

*North Shore School
District's*

*2012-2013
Comprehensive*

School Safety

Plan



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COMPREHENSIVE SCHOOL SAFETY PLAN

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North Shore School District Comprehensive Safety Plan

Policy Statement

The School District **Comprehensive School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies which may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. After at least one public meeting, this plan has been adopted by the School Board on June 18, 2001. This Plan incorporates all **School Building Emergency Response Plans** that have been developed by the **Building Level School Safety Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the **School Building Emergency Response Team**. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The Plan was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the Plan was **filed with the Commissioner of Education on February 25, 2003** and will be reviewed annually by the District-Wide School Safety Team **before July 1** of each school year. Building-Level Emergency Response Plans were filed with both **Local and State Police within 30 days of adoption**.

The school district 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 reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide Plan is available upon request and is available at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in

accordance with Education Law Section 2801-a, the **Building-Level Plan will remain confidential and not be subject to disclosure.** This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the Comprehensive School Safety Plan

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Emergency Response Plan including review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and record keeping

District-Wide School Safety Team

The District-Wide School Safety Team will always include the following representation:

Lisa Albanese (TBD)
Olivia Buatsi (Asst. Superintendent for business)
Barbara Burke (MS Parent rep.)
MaryJo Chaputian/ MS Nurse / Nurse Rep.)
Bill Dworsak (GWL Head Custodian)
Susan Dulak (SC Parent Rep)
Andrea Tsoukalas (GWL Rep.)
John Hall (Chair)
Joyce Izzo (Transportation)

Anne Knehr (MS Parent Rep)
Kevin Kurrus (HS Assist. Principal)
Frank Meditz (Transportation)
Ed Melnick (Superintendent)
Caryn Quinn (HS Parent Rep)
Denise Rieger (MS Parent Rep)
Anna Sharkey (BOE Rep)
Alison Smith (GH Parent Rep)
Kim Alfarone (GH Parent Rep)
Christopher Sharkey (Student Rep.)
Chris Zublionis (SC Principal)
Doug Arena (SC Head Custodian)
Stephanie DeBonis (GWL Physical Education)

Responsibilities of the District-Wide School Safety Team

The School District-Wide Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. Some of the teams primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building-Level Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Risk Reduction/Prevention and Intervention Strategies

⇒ Program Initiatives in the School District include:

1. Non-violent **conflict resolution** training programs.
2. **Peer mediation** programs.
3. **Extended day** and other school safety programs.
4. **Youth-run** programs.
5. **Mentors** for students concerned with bullying/violence.
6. We have established an **anonymous reporting process** for school violence and are investigating the **Report It** on-line violence reporting system.
7. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) **all students are educated** on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
8. The building-level School Bulletin includes the **Safety Tip of the Week**.
9. **Safety Stations** have been established throughout all school buildings.
10. The **Fire Department** conducts annual training in all school buildings.
11. The School District participates in the **Adopt-A-Cop** program.
12. The **Safety Patrol** program.
13. We have implemented **PBIS** (Positive Behavior Intervention System).
14. **Second Step**
15. **Banana Splits**
16. Workshops about Anti-Bullying
17. Social Work Outreach
18. Anti-Bullying Policy
19. Domestic Violence Coalition
20. Coalition for a Drug Free North Shore (and website)
21. First Annual Parent University
22. Dr. Stephen Dewey's presentation on substance abuse
23. The PTA's do usually present 1 or 2 presentations a year (Not My Child).
24. Choices and Consequences presentation
25. Peer leaders, peer educators and other clubs
26. Explorer program from the 6th precinct

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drill including sheltering, evacuation, lock-down, lockout.
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Table top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district 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 all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year in addition to the Early Go-home Drill.

Implementation of School Security

School safety personnel will help carry out the School District Comprehensive Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. All our **security guards** are also individually licensed.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Safety Team.
- Visitor badge/sign-in procedures – we utilize a pass badge system. Upon entry into the building the visitor must show photo identification; then receives a badge. Anyone in the building without a badge would be immediately questioned by building staff.
- Video surveillance – closed-circuit TV security.
- NYS certified security guards.
- A designated School District Security Director.
- On-going security audits.
- Random searches may be considered if deemed necessary.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of 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. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the school district's Violence Prevention Program and Safety Plan.
- 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 use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students include:

- Coalition for Drug Free North Shore.
- Bullying Prevention.
- Internet Safety Policy #4526.1.
- Drug & Alcohol & Tobacco Use by Students Policy #5440.
- Code of Conduct Policy #5300.
- Second Step K-5.
- Steps to Respect.
- Peer-mediation.
- Elementary Health programs
- Behavioral Consultants.

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our School District Comprehensive Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- National Grid Glenwood Landing Energy Center
- Chemical storage- Herhill Road and Charles Street Fuel Oil Tank Storage
- Global Glenwood Landing Fuel Terminal
- Old Lundy Factory Site
- Toxic Waste- Shore Road pass bend towards San Souci
- Konica Graphic Imaging Intl. Inc. in Glen Cove
- Photocircuits Corp. in Glen Cove
- Commander Terminals L.L.C., in Oyster Bay
- Port Washington Landfill: West Shore Road, Port Washington
- Syosset Landfill: Miller Place, Oyster Bay
- Railroad Crossings: LIRR Oyster Bay Line with stops at: Glen Cove-Glen Street-Sea Cliff-Glen Head Stations

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department (Police Chief) and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- 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.

- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for

violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

Emergency Response Protocols

Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

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 telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Contact	Phone	Fax	E-Mail
North Shore High	Albert Cousins	227-7001	227-7003	cousinsa@northshoreschools.org
North Shore Middle	Marc Ferris	227-7301	227-7305	ferrism@northshoreschools.org
Sea Cliff Elementary	Christopher Zublionis	227-7501	227-7506	zublionisc@northshoreschools.org
Glenwood Landing Elem.	Bridget Finder	227-7601	227-7603	finderb@northshoreschools.org
Glen Head Elementary	Lori Nimmo	227-7701	227-7705	nimmol@northshoreschools.org
Greenvale School	Stephen H. Watters	621-2420	621-1317	swatters@greenvaleschool.org
St. Boniface School	Rev. Robert Romeo	497-1751	674-6742	stbonchurch@gmail.com
Saint Christopher's	Eilene DiLauro	671-0501	671-1357	edilauro@sco.org
St. Hyacinth	Msr Richard Kopinsi	676-0361	674-4728	shyacint@optonline.net
Harbor Child Care	Phyllis Basso	674-8395	674-8966	pbasso@harborchildcare.com

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system such as Connect-Ed. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each School Building Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The ***FBI Bomb Threat Call Checklist*** will be available at phone reception areas.

Hostage Taking:

The School Building Emergency Response Plan ***Hazard Specific Response Guide*** procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion. In general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.

- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once the alert is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping:

The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with Superintendent.
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area and evacuate if necessary
- Inform building Principal/Superintendent
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
High School	Albert Cousins	Jennifer Imperiale	Kevin Kurrus
Middle School	Marc Ferris	Rachel Green	John Mahoney
Sea Cliff	Chris Zublionis	Doug Arena	Joe DePascale
Glen Head	Lori Nimmo	Robert Kemp	Bill Kitay
Glenwood Landing	Bridget Finder	Bill Dworsak	Stephanie DeBonis

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

District Resources Use and Coordination

School Building-level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency:

➤ **School Cancellation**

1. Monitor any situation that may warrant a school cancellation
2. Make determination
3. Contact local media/use available notification systems.

➤ **Early Dismissal**

1. Monitor situation
2. If conditions warrant, close school
3. Contact Transportation Supervisor to arrange for transportation
4. Contact local media/use available notification systems to inform parents
5. Set up information center for parent inquiries
6. Retain appropriate district personnel until all students have been returned home

➤ **Evacuation**

1. Determine the level of threat
2. Contact Transportation Supervisor to arrange transportation
3. Clear all evacuation routes and sites prior to evacuation
4. Evacuate all staff and students to pre-arranged evacuation sites
5. Account for all student/staff population; report any missing students/staff to Principal
6. Make determination regarding early dismissal
7. If dismissing early, contact local media/use notification systems to inform parents

8. Ensure adult supervision or continued school supervision/security
9. Set up information center for parent inquiries
10. Retain appropriate district personnel until all students have been returned home

➤ **Sheltering**

1. Determine the level of threat
2. Determine the location of sheltering depending on the nature of the incident
3. Account for all students and staff. Report any missing staff or students to building Principal
4. Determine other occupants in building
5. Make appropriate arrangements for human needs
6. Take appropriate safety precautions
7. Establish a public information office to respond to inquiries
8. Retain appropriate district personnel until all students have been returned home.

➤ **Shelter-In-Place (weather related)**

1. Shelter-In-Place is announced by the Incident Commander with intent to move school population to a single or multiple locations in the building.
2. Call 911
3. Activate Emergency Response Team.
4. Advise the staff and students to proceed to their designated shelter-in-place area.
5. Staff and students proceed to their designated locations in an orderly fashion.
6. Teachers/Staff must take attendance and forward it to the principal or designee.
7. Principal and designees assist emergency personnel as necessary.
8. Consider modified release of students depending on emergency and time of day.

➤ **Shelter-In-Place (Generic/Non-specific Bomb Threat)**

1. Shelter-In-Place is announced by the Incident Commander. Instruct everyone to remain where they are and scan their respective area for anything out of the ordinary.
2. Call 911
3. Activate School Building-Level Safety Team and instruct them to scan common areas for anything unusual.
4. If no device is found, decide whether to continue school or evacuate. School district administration may consult with Police to make their decision.

➤ **Shelter-In-Place (Specific Bomb Threat)**

1. Shelter-In-Place is announced by the Incident Commander.
2. Call 911
3. Activate School Building-Level Safety Team. Instruct them to find an internal location to relocate the school population. Scan and clear the location and a route to it. Move those in the affected areas to the established and cleared location.
4. Assist emergency responders as necessary.
5. The school district administration makes the decision regarding evacuation, continuation, or dismissal of school.

➤ **Lockdown**

1. Lockdown is announced by the Incident Commander
2. Call 911
3. Immediately gather students from hallways into classrooms or offices (include common areas and restrooms)
4. Teachers/Staff follow pre-established instructions to secure doors. Do not cover hallway windows. Leave the exterior windows, blinds, and lights as they are. Move students out of line-of-sight of hallway windows.
5. Teachers/Staff take attendance and record students that are in the room, missing and extra students from the hall and await further instructions.
6. Teachers are not allowed to open doors for anyone under any circumstances.
7. All activities cease. No talking or response to telephones, intercoms, public address systems or other announcements.
8. Students/Staff outside building must evacuate to a predetermined, off-campus location. This includes bus runs and field trips.
9. Lockdown will end when you are physically released from your room by emergency responders or other authority.

➤ **Lockout**

1. Announce Lockout has been implemented.
2. If lockout has not been initiated by Emergency Responders, Call 911
3. Activate building emergency plan and implement Incident Command in accordance with safety plan instructions.
4. Have students who are outside immediately return to the school building.
5. Administrators/Custodians/Assigned Staff – lock and secure all exterior doors and windows.
6. Monitor one main entrance and allow only authorized personnel into building.
7. Classes may continue as normal.
8. The lockout is lifted when the external threat is resolved. Notify as appropriate.

Homeland Security Advisory System For Schools

LEVEL RED – SEVERE RISK

First complete Level Orange then decide on action below:

- R1 – Close school before opening (or)**
R2 – Close school while in session (or)
R3 – Lockdown (or)
R4 – Short-term shelter in-place (or)
R5 – Transfer to alternate location or emergency shelter

LEVEL ORANGE – HIGH RISK

**O1 - Complete O2 and activate lockout procedures (or)
O2 - Complete Level Yellow; Limit access to facilities; Review building use permits
and Evaluate field trips.**

LEVEL YELLOW – ELEVATED RISK

**Complete Level Blue
Review building use permits.
Confer with authorities for further action.**

LEVEL BLUE – GUARDED RISK

**Increase surveillance.
Restrict parking near building.**

LEVEL GREEN – LOW RISK

Normal operations (Conduct safety audits; review safety plans, conduct drills).

Recovery – School District Support for Buildings

The School Building Emergency Response Teams 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 and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services as outlined in our **Safety Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following forms, resources, and training materials have been developed for this purpose and will be located in the Resources Section of the School Building-Level Emergency Response Plan:

- > Emergency Procedures Notification
- > FBI Bomb Threat Call Checklist
- > Incident Report Form
- > Parent/Guardian Notification
- > Post-Emergency/Post-Test Review Form
- > Gotta-Go-Bag
- > Emergency Exercise Design and Evaluation
- > Parent/Student Reunification Procedures
- > School Safety Audit Checklist
- > NYS Police Threat Assessment Model
- > Search Team Training
- > Verbal De-escalation Techniques
- > Lockdown – Quick Guide
- > Lockout – Quick Guide
- > Shelter-In-Place – Quick Guide
- > School Climate Survey