

PROJECT SAVE

District-Wide School Safety Plan

General Considerations and Guidelines

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

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

Purpose

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

Identification of and Charge to the School Safety Planning Team

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

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

School Safety Planning Team:

Board Policy Committee Liaison	Packman, Stan
Teacher	Arden, Jim
Staff	Arrasate, Pam
Administrative Representative	Bernard, Audrey
Custodial	Bilka, Tom
Teacher Representative	Black, Diane
Staff	Brodsky, Barbara
Suffolk County Fire, Rescue and Emergency Services	Carrera, Mario

NYS Police	Collins, Tom
Administrative Representative	Fox, Anne
Administrative Representative	Galvin, Walter
School Nurse	LoCascio, Risa
Administrative Representative	Marino, John
Clerical	McNiff, Louise
Staff	Mercogliano, Jim
Clerical	Miglino, Carol
Administrative Representative	Minkin, Carl
Transportation	Misciagno, Lorraine
Staff	Mupo, Dom
Suffolk County Police	Neubauer, Lt. Bill
Staff	Noble, Ken
Administrative Representative	Penna, Gene
Maintenance	Peritore, Charles
Staff	Power, Mary Ann
Student Representative	Ragin, Justin
Parent Representative	Ragin, Lori
Staff	Rosen, Barry
Teaching Assistant	Shawn, Thelma
Board Member	Smith, Jeff
School Safety Officer	Speciner, Larry
Teacher Representative	Tierney, Chris
Administrative Representative	Wallach, Henry

Concept of Operations

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

The District-wide Safety Team was approved by the BOCES Board on November 2, 2000. The team consisted of individuals representing administrators, school safety officer, board member, teacher representatives, parent representative, student representative, union representatives, and outside agencies.

The Team:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning.
- Reviewed available supplemental information related to school safety planning.
- Developed and implemented a work plan leading to the establishment of an Agency-wide School Safety Plan conforming to the requirements specified in the SAVE legislation.
- Drafted the Agency-wide School Safety Plan.
- Conducted a Public Hearing on the Agency-wide School Safety Plan in cooperation with the BOCES administration.

- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration of the Board.
- Coordinated efforts with the Board Policy and the Safety Committee's as necessary.
- Completed activities in accordance with Implementation Timeline.
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE.

The team met on numerous occasions to develop the School Safety Plan. The team was divided into three groups for the initial work with the final plans being reviewed by the entire committee. The team met on November 29, 2000, December 6, 2000, December 12, 2000, December 13, 2000, December 20, 2000, January 10, 2001, January 11, 2001 and January 12, 2001. In addition to the formal team meetings many smaller group meetings occurred to go over specific aspects of the Plan.

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

Upon Review and Public Comment

The public hearing was advertised on March 8, 2001 in THE SUFFOLK TIMES. On March 20, 2001, a public hearing was held at the James Hines Administration Building in Patchogue. In accordance with Project SAVE legislation, the Plan was widely distributed to personnel both inside and outside of the BOCES at least 30 days prior to its adoption by the Board. The Plan was reviewed by the BOCES Board of Education for a first reading on April 24, 2001 and approved at a second reading on May 22, 2001.

In accordance with Project SAVE legislation, the Plan was then filed with the Commissioner of Education on June 15, 2001 by Mr. Larry Speciner, Coordinator of Management Services at Eastern Suffolk BOCES. The Plan was sent directly to Mr. John Soja at the State Education Department with a copy to Ms. Laura Sahr. This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the James Hines Administration Building, 201 Sunrise Highway, Patchogue, New York.

Updating

A substantial update to the plan was completed in 2017 by the following team:

Alicia Anderson; James Arceri; Michael Blum; Susan Boyle; Rosaria Broesler; Linda Bufalo; Jeanette Craig; Chris D'Ambrosio; Jill Diamond; Daria Greco;Carolynn Hansen; Jonathan Hark; Donald Hein; Charles

Hoffman; Kristyn Kealey; Steve Kiffer; Joseph Lesnick; Bob Love; Sue Maddi; Matthew Matera; Dominick Mupo; Susan O'Neill; Gina Reilly; Gail Reissman; Mace Scanlon and Marie Stevens.

A Public Hearing was held on July 21, 2017 to cover changes to the plan. A notice was published in the Suffolk Times regarding the Public Hearing on 7/14/17. The revised plan was subsequently adopted by the Board and filed with the appropriate agencies.

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

Michael Alfano (Police Lt.); Rosaria Broesler; Tom Bilka (Fire Department); Chris D'Ambrosio; Ian Davis; Paul DeCarlo; Lou DiPaola,Carolynn Hansen; Kristyn Kealey; Sue Maddi; John Masarik (Student); Brian Mealy (Board Member); Tom McGrath; Dominick Mupo; Susan O'Neill; James Paperman; Gina Reilly; John Sganga (School Resource Officer) and Rob Van Brunt.

A Public Hearing is being held on August 6, 2020 to discuss the plan. A notice was published in Newsday regarding the Public Hearing on July 17, 2020.

Risk Reduction/Prevention and Intervention

Prevention/Intervention Strategies

Program Initiatives

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

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

BOCES has created an agency-wide policy regarding bullying, violence and harassment, which shall be disseminated to all staff and students on the first day of school.

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

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

Training Drills and Exercises

Staff training on Safety Protocols will be completed by September 15th of each school year. Employees that start after the initial training – will be trained within 30 days of their start date.

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

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

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

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

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

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

Implementation of School Security

Building Safety/Security

BOCES shall provide the necessary physical environment, security devices, security personnel and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter BOCES property. BOCES shall ensure that each facility is physically secure by:

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

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

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

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

School Building Monitors

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

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

Required training and required knowledge shall include:

- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses including verbal and non-verbal students

- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g. BOCES policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training
- Bloodborne pathogen training

Safety/Security Officer

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

- Provide protection for students, staff and visitors
- Enforce BOCES policies (i.e., smoking, weapons)
- Assist building administrators in developing Building Level Safety Plans
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- Interaction/intervention with students, buses, etc. as required
- Direct hall traffic (check all passes)
- Greet visitors and distribute passes
- Provide information and directions as may be required
- Patrol hallway
- Patrol lavatories
- Intervene in the event of disturbances and contact appropriate officials
- Restrain persons engaged in disorderly conduct and/or make civilian arrests
- Respond to emergencies such as bomb threats and building evacuations
- Assist in calming disturbances and crowd control
- Assist law enforcement officers in the performance of their duties
- Work with police and rescue personnel with medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator
- Perform other duties specific to security purposes as determined by site

Required training and required knowledge shall include:

- State certification
- School violence prevention and intervention training including initial non-violent crisis intervention training (CPI training) and refresher courses for verbal and non-verbal students

- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g., BOCES Policies, School Safety Plan, Staff Handbook, etc.)
- Right-to-know training
- Bloodborne pathogen training

A Security Coordinator position has been established to oversee the above Security Personnel.

Vital Educational Agency Information

BOCES maintains the following listings regarding Vital Educational Agencies located within the Eastern Suffolk BOCES Supervisory District.

Eastern Suffolk BOCES Building and Staff Locations
 Directory of Suffolk County Public Schools
 Directory of Recognized Nonpublic Schools
 School District Enrollment

Early Detection of Potentially Violent Behaviors

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

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

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

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

- Videotapes related to security and crisis situations
- Training in the use of security devices as needed.

Dissemination of Information

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

Hazard Identification/Sites of Potential Emergencies

The District-wide Comprehensive School Safety Plan requires each Building level School Safety Team to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population.

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

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

Response

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

Notification and Activation (Internal and External Communications)

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

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

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

Contacting other educational agencies

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

Contacting Parents, Guardians in the Event of a Violent Incident

Building administrators shall develop policies and procedures for contacting parents or guardians in the event of violent incidents and crisis situations. All procedures shall be in accordance with BOCES' Code of Conduct and New York State Law, and all anti-violence policies and procedures shall be presented to staff and students annually in a clear and concise format. When a student is involved in any violent situation, a parent or guardian

shall be contacted. Further notification will be made on a case by case basis to those individuals deemed necessary to know.

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

Threats of Suicide

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

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

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

- Procedures for the safe evacuation of students, staff and visitors in the event of a serious violent incident or other emergency
- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident
- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area
- Establishment of internal and external communication systems in emergencies
- Definition of the chain of command in a manner consistent with the National Incident Management System/Incident Command System

- Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident
- Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan
- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property

The implementation of the District-wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. These measures shall be practiced on a daily basis by all personnel.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.
- The building administrator or his/her designee should be notified immediately if anything looks suspicious.
- After opening the room, staff should key the door in the locked position, if possible.
- When leaving the room vacant, staff should lock and close the door.
- After school begins, all entrances should be locked, including those monitored or where access is controlled.
- All visitors must report to the main office to obtain a visitor's pass through the Raptor System and all visitor passes must be returned to the main office at the end of the visit.

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

Emergency Assistance from Local Government

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

Advice and Assistance from Local Government

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

District Resources Available for Use in an Emergency

Crisis Kits

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

Equipment:

- Megaphone and whistle
- Small First Aid Kit
- Plastic Gloves (large box)
- Vest for incident commander
- Barricade Tape
- Flashlight & batteries
- Duct Tape
- Plastic Garbage Bags
- Leatherman tool (or Swiss Army Knife)
- Nametags
- Pens/Waterproof marker / Paper/Materials for Signs
- Shock Blankets
- Waterproof Duffle Bags (to hold these items)

Information:

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

Vehicles

Eastern Suffolk BOCES maintains a listing of vehicles that may be used in an emergency.

Other Equipment

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

Coordination of District Resources and Manpower

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

- District Superintendent or Designee
- Chief Operating Officer
- Deputy Superintendent's
- Associate Superintendent for Management Services
- Assistant Superintendent of Human Resources
- Director for Administrative Services
- Director of Facilities
- Security Coordinator
- Transportation Coordinator
- Safety & Administrative Support Manager

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

Protective Action Options

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

1. Cancellation Prior to the Start of School

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

2. Evacuation

This plan shall be used as a guideline when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

3. General Go-Home Plan

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

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

4. Shelter In Place / Hold In Place

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

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

5. Lockdown Plan/ Lockout Plan

In certain critical situations, it may be determined that the safest place for the students, staff and other occupants is inside the building and under such circumstances, the building will be secured by using either the Lockdown or Lockout Plan. These plans may be initiated by the Chief Operating Officer (COO) (or designee) or the Building Administrator (BA). Upon initiation of Lockdown, the BA will notify BOCES Central Administration. After Lockdown has been initiated Lockdown will only be released via door to door opening with BOCES personnel and law enforcement.

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

6. Evacuation of Disabled Students, Staff, and Visitors

Each Building Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Building Level School Safety Plan.

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

7. Evacuation / Reunification Areas

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

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

8. Weather Conditions and Evacuation

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

ESBOCES maintains this sequential response information within each Building Level Safety Plan.

9. Re-Occupancy of a School Building

After a building has been cleared by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator: (1) reoccupy the building and resume classes; (2) relocate the building occupants to another facility (sheltering); or (3) activate the plan for early dismissal.

Recovery
School District Support for Building:

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

Designation of an Emergency Response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist with the school community in coping with the aftermath of a violent incident.

Building Level Emergency Response Team

Title	Name	Phone Work / Home	Role Responsibility
Principal / Admin			
Asst. Princ./Coord.			
Clerical			
Custodian			
School Nurse			
Teacher Rep.			

Law Enforce Rep			
Emergency Response Agency Rep.			

Post Incident Response Team

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

Disaster Mental Health Coordination

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

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

District-Wide Disaster Support Team

Eastern Suffolk BOCES

Agency/Department	Office	Phone
Crisis Response Team	Julie Lutz	631-929-3845 (Home) 631-687-3001 (Work)
	David Wicks	631-764-5284 (Home) 631-687-3006 (Work)
	Claudy Damus-Makelele	516-581-3422 (Home) 631-687-3056 (Work)
	Ryan Ruf	631-686-5047 (Home) 631-687-3109 (Work)
	Sam Gergis	516-383-8085 (Home) 631-687-3029 (Work)
	Lou DiPaola	631-276-1651 (Home) 631-472-8788 (Work)

Suffolk County

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

State

Agency/Department	Office	Phone
Environmental Conservation/Spills	Regional Office – Spills Enforcement 24-Hour Emergency Spill Hotline	631-444-0320 631-444-0240 / 877-457-5680 1-800-457-7362
Health Department	Environmental Health Information	1-800-458-1158
Labor Department/PESH	Safety & Health Regional Office	516-228-3970
Emergency Management Office	24-Hour Number	518-292-2200

Federal

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

Other

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