

**MOUNT SINAI SCHOOL  
DISTRICT**

**2020-2021**

**DISTRICT-WIDE  
SCHOOL SAFETY PLAN**

# TABLE OF CONTENTS

<b>Introduction</b>	1
<b>General Considerations</b>	1
<b>Purpose</b>	1
<b>Identification and Purpose of District-Wide School Safety Team</b>	1
<b>Concept of Operations</b>	2
<b>Plan, Review and Public Comment</b>	3
<b>Mission and Goals</b>	3
<b>Risk Reduction/Prevention and Intervention</b>	4
<b>Prevention/Intervention Strategies</b>	4
<b>Facilities Initiatives</b>	5
<b>Program Initiatives</b>	6
<b>Training, Drills, and Exercises</b>	7
<b>Hazard Identification</b>	8
<b>Assumptions and Limitations</b>	8
<b>Notification and Activation</b>	9
<b>Response to Acts of Violence: Implied or Direct</b>	9
<b>Early Detection of Potential Violent Behavior</b>	10
<b>Emergency Assistance and Advice from Local Government</b>	11
<b>Operational Guidance</b>	12
<b>Initial Response</b>	12
<b>Emergency Plan Chain of Command</b>	12
<b>Emergency “Go Home” Plan</b>	12
<b>Emergency Evacuation Plan</b>	13
<b>Emergency Shelter Plan</b>	13
<b>Emergency School Cancellation Plan</b>	14

<b>Organization and Assignment of Responsibilities</b>	14
<b>The School Board</b>	14
<b>The Superintendent</b>	15
<b>The Principals</b>	15
<b>The Teachers</b>	16
<b>The School Nurses</b>	16
<b>The School Social Workers</b>	17
<b>The Maintenance and Grounds Crew</b>	17
<b>Recovery</b>	17
<b>Appendix B – Emergency Response Team</b>	18-19

# Mount Sinai School Union Free School District

## District-Wide School Safety Plan

### **INTRODUCTION**

The Mount Sinai School District-Wide School Safety Plan has been developed to provide for the safety, health, and security for all staff and students in the event of a serious violent incident or emergency. This plan is required by the SAVE Law – Safe Schools against Violence in Education – and is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery to a variety of emergencies that may occur in the Mount Sinai School District and its three school buildings. The plan detailed within is consistent with the required more detailed School Building Level Emergency Response Plans. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE. Due to Labor section 27-c approved 9/8/2020, requirements to have an Operational Plan in response to a health crisis due to communicable disease, have been added throughout this plan in the appropriate sections.

### **GENERAL CONSIDERATIONS**

#### **A. Purpose**

The Mount Sinai School District –Wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Superintendent of the Mount Sinai School District a District-Wide School Safety Team was formed which will act in an advisory capacity, responsible for assessing the vulnerability of the Mount Sinai Schools to violence and recommend preventive actions that they feel are necessary. The District-Wide Safety Team will meet periodically to discuss issues related to district safety and the yearly updates and revisions to this plan.

#### **B. Identification and Purpose of District-Wide School Safety Team**

The District-Wide School Safety Team members and their positions or affiliations are as follows:

- Mr. Gordon Brosdal, Superintendent
- Ms. Maureen Poerio, Executive Assistant to the Superintendent
- Mr. Scott Reh, Director of Physical Education, Health, Athletics, Nurses, Building and Grounds, ○ First Alternate Chief Emergency Officer, On Site Situation Coordinator
- Ms. Elizabeth Hine, Principal, Middle School ○ Second Alternate Chief Emergency Officer, Safety Plan Composer
- Mr. Peter Pramataris, Principal, High School

- Mr. Rob Catlin, Principal, Elementary School
- Mr. Bob Dushnick, Lead Facilities Maintenance
- School Social Workers
- School Nurses
- Board member
- Parent Representative from Site-based group

### **C. Concept of Operations**

- The District-Wide School Safety Plan is implemented in each building as a matter of protocol. The activation of the plan triggers the notification of the chain of command and the assessment of the activation of elements of the plan.
- The District-wide School Safety Plan was developed through analysis of the local environment, emergency potential, and available resources. The plan was developed to address the specific needs of the Mount Sinai School District and the community.
- In the event of an emergency or a violent incident, the initial response to all emergencies at an individual school will be by the Building-level Safety Team. The building Principal is responsible for notifying the Superintendent of Schools or the highest ranking person in the chain of command. This notification will be accomplished through the use of telephone or the district's radio network. All responses are outlined in each building emergency plan.
- Upon the activation of the Building-level Safety Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County and State resources supplement the school district's emergency action planning in a number of ways:
  - State and local law enforcement can provide building reviews and employee training
  - Local law enforcement and emergency services participate in planning and training exercises and develop strategies for managing building-level emergencies.
  - A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
  - A protocol exists for the use of community mental health resources during post-incident response.

- A protocol exists for the continuity of operations during a health crisis involving a communicable disease as per Labor Law 27-c which is posted on the district website and details the following:
  - Justification and denotation of essential and non-essential employees by title/position
  - Staggering of work schedules for On Site shifts and/or telecommuting work logs and locations
  - Use and distribution of telecommuting devices and Personal Protective Equipment
  - Return to work clearance

#### **D. Plan, Review and Public Comment**

- This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner's regulations.
- Full copies of the District-Wide School Safety Plan and any amendments shall be made available to the New York State Department via the District's website or upon request.
- This plan shall be reviewed periodically and updated by the District-wide School Safety Team. The required annual review and its adoption by the Board of Education shall be completed on or before September 1<sup>st</sup> of each new school year.

#### **E. Mission and Goals**

A. The mission of the Mount Sinai School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency operations plans and community resources
4. Aid in recovery from disasters
5. Continue operation in as safe a manner as possible, even if remotely during a pandemic health crisis.

B. The goals of the Mount Sinai School District are to:

1. Provide emergency response plans, services, and supplies for all facilities and employees
2. Ensure the safety and supervision of students, faculty, staff and visitors to the school
3. Restore normal services as quickly as possible
4. Coordinate the use of school personnel and facilities

5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

## RISK REDUCTION/PREVENTION AND INTERVENTION

### **A. Prevention/Intervention Strategies**

Program initiatives in the Mt. Sinai School District include:

- Information posted on the District Website
  - District Safety and Security Procedures (listed items 1-25)
  - Information regarding Emergency Priority Communication System
  - SCSSA: Blueprint for Action to Enhance School Safety Information
  - Suffolk County Stop Bullying Link
  - o Dignity for All Students Act Policy
  - Dignity Act Complaint/Reporting Form
  - Name and Contact Information for Dignity Act Coordinators
  - Student Code of Conduct
- In district psychologists (1/building) and social workers (1/building)
- Extra Social Worker dedicated to implementing Mental Health curriculum as per NYS Law (K-12)
- District Code of Conduct
- Peer Mediation (MS/HS)
- Bucket Fillers and Catch a Kid (ES)
- Police Smart and anti-bullying and personal safety curriculum (ES/MS)
- School Resource Officers assigned to all buildings
- Special Assemblies from outside organizations (as permitted upon re-opening after covid-19 shutdown period)
- Intervention Counseling by Pupil Personnel Services
- Staff In-service providers Supt. Conference Day training (SCOPE/BOCES/ADMIN/SCPD)
- Superintendent Conference Days/Faculty Meetings – overview and training staff about DASA responsibilities (September)
- Health curriculum
- Back to School building principal safety and security grade level meetings within first month of school
- See Something, Say Something Initiative
- Building Principals and Assistant Principals encouraged to complete the Emergency Management Institute FEMA online Introduction to Incident

Command System course (IS-200) and provide documentation to District Office.

- Adult Ed program for community offered training such as AED/CPR and Stop the Bleed classes (as permitted upon re-opening after covid-19 shutdown period)

## **B. Facilities Initiatives**

The school has enhanced security measures at each of the buildings and campus through a number of initiatives, including the following:

- Badge Pass visitor sign in procedures at all buildings that require the use of visual ID badges and check of NYS Driver's license or passport.
- Each school has a single point of access for visitors, entrance permitted via a buzzer system.
- The schools use an employee identification badge system with picture and color coded tags for ES, MS, HS, District Office areas.
- Electronic security camera devices are installed in all buildings with central monitor system in Main Offices. There are security cameras aimed at all entrance and exit doors both inside and outside the buildings.
- Teachers leave classroom doors secured when unoccupied and do a visual check of room upon entering.
- Each building is to station hall monitors near the exterior doorways to perform periodic door checks and near bathrooms to monitor student usage. Any security discrepancies or unusual student behaviors are to be reported to building administration immediately. Other specific duties are outlined in the SBL-ERP for each building.
- The building administrator will be notified if anything looks suspicious.
- An armed security guard is posted at the entrance to each building. An additional two armed security guards roam the campus and are a visible presence during bus arrival/dismissal and during ES/MS recess periods. Armed guard will be on campus during afterschool athletics and late bus dismissal.
- Screening for employment as a security guard is conducted by the Pro Protection Agency with the school district reserving the right to investigate the background and qualifications of any guard as needed. All guards must be 21 years of age, are either active or retired police officers, and must pass a drug test.
- As a result of a Security Audit, the perimeter of the property was reinforced with fencing and gates for increased security.
- An armed guard is posted at the South entrance to campus in a newly installed Security Booth. During the school day, it serves as the only means to enter



campus and visitors produce an ID and are announced ahead of arrival to buildings.

- Periodic door checks are done in all school buildings at various times during the school day.
- During outdoor activities involving students, security guards are present in vicinity.
- Each building principal is to assemble Crisis Kits to be housed in their building and a second one to be kept an alternate location other than their own building. The Crisis Kit shall include current class rosters, most recent yearbook (if available) with students photos, maps of building, staff rosters, Health Considerations listing, and bus rosters at a minimum.
- North entrance gate is closed from 9:30am to 1:45pm to eliminate through traffic and create one point of entry onto campus. Visitors produce an ID and are announced ahead of arrival to building.

### C. Program Initiatives

The district has developed a number of programs and activities to aid in risk reduction. These initiatives span from Kindergarten through 12<sup>th</sup> grade:

<b>Grade Levels</b>	<b>Character Education</b>	<b>Social Skills Development</b>	<b>Positive Decision Making</b>
K-4	<ul style="list-style-type: none"> <li>➤ Character Traits Acrostic Monthly</li> <li>➤ Assembly Programs</li> <li>➤ Bulletin Boards</li> <li>➤ Library Books Labelled</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bucket Filler Program</li> <li>➤ Caught Being Good Photos/P.A.</li> <li>➤ Unity Day</li> <li>➤ Buddy Classrooms</li> <li>➤ Social Worker push in to classrooms as needed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Red Ribbon Week</li> <li>➤ Positive and Growth Mindset Bulletin Board displays</li> <li>➤ Police Smart</li> <li>➤ Social Worker Push in to classrooms as needed</li> </ul>
5-8	<ul style="list-style-type: none"> <li>➤ Guidance Counselor push in to Gr. 5 &amp; 6</li> <li>➤ Assembly Programs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student of the Month</li> <li>➤ Peer Leadership</li> <li>➤ Community Outreach Club</li> </ul>	<ul style="list-style-type: none"> <li>➤ Police Smart</li> <li>➤ Cyberbullying and Internet Safety</li> <li>➤ Conflict Mediation</li> <li>➤ Red Ribbon Week</li> <li>➤ National Junior Honor Society</li> </ul>

9-12	➤ Challenge Day	➤ Project Adventure ➤ Mentoring Initiatives	➤ Red Ribbon Week ➤ SADD Club
		➤ Interact Club ➤ Best Buddies	➤ Athletes Helping Athletes ➤ National Honor Society

In addition:

- The District Code of Conduct
- Athletic Code of Conduct
- DASA training for all employees
- Crisis Intervention and Response Plans
- Age appropriate presentations on Mental Health issues (ie: suicide prevention, depression, positive behavior development, mindfulness)
- Development of age-appropriate student mental health surveys (post covid-19 shutdown)
- Mental Health web based district initiative during remote learning period (Mindfulness Mondays, Wellness Wednesdays and Free Friday activities)
- In-district psychologists, social workers (ES, MS, HS)
- Student Council (ES, MS, HS)
- Drug and Alcohol Awareness

#### **D. Training, Drills and Exercises**

The best means to train students and staff on emergency response procedures is through annual drills and exercises in each school building. The district has established policies and procedures for school safety training for students and employees. Training includes:

- Annual Early Dismissal Evacuation Drill to test evacuation and sheltering procedures.
- Each building conducts bus, fire, and lockdown/lockout drills throughout the course of the year in compliance with SED annual schedule:
  - 8 conducted between September 1 and December 1
  - 8 of the drills to be evacuation (fire) drills ○ 4 of the drills to be lockdown/out drills

- All drills to be unannounced and conducted at different times during the school day
- Staff Training:
  - Blood borne pathogen training (as required by law)
  - CPR/AED training (staff previously trained on Supt. Conf. Day; recommend updated training)
  - Active Shooter training (2019-2020)
  - Mental Health Awareness of Potential Violent Behaviors (2019-2020)
  - Stop the Bleed training (2018-2019)
  - Awareness of SBL-ERP and District-wide Safety Plan (September 2020)
  - Additional building-based training related to security and crisis situations
- Students/Staff Training:
  - Annual review of Code of Conduct and Student Handbook within first two months from start of school
  - Classroom and/or assembly orientations on security and safety issues
  - Conflict and peer mediation as necessary

## **E. Hazard Identification**

As part of each Building-Level Emergency Response Plan, sites of potential emergencies that may impact their individual building have been identified and documented with photographs. Such sites may include but are not limited to all buildings facades, playground areas, properties adjacent to schools, shared public access roads, and athletic fields.

## **F. Assumptions and Limitations**

This District-wide School Safety Plan includes the following assumptions:

- It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.

- Rapid and appropriate responses will reduce the number and severity of injury.
- Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the school to be prepared to carry out the initial emergency response on an independent basis.
- The schools' readiness to deal with emergency situations is improved by creating a positive school environment, scheduling regular fire inspections, conducting periodic drills, as well providing focused and relevant training initiatives for staff and students.

The Mount Sinai School District acknowledges that limitations of the District-wide School Safety Plan exist and it is not a perfect response system. As personnel and resources may become overwhelmed during incidences, the District can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time. Post incident case studies will be conducted which are not to be viewed punitively but rather serve only as a means to improve future responses by all individuals.

#### **G. Notification and Activation (Internal and External Communication)**

Each building has established contact protocols with Suffolk County Police Department through their individual Building Level Emergency Response Plans. Phone contact numbers are updated yearly with other external organizations as outlined in the plan. Internal communication is delineated in the plan in notification and activation of the Incident Chain of Command by use of school phones, cell phones and two-way radio devices. Notification to parents and community member will occur through the use of School Messenger Emergency Communication System, local radio and television stations, and the District Website.

#### **H. Response to Acts of Violence: Implied or Direct Threats**

Any incident of implied threat is to be reported to the building Principal or their designee who shall then inform the Superintendent. Protocols and responses to Bomb threats, Intrusions, and other violent acts are specifically detailed in the Building Level plans. Notification of parents/guardians will occur through the use of School Messenger Emergency Notification System in the event of a violent incident or an early dismissal.

Reports of potential violent threats to an individual or building will be treated with the utmost confidentiality in order to ensure accuracy and timeliness. There will be no

reprisals for those who do come forward to report concerns. All reports will be treated with expediency, investigated thoroughly and outcomes documented, including anonymous reports. Students and staff are to be made aware of the reporting process as part of violence prevention programs in each building.

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will:

- Report it to the Police Department immediately by calling 911
- Secure the area where the disturbance has occurred
- Inform the Superintendent
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised
- If school or area is deemed unsafe, follow protocol in the Building Level Emergency Response Plan to relocate staff and students.
- Provide debriefing to staff and students as soon as possible.
- Arrange for mental health/grief/guidance counseling services following the incident to both staff and students as needed
- Superintendent to provide follow up to parents via School Messenger or letter to community residents on website.

## **I. Early Detection of Potentially Violent Behavior**

The District-wide Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs for potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as the use of security system (Badge Pass ID tags, security guards etc..)

- How to summon assistance in the event of an emergency
- Post incident procedures including medical follow-up and the availability of counseling and referral

Other methods for informing parents and student include:

- School Social Worker Outreach
- School counselor involvement
- Anger Management and Conflict Resolution programs
- Gang Awareness via SCPD

#### **J. Emergency Assistance and Advice from Local Government**

Depending on the nature of the emergency, Mt. Sinai School District may need assistance from local government agencies. During an emergency, the Superintendent or Building Principal/designee will contact 911 to obtain emergency services (police or ambulance). Other agencies that may be contacted to obtain assistance may include the Mt. Sinai Fire Department, the Red Cross, Suffolk County Department of Mental Health, Suffolk BOCES Superintendent, and Private Industry Group, ProProtection.

For specific assistance beyond the scope of the Mt. Sinai School District’s resources, the Suffolk County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are outlined in the School Building-Level Plans. For any future health pandemic, all directions pertaining to school operations will be taken from the NYS Governor’s Office, Center for Disease Control, and Suffolk County Department of Health.

#### **K. District Resources**

The school district does not have transportation assets and will rely on Suffolk County Bus Company resources for movement of students. Other resources include:

- Three concrete/brick school buildings with large group gathering areas
- Maintenance equipment such as lawn mowers, snow blowers, and snow plow attachments for (2) pick-up trucks and other vehicles such as (2) motorized golf carts and (1) SUV
- Two way radio and portable microphone systems (each building)
- Security cameras in strategic locations front and rear of each building as well as inside main hallways/exits
- Three large capacity parking lots with light posts

- AED equipment (4 mounted in various locations in each building)
- Assorted medical equipment and supplies (wheel chairs, first aid kits, Stop the Bleed Kits, hand sanitizer and PPE, OTC medication)

## **OPERATIONAL GUIDANCE**

### **A. Initial Response**

The Mt. Sinai School District will endeavor to respond to emergency situations effectively and efficiently. Response operations are intended to resolve an emergency situation quickly, minimizing casualties and property damage. Response activities include warning, first aid, evacuation, shelter in place, and some light search and rescue.

### **B. Emergency Plan Chain of Command**

To provide for effective direction, control and coordination of an incident, the DistrictWide School Safety Plan will be activated through the implementation of the Incident Command System (ICS). Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The Superintendent will serve as the Incident Commander and Public Information Officer. The Superintendent shall designate individuals to fill district level responsibilities in the following areas: Planning, Liaison, Safety, Operations, Logistics, Finance and Administration. In all incidences but depending on the actual event, the School Building Emergency Response Plan Incident Command roles will be initiated by the Building Principal once incident reported to Superintendent.

### **C. Emergency “Go Home” Plan**

An Emergency “Go Home” will take place if it is determined by the Incident Commander Superintendent that it is safe to remove students from the buildings in a coordinated and systematic approach. The Superintendent will initiate communication with the local bus transportation dispatcher to determine the staggered dismissal times for each of the three buildings. The order of dismissal for the entire district will be High School, Middle School and end with the Elementary School. All staff shall be maintained until dismissed by the Building Principal. Student Emergency Contact information will be used to determine the manner in which a child will be released by the Building Principal.

Three options include 1.) send home by bus; 2.) send home child with parent or 3.) send home child with parent's designee.

#### **D. Emergency Evacuation Plan**

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. The decision to shelter on-site or off-site will depend on the situation and will be determined by the Superintendent or Incident Commander. Refer to the School Building Level - Emergency Response Plans for specific evacuation routes, transportation needs and site considerations. Other consideration in plan should include the following:

- Specific language and directions to initiate "shelter in place" plan via Public Address system announcement
- Preplan for off-site locations and communication abilities that offer adequate protection from the elements
- Utilize public transportation (First Student Bus Co.) when able. If unable, students are to walk in orderly fashion under the direct supervision of a staff member.
- The Incident Commander will make the decision when it is safe to return to the building.
- In the event that emergency response services (Police, Fire, EMS) are called, the Incident Commander may transfer incident command to the appropriate authority, who will then make the decision to allow students and staff to return to the building or grounds.

#### **E. Emergency Shelter Plan**

Shelter-in-Place is initiated when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado). Refer to the School Building Level - Emergency Response Plans for specific actions and considerations to include the following:



- Specific language and directions to initiate “shelter in place” plan via Public Address system announcement
- Turn off utilities and ventilation systems (heating, ventilation and air conditioning) if appropriate
- Prepare to shelter-in-place for extended periods including arrangements for food/water, sleeping, hygiene, medical needs, etc. Activate Annex (es) appropriate to respond to the situation.
- Notify all concerned parties when the Shelter-in-Place is lifted.

**F. Emergency School Cancellation Plan**

An Emergency School Cancellation Plan will be initiated when there is an incident that leaves the building facilities unusable due to structural damage by natural or physical causes, including loss of utilities such as electric, or water. Post Covid-19 pandemic closures will incorporate a Remote Learning Plan for K-12 continuity of instruction until return to physical buildings is regarded as safe to do so. Cancelling school prior to start means notifying students, faculty and staff, transportation, and facility managers that school will not be open on a specific day(s). Procedures will be as follows:

- The Incident Commander or Superintendent designee will notify the building principals that school is to be cancelled or that reporting times have been changed.
- The Incident Commander or Superintendent designee will notify local media to publish to community.
- The Incident Commander or Superintendent designee will initiate a School Messenger to staff and community of school closure and further information to be found on the District Website as needed.

**ORGANIZATION and ASSIGNMENT OF RESPONSIBILITIES**

**A. The School Board**

- Establish objectives and priorities for district and school safety
- Provide general policy guidance on issues related to the established objectives and priorities

- Authorize expenditures for purchase of outside services and materials needed for school safety and security
- Annually review and approve the District-Wide School Safety Plan (August Board meeting)

## **B. The Superintendent**

- Initiate, administer and evaluate safety programs and plans to ensure the coordinated response of all schools within the system
- Assign resources (personnel and materials) to various sites for specific needs. This may include assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize the expenditure of resources needed for the management of emergency situations
- Coordinate use of school building(s) as public shelters for major emergencies occurring in the city or county.
- Coordinate emergency assistance and recovery

## **C. The Principals**

- Have overall decision-making authority in the event of an emergency his/her school building until emergency services arrive
- Ensure that the School Building Emergency Response Plan aligns with the district's plans and policies
- Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- Conduct drills and initiate needed plan revisions based on outcomes of drills ○ Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
  - Provide instruction on any special communications systems used to notify first responders (Building Panic Button)
  - Appoint staff to assist in proper evacuation
  - Ensure that all exits are operable at all times while the school is occupied
  - Ensure a pre-planned area of rescue assistance for students and other person with disabilities within the building readily accessible to rescuers
  - Organize the school's safety program and identify personnel, equipment, and facility needs

- Complete the FEMA Emergency Management Institute online course, Introduction to Incident Command System (IS-200)
- Update the School Building-Level Emergency Response Plan yearly and provide updated copies to local police and fire departments, District Office, and NYSED.
- Maintain building emergency Crisis Kits with quarterly updates or more regularly as students enter or leave district.

#### **D. The Teachers**

- Participate in trainings, drills, and exercises.
- Direct and supervise student's en-route to pre-designated safe areas with the school grounds or to an off-site evacuation shelter.
- Visually check rooms and areas along the exit for teachers or students who may have not received the evacuation notice. This process should not interrupt the free flow of students out of the building expediently
- Maintain order while in student assembly area.
- Verify the location and status of every student through the use of a class roster of names. Report to Principal or designee on the condition of any student that needs additional assistance.
- Establish a buddy system for teachers and students with disabilities.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned in another capacity, or until every student has been released to parent/guardian.

#### **E. The School Nurses**

- Participate in trainings, drills and exercises
- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander
- Provide CDC and DOH guidance to Principal and other members of Building Safety Team members and staff/students

## **F. The School Social Workers**

- Assess and assist students in a crisis and post crisis as needed
- Provide parents a list of community mental health resources for crisis prevention, intervention and counseling services
- Post Covid -19 pandemic school closure, arrange for mental health surveys to assess faculty/staff wellness and provide data and counseling as needed

## **G. The Maintenance and Grounds Crew**

- Participate in trainings, drills and exercise.
- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school (Post covid-19 pandemic closure, logs and information regarding disinfecting and sanitizing methods for daily/weekly/monthly recurring cleaning)
- Execute assignments as directed by the Incident Commander

## **RECOVERY**

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition back to the normal learning systems and keep the school community aware of the transition process.

## Appendix B- Emergency Response Teams

### Emergency Response Team

Name	Primary Contact #	Alternate Contact #
<b>Emergency Services</b>		
Police 6 <sup>th</sup> Precinct	911	631-854-8600
Mt. Sinai Fire Dept.	631-473-2418	
Suffolk County Office of Emergency management	631-852-4900	
Brookhaven Office of Emergency Management	631-451-2363	631-451-6172
NYS Office of Emergency Management	518-292-2275	
NYS Homeland Security	518-457-2200	
<b>Utilities</b>		
Suffolk County Water (24 hour repair)	631-698-9500	
PSEG Outages/24/7 emergencies	800-490-0075	
National Grid Gas Emergency	800-698-9500	631-665-0663 (after hours)
<b>Other Agencies</b>		
Mobile Mental Health Community Response Team	631-952-3333	
Red Cross	631-283-8336	
FEMA	202-646-2500	800-621-FEMA
OSHA	800-321-6742	
Public Affairs	202-282-8010	
Center for Disease Control and Prevention	800-232-4636	www.cdc.gov

### Post Incident Response Team

Name	Primary Contact #	Alternate Contact #
<b>Emergency Services</b>		
Stony Brook University Hospital	631-444-4000	

John T. Mather Hospital	631-473-1320	
St. Charles Hospital	631-474-6000	
Stony Brook University Medical Psychiatric Center	631-632-7830	
Suffolk County Mental Health Clinic	631-854-2552	
Poison Control Center	800-222-1222	
Suffolk Health Department	631-787-2200	
Suffolk County Bureau of Epidemiology and Disease Control	631-854-0333 631-854- 0364	After Hours Reporting: 631-852-4820
St. Louis DeMontfort Church	631-744-8566	
Mount Sinai Congregational Church	631-473-1582	
Infant Jesus Rectory	631-473-0165	
Temple Bethel Emeth	631-928-4103	