

**WYANDANCH UNION FREE SCHOOL DISTRICT**  
2021- 2022  
**District-Wide School Safety Plan**

**General Considerations and Guidelines**

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

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

**Purpose**

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

**Identification of and Charge to the School Safety Planning Team**

School Safety Planning Team drafted an Agency-wide School Safety Plan for WUFSD that conformed to requirements of relevant provisions of the Safe Schools against Violence in Education (SAVE) Act. The draft of the school Safety Plan was submitted to the Board for adoption following a public hearing and comment period.

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

School Safety Planning Team:

Name (Title)

Montgomery Granger (Chair, Administrator)  
Charlie Reed (Board Trustee)  
Kenneth Skeen (Maintenance, Resident)  
Melissa Skeen (PTA, Clerical, Resident)  
Rafael Perez (Security)  
Laurie Farber (School Volunteer, Resident)  
Jeanne Osias (Police Officer, SRO, 1<sup>st</sup> Pct.)  
Peter Noto (Teacher)

## **Concept of Operations**

The WUFSD District-wide Safety Plan is linked to the individual Building Level Emergency Response Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The District-Wide Safety Team was approved by the Board on February 11, 2011. The team consisted of individuals representing administrators, school safety officer, board member, teacher representatives, parent representative, student representative, union representatives, and outside agencies.

The Team:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning.
- Reviewed available supplemental information related to school safety planning.
- Developed and implemented a work plan leading to the establishment of an Agency-wide School Safety Plan conforming to the requirements specified in the SAVE legislation.
- Drafted the Agency-wide School Safety Plan.
- Conducted a Public Hearing on the Agency-wide School Safety Plan in cooperation with the District's Administration.
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration of the Board.
- Coordinated efforts with the Board Policy and the Safety Committees as necessary.
- Completed activities in accordance with Implementation Timeline.
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE.

The team met on May 20, 2021, by remote conference and discussed particulars of the committee purpose and goals. Future meetings will be held prior to publication of the District-Wide Safety Plan and implementation.

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

## **Upon Review and Public Comment**

The public hearing was advertised on July 8, 2021 in accordance with Project SAVE legislation, the Plan was widely distributed to personnel both inside and outside of the District at least 30 days prior to its adoption by the Board. The Plan was reviewed by the Board of Education for a first reading on 25 August 2021 and approved at a second reading on 15 September 2021.

In accordance with Project SAVE legislation, the Plan was then filed with the Commissioner of Education on 30 September 2021 by Montgomery Granger at Wyandanch UFSD. This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Administration Building, 1445 Straight Path, Wyandanch, NY 117798.

## **Updating**

A substantial update to the plan was completed in 2021 by the following team:

Montgomery Granger (Chair, Administrator)  
Charlie Reed (Board Trustee)  
Kenneth Skeen (Maintenance, Resident)  
Melissa Skeen (PTA, Clerical, Resident)  
Rafael Perez (Security)  
Laurie Farber (School Volunteer, Resident)  
Jeanne Osias (Police Officer, SRO, 1st Pct.)  
Peter Noto (Teacher)

A Public Hearing was held on July 29, 2021 to cover changes to the plan. A notice was published on the District website and the District community web page. The revised plan was subsequently adopted by the Board and filed with the appropriate agencies.

In accordance with Project SAVE legislation, the DWSP has been updated annually after review and input of the District-Wide Safety Team. The most recent team to review the plan consists of the following individuals:

Montgomery Granger (Chair, Administrator); Charlie Reed (Board Trustee); Kenneth Skeen (Maintenance, Resident); Melissa Skeen (PTA, Clerical, Resident); Rafael Perez (Security); Laurie Farber (School Volunteer, Resident); Jeanne Osias (Police Officer, SRO, 1st Pct.); Peter Noto (Teacher).

A Public Hearing was held on July 29, 2021 to discuss the plan. A notice was published July 8, 2021.

## **Risk Reduction/Prevention and Intervention**

Social Emotional Learning (SEL) strategies and interventions  
Mental Health awareness and referral framework

## **Prevention/Intervention Strategies**

Violence Prevention: Restorative Justice; Restorative practice.

## **Program Initiatives**

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

- All faculty and staff will foster open communications with students to encourage reporting potentially violent behaviors anonymously without fear of repercussion
- Inform students of the proper procedures to access staff
- Inform students that staff will be available to discuss any concerns/problems
- Advise students of appropriate staff members to contact in the event of a conflict on the bus
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs

The WUFSD has created a policy regarding bullying, violence and harassment, which shall be disseminated to all staff and students on the first day of school.

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

All students shall be made aware of the signs and symptoms of violence using the American Psychological Association-MTV or a comparable warning sign video. As a follow up to the video, the information must be processed by the appropriate personnel (counselors, social worker, etc.) to all students in each building as appropriate.

## **Training Drills and Exercises**

Staff training on Safety Protocols will be completed by September 15<sup>th</sup> of each school year and conducted at the building level. Employees that start after the initial training – will be trained within 30 days of their start date, again at the building level.

The best way to ensure students and staff are proficient in emergency response procedures is through annual drills and exercises in each school building. A minimum of four lockdown drills (and eight evacuation / fire drills) will be completed per year. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Team additional drilling may be performed and the following methods may be used:

- Early go-home drill
- Live drill including sheltering or evacuation
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches
- Functional exercise

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

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

The WUFSD will make every effort to work with local and county emergency responders and preparedness officials to conduct building level drills and other exercises to test components of the emergency response plan.

The building administrator for each facility will establish an annual schedule of drills.

### **Implementation of School Security**

#### **Building Safety/Security**

The WUFSD 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. The District shall ensure that each facility is physically secure by:

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

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

The WUFSD provides appropriate staff, security devices and training available to all sites to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to, cameras (internal/external), proximity access cards, vestibule access, raptor visitor management system, metal detectors (handheld wands/walk-through metal detectors), pendent alarms, panic buttons (classrooms/offices), two-way radios, detection alarms, phones (regular/cell phones), and intercom systems.

The WUFSD shall promote an ongoing assessment of safety and security concerns of students, staff and visitors to maintain a safe learning environment.

### **School Building Monitors**

Monitors work in an atmosphere that is closely related to the educational process with a constant contact with the student population. They provide a sense of smooth transition and security while students, staff, and visitors move about the halls in the school buildings. Hall monitors are Teacher Aides or Teacher Assistants, and the number of hall monitors and their working hours are determined by building site/population needs. The WUFSD follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of school building hall monitors. The duties may include:

- Greet visitors and distribute passes
- Direct hall traffic (check all passes)
- Patrol hallway
- Patrol lavatories (not clean them)
- Door security
- Alert building administrator or his/her designee about altercations/situations
- Interaction/intervention as required
- Report vandalism and unsecured areas to building administrator or his/her designee
- Other duties specific to security 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 including verbal and non-verbal students
- 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

### **Safety/Security Officer**

Safety/security officers regularly encounter a wide variety of safety and security related problems as they patrol District buildings and grounds to prevent the endangerment of students, staff, and visitors who lawfully enter WUFSD property. Safety/security officers are hired and managed by the UFSD, and the number of safety/security officers and their working hours are determined by building site/population needs. WUFSD follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of safety/security officers. At the discretion of the building administrator, the duties may include:

- Provide protection for students, staff and visitors
- Enforce WUFSD Policies (i.e., smoking, weapons)
- Assist building administrators in developing Building Level Safety Plans
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)

- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallway
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and/or make civilian arrests
- 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
- 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 for verbal and non-verbal students
- 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

A Security Coordinator position will be established to oversee the above Security Personnel.

### **Vital Educational Agency Information**

The WUFSD maintains the following listings regarding Vital Educational Agencies located within the Western Suffolk BOCES Supervisory District.

WUFSD Building and Staff Locations

Directory of Suffolk County Public Schools

Directory of Recognized Nonpublic Schools

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

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

- All new staff shall be trained in CPI (Crisis Prevention Intervention) as early in the school year as possible including verbal and non-verbal students as appropriate
- Retraining shall be made available by certified trainers
- All staff shall be trained in recognizing signs and symptoms of potential violence using the “American Psychological Association MTV News and Special Warning Signs” video or comparable warning signs video
- Building administrators will coordinate training in conjunction with social workers, psychologists, and guidance counselors

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

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses for verbal and non-verbal students as appropriate
- Violence prevention training on regular conference days (annually)
- Right-to-know training (as required by law)
- Bloodborne pathogen training (as required by law)
- Additional building-based training based on site discretion and needs
- Knowledge of Board Policies related to safety and security
- Knowledge of School Safety Plan and specific roles related to plan
- Videotapes related to security and crisis situations
- Training in the use of security devices as needed.

### **Dissemination of Information**

- Each building-level plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors
- Annual review of student handbook and Code of Conduct (including compliance with Dignity for All Students Act) as early in the school year as practical
- review and explanation of policies and procedures for bomb threat drills, lockdown drills, and evacuation drills prior to actual drills
- classroom and/or assembly orientations on security and safety issues approximately twice per year
- nonviolent conflict resolution, peer mediation and youth courts, which are currently a part of the WUFSD safety culture will continue to be available as part of the School Safety Plan



- minimum of two school safety programs such as DARE, LIPA, LIRR, police, and fire as determined by the building Shared Decision Making (SDM) Committee

### **Hazard Identification/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.

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

- Airports
  - MacArthur Airport
  - Bayport Airport
  - Westhampton Beach airport
  - Calabro Airport
  - Republic Airport
  - East Hampton airport
- Brookhaven National Laboratory
- Long Island Railroad Facilities
- Stony Brook Research Facilities
- Highways & Related Thoroughfares
- Hazardous Waste Sites
- Areas prone to natural disasters

### **Response**

Each building administrator shall establish an ongoing rapport with local law enforcement officials in order to develop appropriate safety and security policies and procedures.

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

- In the event of a violent incident, personnel will notify the main office regarding the nature of the incident and the need to call 9-1-1 for law enforcement agencies. Office personnel will immediately contact the Building's Principal and or designee, Central Office and call 9-1-1 if a building administrator cannot be immediately reached. If the main office is involved with the incident, the alternative site as designated within the "Building Level Response Plan" will be utilized to call 9-1-1.
- A SAVE Hotline phone has been installed in School District facilities. These phones are to be used in worst-case scenario situation (i.e. armed intruder). Said phones will by-pass any waiting period and will go to a special ops board, which will pre-populate with school information based on the calling number. Emergency responders will respond to all calls coming in on this line even if it is just knocked off the hook.

The WUFSD recognizes that many different types of emergencies may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan specifically addressing threats of violence, armed intruders, hostage/kidnapping, fire and explosion, medical emergencies, and natural hazards. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff.

Internal communication is also of prime importance and will be specifically defined in the Building Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include public address system, cellular phones, and others as deemed necessary. The District-Wide School Safety Team will determine appropriate notifications and methods.

### **Contacting other educational agencies**

If a disaster occurs in a WUFSD facility, the School Building administrator for that facility shall, at the earliest practical opportunity, notify the superintendent of the BOCES District that the building is physically located about the event providing as much information as possible to help safeguard the students, faculty, staff and visitors. The building administrator will also notify the District Superintendent who will contact all appropriate educational agencies.

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

Building administrators shall develop policies and procedures for contacting parents or guardians in the event of violent incidents and crises. All procedures shall be in accordance with the WUFSD' Code of Conduct and New York State Law, and all anti-violence policies and procedures shall be presented to staff and students annually in a clear and concise format. When a student is involved in any violent situation, a parent or guardian shall be contacted. Further notification will be made on a case-by-case basis to those individuals deemed necessary to know.

In general, in the event of a violent incident or an early dismissal, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or via the Connect-Ed automated communications system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements will be established with the appropriate media.

### **Threats of Suicide**

Whenever a student makes a threat of violence or suicide, a mental health professional within the school/agency will make an assessment. If deemed necessary, transport to the Comprehensive Psychiatric Emergency Program at Stony Brook Hospital will be arranged for, where an evaluation will be performed. No parental consent is necessary; however, simultaneously the person(s) in the parental guardianship relationship will be notified. Proper documentation will be required before the student is allowed to return to the school. A record of the incident will be kept in the student's confidential file.

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

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

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

The implementation of the District-wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. All personnel shall practice these measures on a daily basis.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.

- After opening the room, staff should key the door in the locked position, if possible.
- When leaving the room vacant, staff should lock and close the door.
- After school begins, all entrances should be locked, including those monitored or where access is controlled.
- All visitors must report to the main office to obtain a visitor's pass through the Raptor System and all visitor passes must be returned to the main office at the end of the visit.

All WUFSD employees have been trained in appropriate responses to emergencies including but not limited to sheltering, evacuation, lockdown, lockout, bomb threats, hostage taking, intrusions and kidnapping via instructions in the District's Building Level Emergency Response Plans. The BLERP's include step-by-step instructions for responding to threats of violence, acts of violence, and other potentially violent and non-violent emergencies. Additionally, zero tolerance policies were considered and discussed at District-wide Safety Planning Team and Code of Conduct meetings. The District-wide Safety Planning team made the recommendation that zero tolerance policies will not be applicable to WUFSD student population. Alternatively, student incidents will be handled on a case-by-case basis.

### **Emergency Assistance from Local Government**

Depending on the nature of the emergency, WUFSD may need to obtain assistance from local government agencies. During an emergency, WUFSD will contact 9-1-1 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, fire department, local police, private industry groups, religious organizations, among others. These contacts will be clearly delineated in the School Building Level Emergency Response Plans.

### **Advice and Assistance from Local Government**

In the event that the Suffolk County Executive implements Article 2B of the Executive Law, the District Superintendent or Designee will obtain advice and assistance, as necessary, from the Suffolk County Executive's Office 631-853-4000 and the Suffolk County Emergency Management Office 631-852-4900.

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

#### **Crisis Kits**

Each building has at least one crisis kit located at a location specified by the Building Safety Team.

#### **Equipment:**

Megaphone and whistle  
Small First Aid Kit  
Plastic Gloves (large box)  
Vest for incident commander

Barricade Tape  
Flashlight & batteries  
Duct Tape  
Plastic Garbage Bags  
Leatherman tool (or Swiss Army Knife)  
Nametags  
Pens/Waterproof marker / Paper/Materials for Signs  
Shock Blankets  
Waterproof Duffle Bags (to hold these items)

#### Information:

Emergency Guidebook or Building Level Safety Plan (or on Smart Phone)  
Student Rosters / Emergency Contact Information (Available via E-School Student Mgmt. System)  
Floor Plans (with exits utility shut offs marked)  
Employee / Teacher Rosters  
Bus Schedule / Bell Schedule  
Bus Routes  
Blank Student Sign Out Sheet  
Telephone Directory (ESBOCES email System)

#### Vehicles

The WUFSD maintains a listing of vehicles that may be used in an emergency.

#### Other Equipment

Standard Buildings and Grounds Maintenance equipment is located in the custodial office of each building.

#### Coordination of District Resources and Manpower

A WUFSD Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be comprised of:

- District Superintendent
- Assistant Superintendent for Human Resources
- Assistant Superintendent for Curriculum
- Assistant to the Superintendent for Administration and Instructional Accountability
- School Business Official
- Associate Administrator for Operations, Security, Health & Safety
- Director of Special Education

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

## **Protective Action Options**

To account for the variable character of disaster emergencies and the extent of advance warning, there are several differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, General Evacuation (including evacuation of handicapped individuals), General Go-Home, General Shelter, Lockdown and Lockout. Additional threats are covered in the Building Level Emergency Response Plans.

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

The District Superintendent/Executive Officer or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to parents and students through the use of “Connect-Ed”, radio and television stations and other appropriate procedures. Each building shall establish and implement a telephone notification chain for staff or Connect Ed. As a general statement, staff are expected to report for service as usual unless specifically relieved via the telephone notification chain or Connect-Ed service.

### **2. 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.#

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

### **3. General Go-Home Plan**

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

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

### **4. Shelter In Place / Hold In Place**

This plan shall be used in crises when it has been determined that being inside the building is safer than being outside. The plan consists of three parts: Take Cover, In-Building Shelter, and Off-Campus Shelter. Hold in Place is meant as a temporary version of shelter in place.

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

### **5. Lockdown Plan/ Lockout Plan**

In certain critical situations, it may be determined that the safest place for the students, staff and other occupants is inside the building and under such circumstances, the building will be secured by using either

the Lockdown or Lockout Plan. These plans may be initiated by the Chief Operating Officer (COO) (or designee) or the Building Administrator (BA). Upon initiation of Lockdown, the BA will notify the WUFSD Central Administration. After Lockdown has been initiated, Lockdown will only be released via door-to-door opening with WUFSD personnel and law enforcement.

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

**6. 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. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Building Level School Safety Plan.

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

**7. Evacuation / Reunification Areas**

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

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

**8. Weather Conditions and Evacuation**

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

*The WUFSD maintains this sequential response information within each Building Level Safety Plan.*

**9. Re-Occupancy of a School Building**

After a building has been cleared by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building

administrator: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

## **Recovery**

### **WUFSD Support for Building:**

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

Designation of an Emergency Response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist with the school community in coping with the aftermath of a violent incident. Templates below are shared with each building level safety team to be included with their Building Level Emergency Preparedness Plan – which is confidential to the public.

### **Building Level Emergency Response Team**

<b>Title</b>	<b>Name</b>	<b>Phone Work / Home</b>	<b>Role Responsibility</b>
Principal / Admin			
Asst. Princ./Coord.			
Clerical			
Custodian			
School Nurse			
Teacher Rep.			
Law Enforce Rep			
Emergency Response Agency Rep.			

### **Post Incident Response Team**

<b>Title</b>	<b>Name</b>	<b>Phone Work / Home</b>	<b>Role Responsibility</b>
Principal / Admin			
Asst. Princ./Coord.			
Clerical			
School Nurse / Medical Staff			
Support Staff (Psych., Social Worker, Guidance Counselor)			
Emergency Response Agency Rep.			



## **Disaster Mental Health Coordination**

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

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

### **District-Wide Disaster Support Team**

#### **WUFSD**

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Crisis Response Team		
Superintendent	Administration Building	631-870-0401
Assistant Superintendent for Human Resources	Administration Building	631-870-0410
Assistant Superintendent for Curriculum	Administration Building	631-870-0415
Assistant to the Supt for Admin Services	Administration Building	631-870-0510
Assoc Admin for OPS, Security, HPE, H & S	Administration Building	631-870-0430

#### **Suffolk County**

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Fire, Rescue & Emergency Services	Commissioner's Office (Nights, weekends & holidays) Emergency Preparedness Office	631-852-4855 631-852-4815 631-852-4900
Health Services	Information & Referrals (Nights, weekends & holidays) Poison Control	631-853-3000 631-852-4820 1 800 222-1222 / 516-542-2323
Environmental Quality Services	Administration (Nights, weekends & holidays)	631-852-5800 631-852-4820
Public Health	Commissioner's Office Administration Environmental Protection	631-853-3005 631-853-3055 631-852-5998
Police	Headquarters Local Precinct	631-852-6000
Public Works	Main Office (Nights, weekends & holidays)	631-852-4010 631-852-4256
General Information (County)		631-853-5593
Division of Mental Hygiene	Community Response Team Dr. Karen Martin	631-853-3114 631-853-3109

#### **State**

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Environmental Conservation/Spills	Regional Office – Spills Enforcement	631-444-0320 631-444-0240 / 877-457-5680

	24-Hour Emergency Spill Hotline	1-800-457-7362
Health Department	Environmental Health Information	1-800-458-1158
Labor Department/PESH	Safety & Health Regional Office	516-228-3970
Emergency Management Office	24-Hour Number	518-292-2200

### **Federal**

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Federal Emergency/FEMA	Region II Office 24-Hour FEMA Operations Center (FOC)	212-225-7209 202-898-6100
Occupational Safety & Health	Long Island Regional Office Emergency Number	516-334-3344 1-800-321-6742
Energy Department	Emergency Radiological Assistance	631-282-2222
Public Affairs Office		212-225-7707

### **Other**

<b>Agency/Department</b>	<b>Office</b>	<b>Phone</b>
Chemtrec	Chemical Emergency Information (24-Hr)	1-800-424-9300
PSEG	Emergency Outage	1-800-490-0075

MG:mjg

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