing building alarms, fire alarms, proper lighting, surveillance cameras, and appropriate access systems
- Conducting ongoing visual inspection and systematic maintenance of security alarms, fire alarms, inside and outside doors, locking devices, and communications systems
- Establishing procedures for building access which limit entry points, and for securing all other exterior doors.
- The District, in collaboration with a company specializing in security and safety, has conducted a Technical Threat Vulnerability Assessment and will be instituting additional security measures based on this assessment and the approval of the Board of Education

Three Village Schools shall identify 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.

Three Village Schools 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.

Three Village Schools' building administrators will review the security needs of their facilities and make recommendations to implement the required changes, by on-going security audits.

Three Village Schools shall provide appropriate staff, security devices and training to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to, video surveillance, two-way radios, detection alarms, phones (regular/cell phones), and intercom systems (wall phones in classrooms and offices).

Three Village Schools shall provide an ongoing avenue for the effective review of safety and security concerns of students, staff, and visitors. The District encourages community input at any time.

Standardized Procedures

- All staff will be required to wear photo identification while on school district property.
- All visitors must sign in at the entrance. At all student occupied district buildings, visitors will be buzzed into the building. All visitors will be asked produce photo ID prior to entrance. Individuals who are unable to provide such identification will not be permitted to engage in school business before receiving clearance from the building administrator or his/her designee.
- Anyone who refuses to provide the required identification and/or becomes threatening shall be immediately addressed by a security guard and/or building administrator. Should the individual refuse to peacefully leave the building, a call to 911 will immediately be made.

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

School Safety Personnel - Duties, Training, Hiring and Screening

Security Personnel

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

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

- provide protection for students, staff, and visitors
- control movement through the security vestibules
- enforce policies (i.e., smoking, weapons)
- patrol outside play areas at times of student occupation.
- patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- control flow of campus traffic, particularly at bus arrival/dismissal
- oversee parking
- interaction/intervention with students, buses, etc. as required
- direct hall traffic (check all passes)
- greet visitors and distribute passes
- provide information and directions as may be required
- patrol hallway
- patrol lavatories
- intervene in the event of disturbances and contact appropriate officials

- respond to emergencies such as bomb threats and building evacuations
- assist in calming disturbances and crowd control
- assist law enforcement officers in the performance of their duties
- work with police and rescue personnel with medical emergency situations
- bring any fire hazards and building safety problems to the attention of the building administrator
- alert building administrator about altercations/problems
- report vandalism and unsecured areas to building administrator
- prepare accurate and complete incident reports
- perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

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

Hiring and Screening Process

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

Hall Monitors

A hall monitor will work in an atmosphere that is closely related to the educational process with a constant contact with the student population. They will provide a sense of smooth transition and supervision while students, staff and visitors move about the halls in the school buildings. The number of hall monitors and their working hours shall be determined by building site/ population needs.

The duties shall include:

- greet visitors and may distribute passes
- direct hall traffic (check all passes)
- patrol hallway
- patrol lavatories (not clean them)
- interaction/intervention as required
- report vandalism and unsecured areas to building administrator or his/her designee
- other duties specific to supervision purposes as determined by the building administrator

Required training and required knowledge shall include:

- school violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses

Hiring and Screening Process

All hall monitors employed by the TVCSD must comply with State Education Law fingerprinting requirements. The Assistant Superintendent for Human Resources has responsibility for screening and hiring of all hall monitors. Reference and background checks are routinely conducted.

Vital School District Information

Information specific to each individual building is maintained in the Principal's office of the respective buildings, and in the required *Crisis Kits*.

Information regarding non-public and pre-schools within school district boundaries is maintained in the Educational Services Center and is updated annually.

The Appendix provides information specific to each school building as well as all educational agencies located within the Three Village Central School District. That information includes name, address, telephone number, key officials, school population, number of staff and transportation needs.

B. Early Detection of Potentially Violent or Threatening Behavior

STAFF

Information regarding the early warning signs of violent or threatening behavior is presented to staff in annual training that includes:

- Review of the *Post Incident Crisis Response Plan* with emphasis on early detection and reporting protocols is done during an annual faculty meeting presented by the Building Post Incident/Crisis Response Team.
- Violence Prevention is delivered as a component of the district S.A.V.E. training through staff development. The workshop is conducted on an annual basis.
- Rapid detection of students that pose a risk of violence to themselves, including the threat or attempt of suicide and immediately initiating interventions.

STUDENTS

Information on this subject is presented to students regularly through program initiatives focusing on prevention and intervention.

Information on the Early Warning Signs of Violent or Threatening Behavior is presented to students through programs focusing on prevention and intervention including:

- Anti-Bullying Presentations to students through small group assemblies and classroom instruction.

PARENTS

Information on a variety of topics, including early warning signs and violence prevention is presented to parents in a number of ways, including:

- Publication of quarterly newsletter, *Partners*, from the Office of School and Community Partnerships
- Parent Resource Guides/Youth Services Guides are available in the guidance and social worker's offices
- Individual building newsletters that cover useful topics are available electronically to all parents
- Various evening presentations are scheduled throughout the school year and at various grade levels to address these and other relevant parenting issues
- Other district-wide mailings are done on an as needed basis
- Parents will be immediately notified by a building administrator should their child make any threats of violence towards themselves or others, including suicidal threats or thoughts

C. Hazard Identification

The Three Village Central School District is located on the north shore of Suffolk County, New York. It is comprised of the community's of Setauket, Stony Brook, and the villages of Head of the Harbor, Poquott, Lake Grove and Old Field. It contains the following: an administration building, one high school, two junior high schools, five elementary schools, maintenance garage, and one vacant building on Nicolls Road. The buildings comprise approximately 1,395,610 square feet and are located on 340 acres of property. The three secondary buildings are two-story brick buildings with contiguous athletic fields.

The following pages will offer a description of each building as well as community sites that need to be identified under the Emergency Preparedness Plan and are an integral part of the Three Village School District's Emergency Preparedness Plan. It does have security vehicles and general maintenance vehicles used by the grounds and maintenance crews. A list of these is attached to the Building Emergency Management Plans.

The district is surrounded by the following main roads: Route 347 on the south, Route 25A on the north with main traversing roads of Stony Brook Road, Nicolls Road and Old Town Road.

Areas of concern within in the District boundaries include, the Northville fuel tank facility located on Belle Meade Road in Setauket which is being monitored by the Department of Environmental Conservation, the Town of Brookhaven, and others, also the State University of Stony Brook and Hospital which has a daytime population of over 30,000 people.

The Long Island Railroad runs through the heart of the district with several overpasses and is also a potential problem for the district in terms of our emergency preparedness.

Long Island is served by several airports, the closest of which is located in the Town of Islip directly south of the location of the Three Village School District. Immediately east of the school district, located on the William Floyd Parkway, is the Brookhaven National Laboratory which is the site of several high-tech and/or radiological experiments conducted by the federal government.

While the district is made up of small businesses and is considered a bedroom community, the potential for hazard is certainly possible due to the high-tech nature of the industries surrounding the community.

D. Resources

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

III. RESPONSE

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

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

Standard Response Procedures:

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

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

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

A. Notification

Internal:

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

- Telephone
- Cellular phone
- 2-way radio
- FAX
- Messenger Call
- District Website
- E-Mail
- Local media
- Other as appropriate

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

External:

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

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

Emergency Assistance Telephone Roster

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

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

Local Fire Departments:

Setauket FD (All Facilities with exception of Mount & N. Country)	941-4900
Stony Brook FD	911

County (Suffolk):

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

Health Services:	
Information and Referrals (Days)	854-0000
(Nights/Weekends/Holidays)	852-4820
Poison Control	1-800-222-1222
Community Mental Hygiene Services	
(Arthur Flescher, Director)	853-8500
Environmental Health Services:	
Administration.	852-5800
(Night, Weekend, Holiday Emergencies)	853-5555
Public Health:	
Administration	854-0333
Environmental Protection	787-2200
(Night, Weekend, Holiday Emergencies)	852-4820
Police:	
Headquarters	852-6000
6th Precinct	854-8600
Public Works:	
Main Office	852-4010
(Nights, Weekends, Holidays)	852-4256
General Information, County	853-5593

**All numbers must be checked/confirmed on a yearly basis.*

County (Nassau):

Fire Marshal:	
Information	(516) 573-9900
Communication Center	(516) 573-9800
School Division	(516) 573-9930
Health Department:	
Information	(516) 227-9697
(Nights, Weekends, Emergencies)	(516) 742-6154
Environmental Health	
Information	(516) 227-9723
Poison Control	1-800-222-1222
Police:	
Information	(516) 573-8800
Public Works:	
Information	(516) 571-9600
General Information, County	(516) 571-6000

State:

Environmental Conservation:

Regional Office	(631) 444-0320
Hazardous Waste Enforcement	
24-hour Emergency Spill Hotline	1-800-457-7362

Health Department:

Environment Health Information	1-800-458-1158
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Labor Department:

Safety and Health	485-4408
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New York Police Headquarters:	669-2500
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Emergency Management Office	518-457-2222
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Federal:

Federal Emergency Management Agency (24 hours)	202-898-6100
On Scene Coordination	212-225-7209

Occupational Safety and Health	334-3344
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Energy Department	
Emergency Radiological Assistance	282-2200

Public Affairs Office	212-225-7707
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Contacting Parents or Those in a Parental Role

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

B. Policies and Procedures for Violent Incidents Occurring on School Property

The building level School Emergency Response Team is to be immediately activated in the event of an emergency or violent incident.

The following will identify events that may occur in the school district.

A. Implied or Direct Threats of Violence

1. Policy

Any and all acts of implied or direct threats of violence will be dealt with in a manner that maintains the authority of the school district and preserves the dignity of the individual. If deemed appropriate by building administration, local law enforcement officials will be contacted. All staff, students and visitors are expected to report implied or direct threats of violence to the building administrator.

2. Building Procedure

Any and all acts of implied or direct threats of violence reported to the building administrator will be dealt with in the following manner:

- a. Upon receiving information from a student, staff members or visitor concerning an implied or direct threat of violence, the building principal or his/her designee will:
 - Collect as much information as possible from the person providing the information
 - Seek to locate and/or identify the person alleged to have committed the act
 - Assess the situation as to whether or not the problem is confined to school disciplinary proceedings and/or contact local law enforcement officials
 - Remove said individual(s) from the area to a private or less public environment
 - Notify Parent/Guardian
 - Interview the person and any witnesses
 - Code of conduct rules will be applied

B. An Act of Violence

1. Policy

Any and all acts of violence will be dealt with in an efficient manner and local law enforcement officials will be contacted if deemed necessary. All staff, students and visitors are expected to report acts of violence to the building administrator.

2. Building Procedure

Any and all acts of violence reported to the building administrator will be dealt with in the following manner:

- a. Upon receiving information from a student, staff members or visitor concerning an act of violence, the building principal or his/her designee will:
 - Collect as much information as possible from the person providing the information
 - Seek to locate and/or identify the person alleged to have committed the act
 - Assess the situation as to whether or not the problem is confined to school disciplinary proceedings and/or contact local law enforcement officials
 - Remove said individual(s) from the area to a private or less public environment
 - Notify Parent/Guardian
 - Interview the person and any witnesses
 - Code of conduct rules will be applied

C. Prevention and Intervention

1. Policy

The District is committed to providing instruction in violence prevention and intervention to all school personnel that are part of the daily instructional routine and/or come in contact with the students and furthermore committed to bringing similar programs of benefit to the students.

2. Building Procedure

- The entire school staff will work towards a unified approach to demonstrate good character attributes for the students to emulate
- The district has engaged in the utilization of appropriate prevention and intervention strategies to include peer mediation, non-conflict resolution training programs, and bully prevention programs
- Existing arrangements to ensure security personnel are adequately trained including how to diffuse or deescalate a potentially violent situation

D. Contacting Local Law Enforcement

1. Policy

The Board of Education instructs the Superintendent to develop a procedure to be used for contacting local law enforcement officials when a violent incident occurs on school grounds.

2. Building Procedure

Each building principal or designee or in their absence, the appointed advisor or designated leader of the event being conducted on school grounds is authorized to contact local law enforcement officials to assist in providing a safe setting for an event taking place on school grounds, if in their opinion the school's available resources are insufficient to maintain the safe environment for all.

E. Contacting the Parents, Guardians or Spouse of the Individual(s) Involved

1. Policy

In the event that a violent incident, threat of violence, suicidal thoughts or attempts towards one's self, occurs on school grounds involving student(s) or staff member(s), it will be the responsibility of the building administrator or his/her designee to contact the parents or guardians or spouse of the individual(s) involved.

2. Building Procedure

- The building administrators will develop and maintain an emergency file for all students and staff assigned to their building

- If a violent incident has occurred in the building, the building administrator or his/her designee will make every effort to contact the parent, guardian or spouse of the individual in person. If this cannot be accomplished, then the name of the contact person(s) on the emergency contact card will be called and notified of the situation that has occurred
- The building administrator will also contact any law enforcement individuals who may have been involved. The building administrator will prepare a written report for the Superintendent

F. Creating a Safe Environment

1. Policy

The District recognizes the need to provide a safe environment for students, staff and visitors on the school grounds. It will be the responsibility of the Superintendent to work with the building administrators to create this environment.

2. Building Procedure

The building administrators recognize the need to establish and maintain a safe environment for students, staff and visitors to the school. To achieve this desired environment, the building administrators will:

- Institute daily procedures for inspecting facilities prior to, and after the school day
- Work with the instructional staff in developing and instituting proper safety and security procedures on a routine basis
- Review the use of security surveillance devices and make a recommendations to the Superintendent and the Security Coordinator
- Meet with the Security Coordinator, local law enforcement and fire department officials to review the security procedures in effect at the school on a regular basis

G. Annual School Safety Training Including a Review of the Code of Conduct

Policy

The School district is committed to providing a safe and secure environment for both staff and students. The District will provide sufficient resources to assure that staff and students receive annual school safety training including a review of the code of conduct.

1. Procedure

- On an annual basis, the building administrators will schedule a regular meeting to provide specific instruction on safety and security and the Code of Conduct

C. Multi-Hazard Response

The district utilizes Internal District and BOCES Disaster Management Plans for addressing each of the situations listed below:

Civil Disturbances

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

Environmental

- Air Pollution
- Drought
- Earthquake
- Flood
- Hazardous Material Spills
- Radiological Incident
- Severe Storm Countywide
- Storm-Snow/Ice
- Thunder-Lighting
- Tornado
- Water Contamination

Fire/Explosion/Carbon Monoxide

- Explosion
- False Fire Alarm
- Fire
- Carbon Monoxide Alarm

System Failure

- Electrical System
- Energy Loss or Reduction
- Gas Leak
- Heating System
- Loss of Building
- Roofing
- Sewage System
- Structural
- Water
- Flooding

Medical Emergencies

- Medical Emergency Summary Sheet
- Medical Emergencies
- Epidemic
- Epileptic Convulsions
- Food Poisoning
- Heart Attack
- School Bus Accident and/or Fire
- Shock
- Toxic Exposure
- Transportation Related – Airplane Crash

The Three Village Central School District has also developed a mobile application to provide staff with a ready reference to respond to emergency situations and incidents.

1. **Plans of Action**

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
- Evacuation (including evacuation of the disabled)
- Go-home
- Shelter (in place or at another facility)

Cancellation Prior to the Start of School

The Superintendent or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of student, staff, and visitors. Notice will be given to parents and students through the use of the Messenger Call, District Website, 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 notified via the telephone notification chain.

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 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 *Shelter Plan*
- In the case of a bomb threat, follow *Bomb Threat Plan*
- Each building will determine the location of their Incident Command Center

Go-Home Plan

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

- Students shall remain in their classrooms until called for bus loading. Classroom instruction should be continued whenever possible
- Building administrators shall have procedures in place to address the safety of elementary children returning home

- When appropriate, contact shall be made with parent/legal guardian or emergency drop off address to certify that an adult will be at home 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 *Shelter Plan*

Shelter Plan

This plan shall be used in crisis situations. The plan consists of six parts: Lock-Down, Modified Lock-Down, Lockout, Take Cover, In-Building Shelter and, Off-Campus Shelter.

Lock-Down

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

- Any staff member can initiate a lockdown
- Building Administrator or Building Emergency Response Team Coordinator will issue lock-down procedures by announcing warning over the PA system or activating the one button lockdown system.
- PA announcement will be a clear alert message, providing the location of the hazard and any other pertinent information
- Call to 911 to report the situation
- Call to M & O to activate emergency response team text notification (the Superintendent's Office will serve as back-up)
- All employees and visitors will be directed into rooms. Staff members that have clear and concise information on the location of the hazard may choose the strategy of evacuation
- All classroom doors will be locked. If the room cannot be locked, consider evacuation or fortification
- Windows of rooms will remain visible
- If staff members are in the hazard location, they may consider countering the hazard as a last resort
- All persons shall be moved away from windows and doors
- No one will be allowed outside of rooms until an administrator gives an all-clear signal
- There is no access in or out of the building

Modified Lock-Down

The purpose of modified lock-down is to address student and staff safety by means of heightened building security.

- Building Administrator or Emergency Response Team Coordinator will issue a statement announcing that modified lock-down procedures are in effect
- Call to M & O to activate emergency response team text notification (the Superintendent's Office will serve as back-up)
- Staff volunteers will be assigned to do a "walk-through" of the buildings and grounds prior to the arrival of students in the morning to assure that there are no suspicious objects or other concerns about the safety of the building
- Staff who complete the "walk-through" shall report findings to the building administrator or designee
- Secure points of entry to each building for students, staff, and visitors must be established and monitored by a school official. The points of entry will be established by the First Responder Team. The point of entry will be determined by the building administrator in collaboration with the Building Emergency Response Team
- All exits will be monitored. A plan for securing all exits shall be developed by the Building Emergency Response Team
- Students, staff, and visitors may only be admitted to the building after passing through a checkpoint. All bookbags and knapsacks, handbags, briefcases, etc. shall be inspected
- Any unusual object or behavior should be reported promptly to the building administrator or designee

Hard Lockout – (Threat Outside the Building)

- Lockout will be announced by the PA system
- Plain language will be used to announce the lockout
- Police will be called unless the police notified the school of the need for a lockdown. In either case, police will be advised of any change in the status of the building
- Call to M & O to activate emergency response team text notification (the Superintendent's Office will serve as back-up)
- All exterior doors and windows will be locked
- All outside activities will be terminated
- Classes otherwise **continue** as normal
- Lockout is lifted with the external threat is resolved
- Police will be contacted when lockout is terminated
- There is no access in or out of the building

Take Cover

- In the event of imminent danger due to natural or man-made disaster, students, staff, and visitors should be notified to “take cover” (duck and cover)
- Students, staff and visitors will move to the main corridor outside the classroom unless otherwise directed. Classroom doors are to be closed
- If conditions deteriorate, follow “In-Building Shelter” procedures

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.

Off-Campus Shelter

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 Evacuation Plan posted near each door and/or as directed
- Staff shall lead their students to a location determined by the building administrator or District Wide Emergency Response Team
- The District will designate off-campus shelter sites in the event indoor shelter is required

Evacuation of Disabled Students, Staff and Visitors

Each Building Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled.

Evacuation Areas

Evacuation areas shall be identified in the Building Level School Safety Plan. Evacuation areas will not be pre-identified due to security considerations and confidentiality. This information cannot be published and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of the law. Students shall remain in designated evacuation areas until dismissal or parental/guardian pick-up.

Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather. The Building Level School Safety Plan will address procedures for prolonged outdoor exposure.

Re-Occupancy of a School Building

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

District Resources

The following is a list of district owned resources available to be used in the event of an emergency. In addition, bus transportation services are contracted with a private company and will be made available in the event of an emergency.

Vehicles:

<u>Year</u>	<u>Make</u>	<u>Model</u>
1991	Inter'l Harvester	Large Dump Truck
1993	Chevy Blazer	
1994	Ford	Bucket Loader
1996	Chevy	Dump Truck
1997	Ford F-350	Dump Truck
1999	Dodge Ram	Pick-up
2001	Ford Explorer	
2001	Chevy Impala	
2001	Dodge	Van
2001	Ford Explorer	
2002	Inter'l Harvester	Large Dump Truck
2003	Chevy	3/4 ton Van - Cargo
2003	Chevy Silverado	Pick-up
2004	Chevy	1 ton Van
2004	Chevy Silverado	Pick-up
2005	Chevy	3/4 ton Van
2005	Chevy Silverado	Pick-up
2005	Chevy Silverado	Pick-up
2005	Chevy Silverado	Pick-up
2006	Jeep Grand Cherokee	
2006	Chevy	½ ton Van
2006	Chevy	½ ton Van
2006	Jeep Grand Cherokee	
2008	Ford	F-450 Dump Truck
2008	Ford	Box Truck
2008	Chevy Cab/Chassis	Food Delivery
2009	Ford	Utility Van - Plumber's
2009	Ford	F-450 - Dump Truck
2015	Ford	F250-Crew Cab
2015	Ford Escape	
2015	Ford	F250-Crew Cab
2015	Thomas	Mini-Bus

Driver Ed Vehicles - Athletics Dept.

<u>Year</u>	<u>Make</u>
2012	Ford Explorer
2014	Ford Taurus

Additional District Resources

Telephone System
Zoned Fire Alarm System
Public Address System
First Aid Supplies
Transportation System
Potable Water
Fire Extinguishers
Electric Generators
Water Supply – Fire
Food Storage
Eye Wash Device
Blankets, Cots
Gasoline Fuel Storage
Heating Fuel Storage
Flashlights
Batteries
Maps – School District Area
Bull Horns
Building Floor Plans
Paper Towels
Toilet Tissue
Hand Soap
Light Bulbs
Disinfectant
Garbage Bags
Plates
Utensils
Napkins

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

In the event of an emergency, the building principal or designee will contact the superintendent, a member of the District Wide Response Team and the Chairperson of the Building Emergency Teams using the established telephone, or radio communication system that is provided to each district employee at the start of the school year.

District Wide Response Team Members:

Cheryl Pedisich, Superintendent
Jeffrey Carlson, Assistant Superintendent for Business Services
Jack Blaum, Security Coordinator/Chief Emergency Officer
James O'Hagan, Plant and Facilities Administrator

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

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

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

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

Parent Requests for Early Student Dismissal During an Emergency Situation

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

- A dismissal staging area will be designated and established by the Building Emergency Response Team. This location should be selected to:
 - maintain security and safety
 - limit disruption to the learning environment
 - minimize anxiety of students/staff.
- All available psychologists, social workers, school counselors, and staff without classroom assignments will assist in the dismissal process by:
 - Assisting security personnel to verify parent/guardian identification
 - Utilizing intervention techniques to reduce panic and maintain order
- No parent/guardian will be permitted to go directly to a classroom to pickup their child(ren).

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

- All elementary students will be surveyed/interviewed to determine what arrangements parents/guardians have been made for after school supervision.
- Each elementary/junior high building will maintain a list of staff members who are willing to volunteer to ride buses. Volunteer staff will be provided with instructions as appropriate to the situation. Every effort will be made to contact a parent/guardian, relative or person identified on the emergency contact card.

Sheltering Students Who Are Unable to Go Home

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

- Each building will maintain a list of staff members who are willing to stay in the building for extended periods of time to assist in the care and supervision of students who are unable to go home safely. This list shall be updated annually
- Should sheltering beyond 6:00 p.m. be necessary, police contact may be required

2. Student Transportation Safety

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

The Building Principal or designee shall be available for the bus driver to contact to report all bus issues/incidents.

Bus drivers and their supervisors are trained annually.

3. Improving Communication Among Students and Between Students and Staff and Reporting of Potentially Violent Incidents

The District has established a Safe School Help line for anonymity in reporting of school violence, threats, bullying and harassment.

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

- inform students of the proper procedures to access staff
- inform students that staff will be available to discuss any concerns/problems
- train all staff members to recognize, and effectively deal with bullying, harassment, and violent behaviors
- provide review of clear and concise enforceable, consequences for all inappropriate behaviors which follow the Code of Conduct

IV. RECOVERY

The Three Village Central School District's Post Incident Response Plan (Crisis Response Plan) will serve as the District's comprehensive recovery plan.

Facilities/Structural Recovery issues will be handled by the Superintendent or his/her designee.

The Chairperson of the Building Post Incident/Crisis Response Team will consult with the Executive Director of Pupil Personnel Services to determine which government agencies and mental health resources will be required.

In addition, each chairperson of the Building Post-Incident/Crisis Response team has a list of available referrals of local mental health agencies and resources.

APPENDIX A

2016-2017

Arrowhead Elementary School

Main Office: (631) 730-4100

Nurse: (631) 730-4110

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Arrowhead Elementary School
62 Arrowhead Lane
East Setauket, New York

2016-2017

Minnesauke Elementary School

Main Office: (631) 730-4200

Nurse: (631) 730-4210

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Minnesauke Elementary School
21 Highgate Drive
East Setauket, New York

2016-2017

Mount Elementary School

Main Office: 9 - (631) 730-4300

Nurse: 9 - (631) 730-4310

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Mount Elementary School
50 Dean Lane
Stony Brook, New York

2016-2017

Nassakeag Elementary School

Main Office: 9 - (631) 730-4400

Nurse: 9 - (631) 730-4410

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Nassakeag Elementary School
490 Pond Path
Setauket, New York

2016-2017

Setauket Elementary School

Main Office: 9 - (631) 730-4600

Nurse: 9 - (631) 730-4610

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Setauket Elementary School
134 Main Street
Setauket, New York

2016-2017

P. J. Gelinas Junior High School

Main Office: 9 - (631) 730-4700

Nurse: 9 - (631) 730-4710

Guidance: 9 - (631) 730-4740

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

P. J. Gelinas Junior High School
25 Mud Road
Setauket, New York

2016-2017

R. C. Murphy Junior High School
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Main Office: 9 - (631) 730-4800

Nurse: 9 - (631) 730-4810

Guidance: 9 - (631) 730-4840

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

R.C. Murphy Junior High School
351 Oxhead Road
Stony Brook, New York

2016-2017

Ward Melville High School

Main Office: 9 - (631) 730-4900

Nurse: 9 - (631) 730-4910

Guidance: 9 - (631) 730-4940

If you are unable to reach anyone in any of these offices **dial 9 and call 911** and give exact address of building as indicated below.

Ward Melville High School
380 Old Town Road
Setauket, New York

APPENDIX B

BUILDING-LEVEL EMERGENCY RESPONSE PLANS

Legislation requires that building-level *Emergency Response* Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Each building has a '*Building Level Emergency Response Plan*' that is created in collaboration with the building's Emergency Response Team and the district's Chief Emergency Officer.