



# **Comsewogue School District District-Wide School Safety Plan 2021-2022**

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# 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/prevention, response and recovery with respect to a variety of emergencies that 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. 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** is made available to the entire school community. The District-Wide and Building-Level Plans will be annually adopted by the School Board. As required by law, the **District-Wide School Safety Plan is posted on the school district website by October 15th of each school year** and will be reviewed annually by the District-Wide School Safety Team **by September 1st of each school year**. **Building-Level Emergency Response Plans will be updated by September 1st of each school year** by the Building-Level Emergency Response Team and **filed with both State and Local Police by October 15th 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 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 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 and 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 Member
- Teacher Representative
- Administrator
- Parent/Teacher Organizations
- School Safety Personnel
- Others
- Student Representative (Optional)

## Responsibilities of the District-Wide School Safety Team

The District-Wide School 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 District-Wide School Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

1. Recommending training programs for students and staff in violence prevention and mental health. Annual training will be completed by September 15<sup>th</sup> and may be included in existing professional development. New employees will receive training within 30 days of hire.

2. Dissemination of information regarding early detection of potentially violent behavior.
3. Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
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 School Safety Team Sub-Committee or Building-Level Emergency Response 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.

## 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 will, 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** (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) which has the following representation:
  - School Personnel
  - Law Enforcement Officials
  - Fire Officials
  - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which 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. **Extended day** and other school safety programs.

4. **Youth-run** programs.
5. **Mentors** for students concerned with bullying/violence.
6. 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.
7. The **Fire Department** conducts annual training in all school buildings.

## 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, at a minimum, 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:

- Entrance guards and hall monitors who receive 2 days of staff development every school year.
- The School District has had a technical threat vulnerability assessment conducted in conjunction with our Building-Level Emergency Response Team.
- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question, the building principal will be consulted. If this has been confirmed, they will be admitted to the building where they will sign-in.
- Visitor badge/sign-in procedures – we utilize a visitor pass badge system. Upon entry into the building the visitor must show photo identification; then receives a visitor badge and is escorted to the main office and is accompanied to their destination. Anyone in the building without a badge would be immediately questioned by building staff and the Security Supervisor would be informed.
- 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-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 District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). 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.
- 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 district will utilize any resources available for violence prevention and mental health training including those found at the following websites: <http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesforEducators.pdf> and <http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- 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.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- Gang awareness programs with parental involvement.
- Youth Pride.
- School social worker outreach.
- School counselor involvement.
- First and Second Step programs.
- Anger Management programs.
- List of resources for parents on the website on violence prevention and early recognition.
- 21st Century program.
- Conflict resolution programs.

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, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips.

## 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 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 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 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 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, 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	Phone	Fax	E-Mail
Boyle Road Elementary School	631-474-8140	631-474-8498	<a href="mailto:nsooknanan@comsewogue.k12.ny.us">nsooknanan@comsewogue.k12.ny.us</a>
Clinton Avenue Elementary School	631-474-8150	631-474-8499	<a href="mailto:tbifalco@comsewogue.k12.ny.us">tbifalco@comsewogue.k12.ny.us</a>
Norwood Avenue Elementary School	631-474-8130	631-474-8385	<a href="mailto:tdimichele@comsewogue.k12.ny.us">tdimichele@comsewogue.k12.ny.us</a>
Terryville Road Elementary School	631-474-2834	631-474-2846	<a href="mailto:asciove@comsewogue.k12.ny.us">asciove@comsewogue.k12.ny.us</a>
John F. Kennedy Middle School	631-474-8160	631-476-8176	<a href="mailto:mfama@comsewogue.k12.ny.us">mfama@comsewogue.k12.ny.us</a>
Comsewogue High School	631-474-8178	631-474-8175	<a href="mailto:mмосca@comsewogue.k12.ny.us">mмосca@comsewogue.k12.ny.us</a>

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. 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 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. A **Bomb Threat Questionnaire** will be available in each main office.

- Upon receipt of a bomb threat, buildings will now lock down (Please see the Emergency Management Manual for Bomb Threat Procedures).

## **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 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 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 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 through a Hold-In-Place.
- 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	IC #4	IC #5
Boyle Road Elementary School	Principal	Nurse	Custodian	-	-
Clinton Avenue Elementary School	Principal	Nurse	Custodian	-	-
Norwood Avenue Elementary School	Principal	Nurse	Custodian	-	-
Terryville Road Elementary School	Principal	Nurse	Custodian	-	-
John F. Kennedy Middle School	Principal	Asst. Principal	Asst. Principal	-	-
Comsewogue High School	Principal	Asst. Principal	Asst. Principal	-	-

## 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, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Mental Health, and Eastern Suffolk BOCES District Superintendent. For specific assistance beyond the scope of the 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 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)
- **Fire Alarm During a Lockdown** (Stay in the lock down position until told to evacuate by police, fire, or school officials).
- **Lockout** (A threat exists outside the school building or in the vicinity)

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

NTAS advisories – whether they are 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.

### **Bulletin**

Describes current developments or general trends regarding threats of terrorism.

### **Elevated Threat Alert**

Warns of a credible terrorism threat against the United States.

### **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
- School Business Official
- Director of Security
- Director of Facilities
- Food Service Director
- Nurse
- 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 Suffolk County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

## Pandemic Planning

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

## Prevention/Mitigation

We will work closely with the Suffolk County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:

- Report suspected and confirmed cases of influenza on the monthly school's **Communicable Disease Report**, (DMS- 485.7/93; HE-112.4/81) and submit to:  
Suffolk County Department of Health Services  
3500 Sunrise Highway, Suite 124, P.O. Box 9006, Great River, NY 11739-9006  
(631) 854-0333.  
After hours urgent Public Health issues can be reported to (631) 852-4820.
- The Suffolk County Department of Health will monitor county-wide cases of influenza and inform school districts as to appropriate actions.
- Our **Nurse** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide School Safety Team will review and assess any obstacles to implementation of the Plan. The **CDC School District Pandemic Influenza Planning Checklist** will be reviewed annually for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

## Preparedness

The Suffolk County Department of Health Services, Suffolk County Police Departments (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Precincts), Department of Mental Health will collaborate to assure complementary efforts. The District-wide Command Center will be at **District Office** with the alternate at **Comsewogue HS** and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

- **Primary Incident Coordinator**
  - Superintendent, (631) 474-8105
- **Backup Incident Coordinator**
  - Associate Superintendent, (631) 474-8116
- **Operations**
  - Facilities Director, (631) 474-8114
  - Security Coordinator, (631) 387-1121
- **Logistics**
  - Assistant Superintendent for Staff & Student Services, (631) 474-8110
  - Facilities Director, (631) 474-8114
- **Plan & Intel**
  - Assistant Superintendent for Instruction, (631) 474-8200
  - Security Coordinator, (631) 387-1121
- **Adm/Fin.**
  - Associate Superintendent, (631) 474-8116
- **Public Info**
  - Assistant Superintendent for Staff & Student Services, (631) 474-8110
- **Safety**
  - Assistant Superintendent for Instruction, (631) 474-8200
- **Liaison**
  - Assistant Superintendent for Staff & Student Services, (631) 474-8110
- **Incident Log/Scribe**
  - Superintendent's Secretary, (631) 474-8108

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include: school postings; general mailings; e-mails; special presentations; phones and cell phones, reverse 911 systems, and the public media. A school district Public Information Officer (PIO) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. **Our Information Systems Office will test our emergency communication systems annually.**
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision- making authority for the district (**Superintendent, Associate Superintendent, Assistant Superintendent for Instruction, Assistant Superintendent for Staff & Student Services**). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal Cisco phone system followed by hand held radios, cell phones and phone mail, e-mail, district automated phone notification system.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing, payroll, and operations responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Transportation Supervisor, Security Supervisor, Facilities Director, Instructional Technology Admin. Asst.,



Purchasing Agent, Business Administrator and Transportation Senior Account Clerks. Recognizing the need for job cross-training, we have trained individuals with the following job titles:. We have also established the ability to maintain these essential functions off-site from remote locations as follows: At the current time, Eastern Suffolk BOCES will be our off-site location. **Off-site function will be tested annually.**

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process will be provided annually.
- Principals will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented. The Principals will provide cross-training of staff to ensure essential functions annually to help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary including:
  - Hard copy, self-directed lessons
  - Use of mobile media storage devices for lessons (CDs, Jump Drives, IPODS)
  - On-line instruction; on-line resources; on-line textbooks
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of strategies & have tested these methods on an annual basis.

## Response

- The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Suffolk County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation & review responsibilities & communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing

procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.

- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

## **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 from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with NYSED to revise or amend the school calendar as deemed appropriate. We will evaluate all building operations for normal function and re-implement appropriate maintenance & cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into this 7th day of August 2019 by and among the Brookhaven-Comsewogue Union Free School District (“the District”) and the District’s security guards, who hold the Suffolk County Civil Service Title of “Guard” (“the Guards”).

WHEREAS, recent amendments to Education Law Section 2801-a and the Commissioner of Education’s Regulations require school districts that employ security personnel to have an agreement developed with stakeholder input defining the relationship among the District, school personnel, students, visitors, law enforcement and security personnel; defining the security personnel’s roles, responsibilities and involvement within the school district; and delegating the role of school discipline to school administration; and

WHEREAS, Education Law Section 2801-a requires that this agreement be incorporated into and published as part of the District-Wide Safety Plan.

NOW, THEREFORE, the parties agree as follows:

1. This Memorandum was prepared with stakeholder input in accordance with Education Law Section 2801-a.
2. The responsibility for school discipline rests solely with the Board of Education, District-wide and building administration, as well as teachers and other non-security staff, as set forth herein.
3. The Board of Education, Superintendent of Schools, building principals, assistant principals and other non-security staff members (*e.g.*, teachers), as appropriate under the circumstances, are primarily responsible for addressing and responding to student, staff and visitor misconduct in a manner that is consistent with the District’s Code of Conduct and applicable law. When necessary, Guards will assist non-security staff members with escorting individuals to a different location on or off school property and contacting local law enforcement.
4. At no time will Guards be responsible for imposing school discipline or disciplining students in response to misconduct violating the District’s Code of Conduct. Rather, Guards will instead refer suspected incidents of student misconduct to the appropriate school building administrator (*e.g.*, a principal or assistant principal), District-wide administrator (*e.g.*, the Superintendent of Schools or Assistant Superintendent) or other non-security staff member (*e.g.*, a teacher) as appropriate under the circumstances.

5. In addition, in accordance with their Suffolk County Civil Service job description, Guards have the following illustrative responsibilities and duties:

- a. Employing basic rules of good conduct on public grounds and buildings.
- b. Having knowledge of buildings and grounds.
- c. Working independently based upon established rules and procedures.
- d. Patrolling grounds and buildings and looking for signs of unusual occurrences.
- e. Guarding entrance gates or other specific areas to prevent unauthorized persons and vehicles from entering premises.
- f. After checking ID and purpose of visit, calling ahead to notify appropriate staff members of a visitor.
- g. Making security checks of gates, windows, doors and lights.
- h. Observing and reporting disturbances or suspicious activities.
- i. Submitting reports or log data regarding daily activities.

6. Local law enforcement is not responsible for imposing school discipline or disciplining students in response to misconduct violating the District's Code of Conduct. The role of local law enforcement is to respond to criminal matters and matters that threaten the health, welfare or safety of District students, staff or visitors.

7. This Memorandum will not be interpreted as constituting a contract or binding agreement of any type. Instead, this Memorandum merely describes certain roles and responsibilities of the Guards, other District staff members and local law enforcement regarding school discipline and security.

8. This Memorandum may be executed in one or more counterparts, all of which will be considered one and the same document. This Memorandum may be executed by facsimile or PDF signature, each of which will constitute an original for all purposes.

**MOU approved by the Board of Education on August 7, 2019**

Each guard will sign an individual MOU, which will be kept on file in the Associate Superintendent's Office.

# Brookhaven – Comsewogue Union Free School District Public Health Emergency Plan for Operations



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## Elements

### 1. Designation of Essential Employees and Contractors

Administrative Employees including cabinet level, department heads, clerical and technology support staff are designated as essential in their role of maintaining operations of online and in person instruction:

- any personnel necessary for online or distance learning or classes delivered via remotely
- child care programs and services
- government owned and leased buildings
- essential government services

Essential Positions: Superintendent, Associate Superintendent, Assistant Superintendents, Assistants to the Superintendent, District Administrators, Directors, Assistant Directors, Principals, Assistant Principals, Technology, Confidential and Managerial Staff, Business Administrator, Office Assistants, Account Clerks, Plants Facilities Administrator, and Nurses

Buildings and Grounds Employees are essential to maintain the safety and sanitization of the buildings. There are **essential services necessary to maintain the safety, sanitation and essential operations of the school district including:**

- security
- building cleaners or custodians
- general and specialized maintenance including but not limited to heating, ventilation, and air conditioning (HVAC)
- cleaning, disinfection, and sanitation services

Essential Positions: All Custodial Positions, Maintenance and Grounds Positions and Security Guards

## **2. Telecommuting Protocols**

All Employees requiring laptops to complete their work will be provided with Chromebooks or laptops to work remotely.

Phones should be forwarded to the administrator or his/her designee working remotely.

Teachers are expected to:

- Utilize the Google Platform or Seesaw to provide instruction
- Utilize Google Meets to livestream with students for all classes or additional services
- Contact an administrator to report student misuse
- Maintain appropriate usage of software/hardware including app/website usage
- Technical, Instructional and Curricular Support can be reached via the District website under technology work order request, by emailing [helpdesk@comsewogue.k12.ny.us](mailto:helpdesk@comsewogue.k12.ny.us), or by accessing employee email addresses through the website.

## **3. Reduce Overcrowding/Stagger Work Schedules**

To avoid overcrowding essential employees will have their in-person schedules staggered. Shifts will be established by the Administrator in charge of the department. The work hours and days must be flexible and each employee in attendance must be in an office alone or at least have 125 sq. ft. of space between them during periods of health emergency involving a communicable disease.

## **4. Personal Protective Equipment “Stash” and Storage**

Inventory of masks, disinfecting wipes, face shields, and gloves are being maintained by the business office and is replenished when supplies are below 500 pieces.

## **5. Exposure**

During a public health emergency involving a communicable disease, if an individual is exposed to any communicable disease and/or tests positive, that individual, if on grounds, must report to the designated quarantine/isolation room or vacate the building immediately. At this time, the area of where the exposed individual visited will be immediately evacuated and a thorough disinfecting of that area will be done by the custodians. All equipment and surfaces will be cleaned and disinfected prior to re-occupancy of the space. In the event that an employee must quarantine and is prohibited to return to work by the school district or SCDOH, leave is available if needed.



## **6. Contact Tracing**

The Suffolk County Department of Health (SCDOH) is responsible for case investigation and contact tracing in Suffolk County and will support the District with contact tracing. The District will support case investigation and contact tracing efforts by confirming attendance, sharing rosters, and providing any necessary data requested by the agency. The District will notify the school community while investigations are underway. The SCDOH provides isolation or quarantine orders to all cases and contacts in Suffolk County. In addition, those under isolation or quarantine will be monitored daily by the SCDOH. When the isolation or quarantine period has ended, a letter from the SCDOH confirming release will be provided to each case and contact. Students and/or staff must provide this letter to their school district in order to return.

## **7. Collaboration**

Essential Employees are expected to reside at their housing within 1 hour of the district address during a period of heightened public emergency unless specifically identified by the Superintendent of their requirement to travel. If employees need emergency housing the Suffolk County Department of Social Services will be contacted.

## **8. Department of Health Requirements**

Comsewogue will closely work with the Suffolk County Department of Health and will follow all Department of Health requirements such as, but not limited to, tracing and testing, social distancing, hand hygiene and disinfectant or mask wearing.