

# ***Rockville Centre School District***



## ***District-Wide School Safety Plan***



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# ***School District***

## ***District-Wide School Safety Plan***

### **Policy Statement**

The **District-Wide 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 and prevention as well as response and recovery to a variety of emergencies that may occur in the school district.

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. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response 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 **District-Wide School Safety 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 **District-Wide School Safety Plan is posted on the school district website by October 15<sup>th</sup> of each school year** and will be reviewed annually by the District-Wide School Safety Team **at their first meeting in September. Building-Level Emergency Response Plans will be updated by September 1<sup>st</sup> of each school year** by the Building-Level Emergency Response Team and **filed with both State and Local Police by October 15<sup>th</sup> of each school year.**

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 School Safety Plan is also available upon request 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 Emergency Response 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 District-Wide 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 including threats made by students against themselves including suicide.
- ✓ Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security and Project Great personnel are appropriately trained. Relevant building personnel should have received non-violent conflict resolution training and offer peer mediation programs; and other school safety programs to students.
- ✓ Plans to contact law enforcement officials and arrangements for receiving assistance from emergency and local government agencies in the event of a violent incident.
- ✓ 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 including when students make threats of violence against themselves.
- ✓ School building security.
- ✓ Dissemination of information regarding early detection of potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the Building-Level 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

## School District Chief Emergency Officer

The **Superintendent of Schools is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

### District-Wide School Safety Team

The District-Wide School Safety Team is **appointed by the School District Board of Education** and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan and update as necessary.

- School Board Members: John O'Shea, Liz Dion
- Teacher Representatives:
  - Laura Moore
  - Virginia Stamatakis
  - Mary Messina
  - Keith Eckert
  - Jennifer Monsour
- Administrators: Robert Bartels, Noreen Leahy
- Parent/Teacher Organization: Colleen Powers
- School Safety Personnel: John Scalisi, Tara Algerio-Vento
- Others: Carol Anne Walter, Suzanne Flanagan, Jacqueline Wong, Lori Jacovetti

### Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team will review the areas of responsibility listed below. After reviewing these areas, they will present a report to the Superintendent who will assess the vulnerability of the school district to violence and recommend to the School Board, preventive actions that 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 District-Wide School Safety Plan to determine its success in violence prevention. The team will review and acknowledge the implementation of the following primary responsibilities:

**Area of Responsibility:**

**Completed by:**

<p>Verifying that training programs for students and staff in violence prevention and mental health are conducted annually and completed by <b>September 15<sup>th</sup></b> of each year. New employees will receive training <b>within 30 days of hire</b>.</p>	<ul style="list-style-type: none"> <li>• Pupil Personnel Services (PPS) staff conduct annual training for all staff and faculty to raise awareness of mental health issues and the signs and symptoms of potential violence and/or suicidal ideation.</li> <li>• Students receive DASA training annually.</li> <li>• The District trains relevant staff in Crisis Prevention Implementation (CPI) on an ongoing basis. Two certified CPI trainers are full-time District employees and maintain their certification status with ongoing professional development and certification training.</li> <li>• The District conducts annual mental health awareness training. Pupil Personnel Services (PPS) staff conduct annual training for all staff and faculty to raise awareness of mental health issues and the signs and symptoms of potential violence and/or suicidal ideation.</li> <li>• PPS Staff integrate Social Emotional learning into the K-12 curriculum.</li> <li>• The Board of Education has adopted Policy 7540, 'Suicide' and Superintendent has implemented Regulations 7540R/7540F, 'Suicide' which address prevention intervention and post-intervention protocols.</li> <li>• Supervisory staff is AED/CPR trained.</li> </ul>
<p>Confirming the dissemination of information regarding early detection of potentially violent behavior.</p>	<ul style="list-style-type: none"> <li>• PPS staff exchanges information about family backgrounds and social histories.</li> </ul>
<p>Confirming that the District has developed plans to respond to acts of violence and to address threats made by students against themselves, including suicide. These plans will also address methods for contacting parents/guardians when students make threats of violence against themselves.</p>	<ul style="list-style-type: none"> <li>• Articulated in the Building Level Emergency Response Plans.</li> </ul>
<p>Confirming that the plans have been communicated to students and staff.</p>	<ul style="list-style-type: none"> <li>• Emergency drills such as fire, lock down, sheltering and early dismissal drills, are conducted on an ongoing basis in all buildings.</li> </ul>

<p>Confirming that previous incidents of violence have been reviewed and existing records have been examined 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.)</p>	<ul style="list-style-type: none"> <li>• Superintendent and/or his designee meet regularly with the Rockville Centre Police Commissioner to share information.</li> <li>• Principals of each of the buildings complete and submit VADIR reports to NYSED.</li> <li>• Assistant Superintendent of Business and Personnel oversees investigations pertaining to Workers' Compensation and OSHA.</li> </ul>
<p>Ensuring that the District continues to recommend and implement necessary changes in response to incidents of violence.</p>	<ul style="list-style-type: none"> <li>• Assistant Superintendent of PPS and Assistant Superintendent of Business review all reports and analyze the information submitted and make recommendations to the Superintendent if necessary.</li> </ul>
<p>Verifying that an annual security analysis is conducted which includes the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Teams.</p>	<ul style="list-style-type: none"> <li>• Superintendent and/or his designee meet regularly with the Rockville Centre Police Commissioner. Together, they arrange for the annual security analysis of District buildings.</li> </ul>
<p>Confirm that improved security measures are implemented based on school building inspection results.</p>	<ul style="list-style-type: none"> <li>• Superintendent and/or his designee raise the topic of security at Principals' meetings, review building security measures and make adjustments as needed throughout the year.</li> </ul>
<p>Confirm that school building survey of students and staff to identify the potential for violent incidents are conducted regularly.</p>	<ul style="list-style-type: none"> <li>• Pupil Personnel Services (PPS) staff will regularly conduct the Pride Survey to raise awareness for signs and symptoms of potential violence.</li> <li>• District Safety Team asks District staff members for input regarding all concerns prior to each District-wide Safety meeting.</li> </ul>
<p>Discuss issues raised in survey results and any actions taken by the District that are necessary.</p>	<ul style="list-style-type: none"> <li>• PPS staff reviews all issues raised by faculty members and addresses them as they arise.</li> </ul>

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

The Building-Level Emergency Response Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum, may include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** – A core group of actual responders, not to be confused with the Building-Level Emergency Response Team which is a larger team, for the purposes of planning and monitoring. This team has the following representation:
  - School Personnel
  - Law Enforcement Officials
  - Fire Officials
  - Emergency Response Agencies
- **Post-Incident Response Team** A group of individuals who can assist in the medical and psychological aftermath of a violent incident or emergency. This team has the following representation:
  - Appropriate School Personnel
  - Medical Personnel
  - Mental Health Counselors
  - Others (Psychologists, Social Workers, etc.)

### **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. Youth-run programs such as the *Safety Patrol* program.
4. Mentoring Programs for students concerned with bullying/violence.
5. Educating all students on the reasons for testing emergency plans and giving them an opportunity to ask questions as part of the process of exercising emergency plans; lockdown, sheltering, evacuation, etc. Specific training is provided on how to respond to emergency situations.
6. Inviting the Police Department to conduct emergency drills.
7. Implementation of Positive Behavior Intervention System (PBIS).
8. Implementation of Second Step at the secondary level, a program designed to allow students a safe, creative space to explore emotions resulting from trauma, hardship and crisis.
9. Implementation of the Sanford Harmony Program at the elementary level, a social-emotional teaching program that cultivates strong classroom relationships between all students.
10. Inviting the Police Department to routine school visits to expose children to positive interactions with Police Officers in non-emergency, non-threatening situations.

### **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. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Team, the following methods may be used:

- Early Go-home drill
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- 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. The School District, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

### **Implementation of School Security**

School safety personnel will help carry out the District-Wide School 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.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response 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:

- Visitor badge/sign-in procedures
- Video surveillance – closed-circuit TV security
- NYS certified security guards at all school buildings.
- 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.
- Visitor Management Software and Scanners in all buildings.
- Visitor anterooms in all buildings.
- Bullet resistant window at visitor point of entry.
- Door access controls.

### **Vital Educational Agency Information**

Each Building-Level Emergency 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 Assistant Superintendent of Pupil Personnel Staff, with input from the District-Wide School Safety Team, will make recommendations to the Superintendent for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized for staff). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by District staff, local agencies or others as deemed appropriate. Student training will include post-drill or actual event review by classroom teachers. Training for students and staff may 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.
- Dissemination of the New York State Office of Mental Health one-page handout - *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.
- The utilization of any resources available for violence prevention and mental health training including those found at the following websites:  
[http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesfor Educators.pdf](http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesforEducators.pdf) and  
<http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- Providing Information on how to report incidents of violence including threats and verbal abuse.
- Providing Information how to recognize and respond to school security hazards.
- Reviewing measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- Explaining ways to summon assistance in the event of an emergency.
- Reviewing special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Explaining post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students may include but are not limited to:

- Youth Pride Surveys.
- School social worker outreach.
- School counselor involvement.
- Second Step programs.
- CAPS workshops on bullying.
- Conflict resolution programs.
- Challenge Day.
- Assemblies on Cyber-bullying and Sexting.
- Drug & Alcohol Task Force
- Family Fun Fitness Fair

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

## Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response 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:

- Sunrise Highway, Merrick Road, Long Beach Road.
- Long Island Railroad.
- Flood zone and canals.
- Rockville Centre Water District Tower (Chlorine Storage)

## 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, confidentiality will be maintained. 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 and other emergency response agencies at the building level.

### 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 the Building-Level 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 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 Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, e-mail, District radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, Connect Ed messages, RVC App, and others as deemed necessary.

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	Phone	Fax	E-Mail
President, Board of Education	255-8921	n/a	<a href="mailto:BOE@rvcschools.org">BOE@rvcschools.org</a>
South Side High School	255-8944	766-7934	<a href="mailto:jmurphy@rvcschools.org">jmurphy@rvcschools.org</a>
South Side Middle School	255-8975	763-0914	<a href="mailto:smcginn@rvcschools.org">smcginn@rvcschools.org</a>
Covert Elementary School	255-8916	538-3165	<a href="mailto:draymar@rvcschools.org">draymar@rvcschools.org</a>
Hewitt Elementary School	255-8913	763-1817	<a href="mailto:epryke@rvcschools.org">epryke@rvcschools.org</a>
Riverside Elementary School	255-8902	763-1812	<a href="mailto:tbock@rvcschools.org">tbock@rvcschools.org</a>
Watson Elementary School	255-8904	763-1808	<a href="mailto:jwaldman@rvcschools.org">jwaldman@rvcschools.org</a>
Wilson Elementary School	255-8910	763-1806	<a href="mailto:jduffy@rvcschools.org">jduffy@rvcschools.org</a>
Greenhouse	766-3894	764-7393	<a href="mailto:fvanzant@rvcschools.org">fvanzant@rvcschools.org</a>
St. Agnes Parochial School	678-5550	678-0437	<a href="mailto:cstjohn5546@stagnes-school.org">cstjohn5546@stagnes-school.org</a>
Rosa Lee Young Nursery School	536-5674	536-0839	<a href="mailto:rlychildhoodctr@aol.com">rlychildhoodctr@aol.com</a>
Holy Trinity Nursery School	766-9716	766-2567	<a href="mailto:HTLCECC@optonline.net">HTLCECC@optonline.net</a>
United Church Nursery School	766-5635	n/a	<a href="mailto:unitednurseryrvc@gmail.com">unitednurseryrvc@gmail.com</a>
St. Mark's Cooperative Nursery School	536-6295	763-5141	<a href="mailto:stmarks.michellecreegan@gmail.com">stmarks.michellecreegan@gmail.com</a>
Jacob's Ladder Nursery School	766-4300	678-9832	<a href="mailto:rteigman@centralsy.org">rteigman@centralsy.org</a>
The Learning Academy of St. Mark	766-3777	n/a	<a href="mailto:thelearningacademyofsm@gmail.com">thelearningacademyofsm@gmail.com</a>
Rockville Centre Head Start	536-4811	n/a	<a href="mailto:ggraham@eoc-nassau.org">ggraham@eoc-nassau.org</a>

In general, parent/guardian notification will be conducted by means of a Connect Ed phone call to each student's emergency contact established in the school building, the District website, the Rockville Centre School District App and The School Channel. 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 is included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response 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 Building-Level 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 Building-Level Emergency Response Plan for ***Missing/Abducted/Kidnapped Student*** 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 Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response actions 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 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 has exited the building and alert staff to prevent unrecognized re-entry.
- If the individuals 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 and other appropriate emergency notification as necessary, including lockdown.
- If the situation escalates, plain language will be utilized to notify all building occupants to lockdown according to pre-defined 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 Building-Level Emergency Response Plan will be followed in the event of a kidnapping. In general, the following actions 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 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.
- The school principal will gather any information available on the student and their departure from school.
- The school principal will advise parent/guardian to contact friends.
- The school principal will advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- The school principal will 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:

- Implementing the Incident Command System.
- Using staff trained in de-escalation techniques.
- Informing building Principal.
- Determining level of threat with Superintendent.
- Contacting law enforcement agency, if necessary.
- Monitoring situation, adjusting response as appropriate, utilizing 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:

- Implementing the Incident Command System.
- Determining the level of threat.
- If necessary, isolating the immediate area through a Hold-In-Place.
- Informing building Principal/Superintendent.
- If necessary, initiating lockdown procedure and contacting appropriate law enforcement agency.
- Monitoring situation, adjusting response as appropriate and, if necessary, initiating early dismissal, sheltering or evacuation procedures.

## Response Protocols

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

- Implementing the Incident Command System
- Identifying decision makers
- Planning to safeguard students and staff
- Implementing procedures to provide transportation, if necessary
- Implementing procedures to notify parents
- Implementing procedures to notify media
- Debriefing procedures

### School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
South Side High School	John Murphy	Brett Rosenthal	Ben Moss
South Side Middle School	Shelagh McGinn	Rose Cammarata	Jen Pascarella
Covert Elementary School	Darren Raymar	Michelle DeMartino	Joseph Gallina
Hewitt Elementary School	Liz Pryke	Rebecca Bauer	Christine Flanagan
Riverside Elementary School	Tricia Bock	Keith Eckert	Chrissy Lyons
Watson Elementary School	Joan Waldman	Patricia Montemarano	James Landaas
Wilson Elementary School	Jim Duffy	Kara Spinelli	Joann Polo

### 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 Commissioner, 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 Building-Level Emergency Response Plans.

### District Resources Use and Coordination

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

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Early Dismissal** (Conditions warrant returning students to their homes)
- **Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Sheltering** (Conditions warrant movement to a safe place in the building)
  - **Shelter-In-Place (weather related)**
  - **Shelter-In-Place (Generic/Non-specific Bomb Threat)**
  - **Shelter-In-Place (Specific Bomb Threat)**

- **Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in the building)
- **Lockout** (A threat exists outside the school building or in the vicinity)

### **National Terrorism Advisory System (NTAS)**

**National Terrorism Advisory System (NTAS)** advisories, whether they be Alerts or Bulletins, encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

#### **NTAS Bulletin:**

Describes current developments or general trends regarding threats of terrorism.

#### **NTAS Elevated Threat Alert:**

Warns of a credible terrorism threat against the United States.

#### **NTAS Imminent Threat Alert:**

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

### **Recovery – School District Support for Buildings**

The 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
- Assistant Superintendents
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- School Nurse Practitioner
- Others as deemed necessary

### **Disaster Mental Health Services**

The **Building-Level Emergency Response Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health 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. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

[www.nassauschoolemergency.org](http://www.nassauschoolemergency.org) under the **Safety Plans** tab.